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Oracle Human Resources Management Systems Payroll Processing Management Guide (Canada), Release 11*i*

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Contents

Send Us Your Comments

Preface

1 Payrolls

Payrolls Overview 1- 1
Payrolls 1- 1
Payroll Definition 1- 2
Consolidation Sets 1- 3
Defining Exchange Rates 1- 3
Selecting Exchange Rate Types for a Business Group 1- 4
Creating an Assignment Set 1- 4
Defining Consolidation Sets 1- 5
Changing Consolidation Sets 1- 5
Defining a Payroll 1- 6
Deleting Payrolls 1- 8

2 Payroll Payment and Distributions

Payroll Payment and Distributions Overview 2- 1
Payroll Payment and Distributions 2- 1
Payment and Distributions 2- 2
Using Oracle Payroll with Cash Management 2- 3
Defining a Payment Method 2- 4
Viewing Statement of Earnings 2- 6
Setting Up Payslip Information and Generating Payslips 2- 7
Extracting Information to Appear on the Payslip 2- 8

3 Payroll Processing and Analysis

Payroll Processing and Analysis Overview 3- 1
Payroll Processing and Analysis 3- 2
The Payroll Run 3- 4
Process Part of a Payroll 3- 5
Continuous Calculation 3- 6
Starting a Payroll Run 3- 6

Setting Up Continuous Calculation . . . 3- 7
Running the Continuous Calculation Process . . . 3- 8
Post Processing for a Payroll . . . 3- 8
Post-Processing for a Payroll . . . 3- 9
Data Locks for Payroll Processes . . . 3-10
Running Post-Run Processes for QuickPay . . . 3-11
Viewing Payroll Process Results . . . 3-12
Printing the Payslip . . . 3-13
Business Groups: Entering Payroll Archiver Level Information . . . 3-13
Running the Canadian Payroll Archiver . . . 3-14
Direct Deposit . . . 3-14
Deposit Advice Process . . . 3-15
Reconciling Payments . . . 3-15
Running the Payment Register, Summary and Detail Reports . . . 3-16
Running the PrePayments Process . . . 3-16
Cheque Writer Process . . . 3-17
Setting Up Printer Styles . . . 3-18
Running the Void Cheque/Check Payments Process . . . 3-18
Reissuing a Voided Cheque . . . 3-18
Running the Cheque Listing Report . . . 3-19
Void Payments Process . . . 3-19
Running the Voided Payments Report . . . 3-20
Making External/Manual Payments . . . 3-20
RetroPay Processing . . . 3-21
RetroPay Processes Available in Oracle Payroll . . . 3-22
RetroPay Key Concepts . . . 3-23
Understanding the Sequence of Your RetroPay Activities . . . 3-24
Setting Up Retro-Notification and RetroPay . . . 3-25
Setting Up the Retro-Notification Report . . . 3-27
Setting Up Your RetroPay Process . . . 3-28
Creating a RetroPay Set . . . 3-30
Running the RetroPay Process . . . 3-30
Viewing RetroPay Status and History . . . 3-31
Running the Retro-Notifications Report . . . 3-33
Advance Pay . . . 3-34
Advance Pay Process . . . 3-35
Setting Up Advance Pay for Individual Assignments . . . 3-35
Setting Up Advance Pay for Batch Assignments . . . 3-36
Running the Advance Pay Listing Report . . . 3-37
Running Advance Pay . . . 3-37
Running the Advance Pay Process . . . 3-37
Running Advance Pay by Element . . . 3-38
Viewing the Results of the Advance Pay Process . . . 3-38
Exception Reporting . . . 3-38
Payroll Exception Reporting: Overview . . . 3-39

Running the Payroll Message Report . . . 3-41
Reconciling Payments . . . 3-41
Setting Up Exception Reports . . . 3-42
Grouping Exception Reports . . . 3-47
Running an Exception Report, or Exception Report Group . . . 3-47
Retries, Reversals and Rollbacks . . . 3-48
Correction of Run Results: Rollbacks . . . 3-49
Correction of Run Results: Retries . . . 3-49
Correction of Run Results: Reversals . . . 3-50
Marking and Retrying Payroll Runs and Other Processes . . . 3-51
Marking a Group of Employee Assignments for Retry . . . 3-52
Correcting Run Results: Reversals . . . 3-52
Retrying a Payroll Run or Other Payroll Process . . . 3-52
Rolling Back Payroll Runs and Other Processes . . . 3-52
Rolling Back a Process from the Payroll Processes Window . . . 3-53
Rolling Back a Process from the Submit Requests Window . . . 3-53
Rolling Back a Process from the Assignment Processes Window . . . 3-53

4 End of Year Processing

End of Year Processing . . . 4- 1
End of Year Processing . . . 4- 1
End of Year Processing . . . 4- 1
End of Year Processing . . . 4- 2
The Year End Pre-Process . . . 4- 3
Post-Archival Reports . . . 4- 3
T4 Register Reporting . . . 4- 3
RL1 Register Reporting . . . 4- 4
T4A Register Reporting . . . 4- 4
Federal Year End Amendments . . . 4- 5
Provincial Year End Amendments . . . 4- 6
Payroll Register Reporting . . . 4- 7
Running, Retrying, and Rolling Back the Year End Pre-Process . . . 4-10
Running the T4 Register Report . . . 4-11
Running the T4A Register Report . . . 4-12
Running the RL1 Register Report . . . 4-12
Statutory Deductions Reporting . . . 4-12
Running the Record of Employment . . . 4-13
Provincial Medical Reporting . . . 4-14
Quebec Health Services Reporting . . . 4-15
Worker's Compensation Reporting . . . 4-16
Running the Federal T4 Form and Magnetic Media . . . 4-16
Running the Provincial RL1 Form and Magnetic Media . . . 4-17
Running the Federal T4A Form and Magnetic Media . . . 4-18
Running the Federal Year End Amendment Pre-process . . . 4-18
Running the Provincial Year End Amendment Pre-process . . . 4-19

Running the T4 Amendment Register Report CA Request Set 4-19
Running the T4 Amendment Paper Report 4-20
Running the RL1 Amendment Register Report CA Request Set 4-20
Running the RL1 Amendment Paper Report 4-21
Business Payrolls Survey 4-21
Running the Year End Exception Report 4-22

5 Payroll Statutory Deductions and Reporting

Payroll Statutory Deductions and Reporting Overview 5- 1
Payroll Statutory Deductions and Reporting 5- 1
Taxes 5- 2
Tax Information for GREs 5- 3
Tax Data for Employees 5- 3
Taxability Rules for Earnings and Deductions Categories 5- 4
Rules for Worker's Compensation 5- 4
Rules for Provincial Medical Plans 5- 4
Tax Withholding Methods 5- 4
The Tax Calculation Process 5- 5
Tax Balances 5- 5
Tax Information for an Employee Assignment 5- 8
Assignment Location Rules Overview 5- 9
Adjusting Balances 5- 9
Geocodes 5-10
Changing Taxability Rules for an Earnings Type 5-10
Changing Taxability Rules for a Taxable Benefit 5-11
Changing Taxability Rules for a Pre-Tax Deduction 5-12
Entering Federal Tax Information for an Employee 5-12
Entering Federal Tax Rules for a GRE 5-13
Feeding Balances for Year End Reporting 5-14
Viewing Tax Balances 5-15
Entering Provincial Tax Information For a PRE 5-15
Entering Provincial Tax Information for an Employee 5-17

6 Payroll Event Rules

Payroll Event Rules Overview 6- 1
Payroll Event Rules 6- 1
Triggers, Events and Parameters 6- 1
Database Triggers 6- 2
Process Parameters 6- 3
Defining Dynamic Triggers 6- 4
Grouping Dynamic Triggers into Legislative Functional Areas 6- 5
Making Table Event Updates 6- 6
Maintaining Parameters and Parameter Groups for Payroll Processes 6- 7

A Windows and their Navigation Paths

B Reports and Processes in Oracle HRMS

HRMS Glossary

Index

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Oracle Human Resources Management Systems Payroll Processing Management Guide (Canada), Release 11*i*

Part No. B15557-01

Oracle welcomes your comments and suggestions on the quality and usefulness of this publication. Your input is an important part of the information used for revision.

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Preface

Intended Audience

Welcome to Release 11*i* of the *Oracle Human Resources Management Systems Payroll Processing Management Guide (Canada)*.

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, Oracle suggests you attend one or more of the Oracle HRMS training classes available through Oracle University
- Oracle Self-Service Web Applications.

  To learn more about Oracle Self-Service Web Applications, read the *Oracle Self-Service Web Applications Implementation Manual*.
- The Oracle Applications graphical user interface.

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

See Related Documents for more information about Oracle Applications product information.

See Related Documents on page xii for more Oracle Applications product information.

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Structure

1 Payrolls

2 Payroll Payment and Distributions

3 Payroll Processing and Analysis

4 End of Year Processing

5 Payroll Statutory Deductions and Reporting

6 Payroll Event Rules

A Windows and their Navigation Paths

This section lists the default navigation paths for all the windows in Oracle HRMS as they are supplied. You can use task flow windows directly from the menu, or from the People and Assignment windows.

B Reports and Processes in Oracle HRMS

This section shows the default reports and processes in Oracle HRMS as they are supplied. The responsibility that you use determines which reports you can use and how you access them.

HRMS Glossary

Related Documents

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.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle store at http://oraclestore.oracle.com.

Guides Related to All Products

Oracle Applications User's Guide

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes.

You can access this user's guide online by choosing "Getting started with Oracle Applications" from any Oracle Applications help file.

Guides Related to This Product

OA Personalization Framework and OA Extensibility Framework

Learn about the capabilities of the 5.6 Framework technologies.

Oracle Human Resources Management Systems Enterprise and Workforce Management Guide

Learn how to use Oracle HRMS to represent your enterprise. This includes setting up your organization hierarchy, recording details about jobs and positions within your enterprise, defining person types to represent your workforce, and also how to manage your budgets and costs.

Oracle Human Resources Management Systems Workforce Sourcing, Deployment, and Talent Management Guide

Learn how to use Oracle HRMS to represent your workforce. This includes recruiting new workers, developing their careers, managing contingent workers, and reporting on your workforce.

Oracle Human Resources Management Systems Payroll Processing Management Guide

Learn about wage attachments, taxes and social insurance, the payroll run, and other processes.

Oracle Human Resources Management Systems Compensation and Benefits Management Guide

Learn how to use Oracle HRMS to manage your total compensation package. For example, read how to administer salaries and benefits, set up automated grade/step progression, and allocate salary budgets. You can also learn about setting up earnings and deductions for payroll processing, managing leave and absences, and reporting on compensation across your enterprise.

Oracle Human Resources Management Systems Configuring, Reporting, and System Administration in Oracle HRMS

Learn about extending and configuring Oracle HRMS, managing security, auditing, information access, and letter generation.

Oracle Human Resources Management Systems Implementation Guide

Learn about the setup procedures you need to carry out in order to successfully implement Oracle HRMS in your enterprise.

Oracle Human Resources Management Systems FastFormula User Guide

Learn about the different uses of Oracle FastFormula, and understand the rules and techniques you should employ when defining and amending formulas for use with Oracle applications.

Oracle Self-Service Human Resources Deploy Self-Service Capability Guide

Set up and use self-service human resources (SSHR) functions for managers, HR Professionals, and employees.

Oracle Human Resources Management Systems Deploy Strategic Reporting (HRMSi)

Implement and administer Oracle Human Resources Management Systems Intelligence (HRMSi) in your environment.

Oracle Human Resources Management Systems Strategic Reporting (HRMSi) User Guide

Learn about the workforce intelligence reports included in the HRMSi product, including Daily Business Intelligence reports, Discoverer workbooks, and Performance Management Framework reports.

Implementing Oracle Approvals Management

Use Oracle Approvals Management (AME) to define the approval rules that determine the approval processes for Oracle applications. Download this guide from Oracle *MetaLink*, Note: 282529.1.

Oracle iRecruitment Implementation Guide

Set up Oracle *i*Recruitment to manage all of your enterprise's recruitment needs.

Oracle Learning Management User Guide

Set up and use Oracle Learning Management to accomplish your online and offline learning goals.

Oracle Learning Management Implementation Guide

Implement Oracle Learning Management to accommodate your specific business practices.

Oracle Time and Labor Implementation and User Guide

Learn how to capture work patterns such as shift hours so that this information can be used by other applications such as General Ledger.

Installation and System Administration

Oracle Applications Concepts

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 Applications-wide features such as Business Intelligence (BIS), languages and character sets, and Self-Service Web Applications.

Installing Oracle Applications

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 Rapid Install, which minimizes the time to install Oracle Applications and the Oracle technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid 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

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 and lists database and product-specific upgrade tasks. You must be either at 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.

"About" Document

For information about implementation and user document, instructions for applying patches, new and changes setup steps, and descriptions of software updates, refer to the "About" document for your product. "About" documents are available on Oracle*MetaLink* for most products starting with Release 11.5.8.

Maintaining Oracle Applications

Use this guide to help you run the various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities. This guide also provides information on maintaining the Oracle applications file system and database.

Oracle Applications System Administrator's Guide

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 concurrent processing.

Oracle Alert User's Guide

This guide explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff and describes the Oracle Application Object Library components that are needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards for Forms-Based Products*. This manual also provides information to help you build your custom Oracle Forms Developer forms so that the forms integrate with Oracle Applications.

Oracle Applications User Interface Standards for Forms-Based Products

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.

Other Implementation Documentation

Oracle Applications Product Update Notes

Use this guide as a reference 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, enhancements, and changes made to database objects, profile options, and seed data for this interval.

Oracle Workflow Administrator's Guide

This guide explains how to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes, as well as how to monitor the progress of runtime workflow processes.

Oracle Workflow Developer's Guide

This guide explains how to define new workflow business processes and customize existing Oracle Applications-embedded workflow processes. It also describes how to define and customize business events and event subscriptions.

Oracle Workflow User's Guide

This guide describes how Oracle Applications users can view and respond to workflow notifications and monitor the progress of their workflow processes.

Oracle Workflow API Reference

This guide describes the APIs provided for developers and administrators to access Oracle Workflow.

Oracle Applications Flexfields Guide

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.

Oracle eTechnical Reference Manuals

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on Oracle*Metalink*.

Oracle Applications Message Manual

This manual describes all Oracle Applications messages. this manual is available in HTML format on the documentation CD-ROM for Release 11*i*.

Do Not Use Database Tools to Modify Oracle Applications Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.

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, you may 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 to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. 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.

1

Payrolls

Payrolls Overview

Using Oracle HRMS, you can set up payrolls to pay all your employees accurately and at the correct time.

Payrolls in Oracle HRMS

A payroll is a set of employees whose pay you process with a single frequency, for example, weekly or monthly. You can define as many payrolls as you require to meet the pay policies of your enterprise. You put an employee on a payroll by making an assignment to the payroll.

You can also assign employees to other employee groups: for example, groups to indicate membership of a union or employment based sports club.

Key Concepts

To enable you to set up payrolls correctly, you need to understand these key concepts:

- Period types and calendars
- Consolidation Sets
- Assignment sets, page 1- 4
- Element sets and distribution sets, *Oracle HRMS Compensation and Benefits Management Guide*

Reporting on Payrolls

See Reports and Processes in Oracle HRMS, page B-58

Payrolls

You can use Oracle Payroll to define a payroll, or range or payrolls that best suit your organizational needs.

Can you pay an employee with several assignments a single payment?

Yes, Oracle Payroll enables you to pay a single payment to an employee with several assignments within your organization. You enable the payment by selecting the Multiple Assignment check box on the Define Payroll form.

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. Canadian reports can be run in English or Canadian French.

Payroll Definition

Consolidation Sets

Consolidation sets are the means by which you label payroll runs for 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.

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

See Defining Exchange Rate Types for a Business Group, page 1- 4

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.

   For details of available rate types, see Defining Conversion Rate Types, *Oracle General Ledger User's Guide*

Creating an Assignment Set

There are three uses of assignment sets in Oracle HRMS:

- You can run a QuickPaint report for a set of assignments, rather than individual assignments.
- You can process subsets of the employees assigned to a payroll. Normally you initiate payroll runs and other post-run processes for one or more payrolls at a time. However, if you need to process smaller groups within a single payroll, you define an assignment set.
- You can use a BEE concurrent process to create an identical batch line for each assignment in an assignment set.

There are three ways to define the set:

- You can enter selection criteria, which the system generates into a formula. When you use the assignment set, Oracle FastFormula runs the formula to find the assignments that match the criteria. It checks all the assignments in the business group or, if you select a payroll when you define the set, all the assignments to that payroll. When you define the set you can also include or exclude individual assignments to modify the set created by the formula.

  See: Defining an Assignment Set Using Formula Criteria, *Oracle HRMS FastFormula User Guide*

- You can select individually all the assignments you want to include in the set.

- You can start from a full set of all the employees in the Business Group or all the employees assigned to a selected payroll. Then you can exclude individual assignments from the set.

  See: Defining an Assignment Set by Including or Excluding Assignments, *Oracle HRMS Enterprise and Workforce Management Guide*

1.

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:

1. 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.

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.

   > **Tip:** 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.

Defining a Payroll

Use the Payroll window to define a payroll, including its calendar and valid payment methods.

To define a new payroll:

1. Set your effective date to a date early enough to handle any historical information you want to enter. Your effective date must be on or before the first period start date of the payroll calendar.
2. Enter the payroll's name and select its period type from the list.
3. Enter the end date of the payroll's first period, and the number of years for which the system should initially generate the payroll's calendar. You can increase this number later to generate additional years.

   > **Note:** Be aware that some processes require the calendar to extend into the future. For example, the PTO Carry Over process requires payroll periods extending to the end of the new accrual term.

   When you enter the First Period End Date, make sure that the corresponding start date of the first period is after the start date of the payroll.
4. In the Date Offset region, you can change the zero default to a negative or positive number of days before or after the period end date. For example, for a semi-monthly payroll, the Cut Off date can be 3 days before the period end date (-3), while the Scheduled Run and Check dates can be 5 and 7 days after this date, respectively.
   - The Check Date, sometimes called Pay Date, is the date of constructive receipt of pay, on which paychecks become negotiable.
   - The Scheduled Run Date is the date scheduled for the Regular run of this payroll each period.
   - The Cut Off date, included for your reference, is the final date for entering or changing payroll information before a run.

   These offsets are the defaults for the calendar. You can manually make date changes in the calendar, for example when an offset date falls on a weekend or holiday, by choosing the Period Dates button.
5. Select a default payment method for employees who have no valid personal payment method. You cannot select a method using magnetic tape because this requires information about employees' bank accounts.
6. Select a default consolidation set for this payroll. One consolidation set is created automatically when you define your Business Group. Oracle Payroll users can create other consolidation sets for payroll processing.
7. In the Costing region, you can enter information about the set of books and suspense account holding costing information for this payroll.

The information you enter here depends on the setup of your Cost Allocation key flexfield.

See: Setup of the Cost Allocation Key Flexfield, *Oracle HRMS Enterprise and Workforce Management Guide*

8. Check the Negative Payment Allowed check box if you want the PrePayments process to include negative payments. If you leave the box unchecked, the PrePayments process ignores negative payments.
9. Check the Multiple Assignment check box if you want an employee to receive a single payment, for multiple assignments carried out within your organization. However, if a PrePayments process, which runs prior to your effective processing date, already exists you cannot go back and change the Multiple Assignment check box. This box is only visible if the functionality is enabled for your localization.

   Note: If you check the Multiple Assignment check box, make sure it remains checked throughout your payroll processing. Oracle Payroll reports in error if some of your payroll processes support multiple assignment processing and others do not.

10. If you are an Oracle Payroll user, enter the Statutory Information field to open the Statutory Information window.

    Your Oracle localization team may have created fields in this window.

    Note: The Statutory Information field is not visible if your HR:User Type profile option is set to HR User.

11. Save your work.
12. Choose the Period Dates button to view the calendar generated for your payroll. In the Period Dates window:
    - You can view the default offset dates for every period, and you can manually override any of these dates in any record.
    - You can change the payroll's default *Open* status in any period to *Closed* to prevent further element entries. You can also reopen the period if necessary.

      Important: Use this feature with caution. When you perform certain important tasks in Oracle HRMS, the system may automatically create or delete element entries. These tasks include hiring and terminating people, and updating assignments. You cannot change any element entries that span a closed payroll period, and so you may be prevented from performing these tasks.

13. Choose the Valid Payment Methods button to add valid payment methods for this payroll.

    In the Valid Payment Methods window, the default payment method for the payroll appears automatically. You can add other methods. First set your effective date to the date you want the method to become valid.

    Note: An employee assigned to this payroll can have any number of personal payment methods chosen from those you enter here for the payroll.

See: Entering Payment Methods for an Employee Assignment in *Managing Your Workforce Using Oracle HRMS.*

Deleting Payrolls

You can delete a payroll if there are no active employee assignments or element links to it. However, if you have run processing for a payroll it is not advisable to delete it. If necessary, define a new payroll and simply discontinue use of the old payroll.

To delete a payroll:

1. Remove any element links or employee assignments to the payroll.
2. Query the payroll in the Payroll window, choose Delete Record and Save.

2

Payroll Payment and Distributions

Payroll Payment and Distributions Overview

Using Oracle HRMS you can define payment methods for your enterprise and define any rules for validating or processing the distribution of pay.

Payroll Payment and Distributions in Oracle HRMS

You provide for payment and distribution by defining payment methods for your enterprise and then specifying which of these organizational payment methods are valid for the payrolls that you create. This enables you to set up a flexible pattern of payment in which you can pay individual employees by a single payment method, or by a combination of valid payment methods.

Key Concepts

To enable you to set up payment and distributions correctly, you need to understand these key concepts:

- Payment methods for the enterprise, page 2- 3
- Cash Management and Oracle Payroll, page 2- 3

Reporting on Payroll Payment and Distributions

See Reports and Processes in Oracle HRMS, page B-58

Payroll Payment and Distributions

You can use Oracle Payroll to calculate the payments and distributions for all your employees

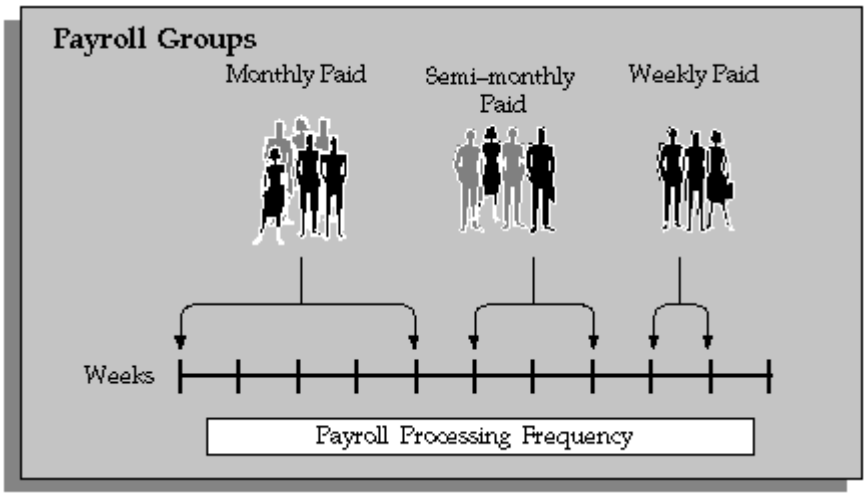
Can you verify that payments have been made?

Yes. Oracle Payroll is fully integrated with Oracle Cash Management. This enables you to use Oracle Cash Management to verify that payments have been cashed. Reconciliation can be applied to payroll checks/cheques and third party checks/cheques. You can identify which checks/cheques have been cleared and the date on which they were cleared. You can also view a reconciliation report which shows if voided checks/cheques appear to have been cashed.

Can Oracle Payroll handle different pay frequencies?

Yes--you can set up different pay frequencies, for example weekly or monthly, so that you can pay different sets of employees at different intervals. Each payroll can only have a single pay frequency and you must set up at least one payroll for each pay frequency that you define.

Multiple payrolls in a Business Group



Note: Semi-monthly is not a valid frequency for UK payroll users.

Can you group employees according to payroll categories in your organization?

You can assign people to any work structure such as an employment category or a particular location. You can also define a special grouping for your organization. For example, you can create a group to indicate membership of a union.

Can you set up a payroll to process multiple assignments for an employee?

Yes. If the Multiple Assignment Prepayments has been enabled for your localization, you will see the Multiple Assignment check box on the Payroll window. The process is activated by selecting the Multiple Assignment check box.

Do you have flexible control over payment methods?

You can define a payroll to include different types of payment method - for example, payment by bank transfer, payment by check/cheque, and so on. When you process the payroll you can then pay the set of employees for that payroll in any of the following ways:

- All employees receive payment by a single default payment method for their payroll.
- Employees receive payment by a combination of the payment methods that you have defined for their payroll.
- Individual employees receive payment that can be distributed between the defined payment methods in proportions different from those applying to other employees belonging to the same payroll.

Payment and Distributions

Using Oracle Payroll with Cash Management

Oracle Cash Management manages and controls the enterprise cash cycle. Cash Management auto reconciliation program matches Oracle Payroll against bank statement lines if the transaction meets the following criteria:

- The Oracle Payroll payment number matches the statement line payment number.
- The Oracle Payroll payment amount matches the statement line payment amount.

Cash Management accesses a view of payments generated by Oracle Payroll and compares it against the information on the bank statement. This process generates error messages on mismatched transactions.

Each time a new payment method is created, the bank details transfer to Oracle Accounts Payable. When defining a payment method, you must enter the GL Cash Account field to work with Cash Management.

> **Important:** Because payment method details are passed to Accounts Payable from Payroll, it is very important to ensure that you are entering this information correctly. If you inadvertently enter incorrect details, you could end up with reconciliation issues later.

Cash Management is only available for Payroll payment methods of Checks. It is not available for electronic fund transfers (such as NACHA).

> **Important:** If you want to use Cash Management fully, you must install Oracle Accounts Payable and Oracle Accounts Receivable due to the interdependency in the products. All accounting functions take place in AP and PR and Cash Management provides the engine for reconciliation and forecast.

Payment Methods for the Enterprise

Within the predefined payment method types, you can define as many payment methods as you require for your enterprise. When you create a payroll you can select which of these methods are valid for employees assigned to that payroll. You select one of these methods as the default method for the payroll.

Usually, you can select from the payment types cash, check/cheque, and your local direct deposit system, for example, NACHA in the US, BACS in the UK, or BECS in Australia.

Employees can be paid by one or more of the valid methods for their payroll. You select the appropriate methods and enter bank account information, if required, in the Personal Payment Method window. If you do not enter any personal payment methods, the employee is paid using the default method for the payroll.

You can also define payment methods for third party payments, such as court-ordered wage attachments. Third party payments are always made by cheque/check, so methods for these payments must have the type Cheque (Check).

Defining a Payment Method

Define payment methods for the enterprise in the Organizational Payment Method window.

You can define multiple payment methods for the same type. For example, you might have different source bank accounts for payments.

> **Note:** After you define your Payment Methods, you can enter the appropriate methods for each payroll you define.
>
> After you assign an employee to a payroll, you can enter payment details for each employee in the*Personal Payment Method* window. For example, for employees who work overseas, you may want to record more than one payment method with different percentages and currencies.

To define a payment method:

1. Set your effective date to the date you want to begin using the payment method.
2. Enter a name for the payment method, and select its type.

   You can create as many payment methods for each type as you require. For example, if you have different source bank accounts for different payrolls, you must create separate payment methods.

   For a third-party payment method, select the type Check.

   Canada users: Canada has many specific Bank formats from which you can choose. If the bank you need to use is not listed below, then you need to create a custom design:

   - Bank of Montreal
   - Bank of Nova Scotia
   - CPA Standard 005
   - Canadian Imperial Bank of Commerce
   - National Bank of Canada
   - Royal Bank of Canada
   - TD Bank Financial Group

   China users: The approved payment method types are:

   - Direct Deposit
   - Cash
   - Cheque

   Korea users: The approved payment method types are:

   - KR Court Order Payments
   - KR Direct Deposit
3. The base currency for the Business Group appears. For some payment methods, you can select another currency.

4. If this method controls payments to a third party such as a benefits carrier or garnishment receiver, check the Third Party Payment box.
5. Enter the Bank Details field to open the Bank Details window. Enter information about the account from which payments are coming.

   If you are using Cash Management, you need to include the following information:

   - Account Name
   - Account Number
   - Type
   - Bank Name: if this already exists, enter the name exactly as it appears in Accounts Payable.
   - Branch: if this already exists, enter the name exactly as it appears in Accounts Payable.

     Warning: You should review the account setup for Accounts Payable prior to defining the Payment Method in Oracle Payroll. You must enter this information exactly as it appears in Oracle Accounts Payable. If not, you could end up with duplicate accounts. What you enter in Oracle Payroll creates an entry in Accounts Payable if it does not match an existing entry exactly. This error leads to reconciliation issues.

     Note: French Payroll users: If you have already saved two or more payment methods of this type, you can create a payment method with no bank details. When the PrePayments process handles an assignment that uses this payment method, it selects one of the payment methods of the same type that do have bank details to use for the assignment. This removes the need to maintain personal payment methods when employee assignment changes require the employee to be paid from a different source bank account.

6. Enter Further Information if your Oracle localization team has defined extra fields in this protected flexfield.

   Note: US users: The Further Information field is not activated for US installations.

   Note: Saudi users: The Further Information field is enabled to select the payment method formula.

7. Select Set of Books to indicate the set of books to use if you intend to reconcile payments using Oracle Cash Management.

   Note: Cash Management may not be set up for your localization.

8. Select GL Cash Account to indicate the cash account to use for the reconciliation of payments.

   The entry for Description is entered by default, depending on what you enter as the GL Cash Account details.

9. To use the Journal Entry Line reconciliation feature from the Payroll Bank Accounts in Cash Management, specify a cash account and set of books.

   See:Journal Entry Line Reconciliation, *Oracle Cash Management User Guide*

   Note: The set of books specified here should be the same set of books assigned to the following:

   - GL: Set of books Name profile Option

     See: GL Set of Books Profile Option, *Oracle Cash Management User Guide*

   - MO: Operating Unit Profile option for the Cash Management Responsibility

     See: MO Operating Unit Profile Option, *Oracle Cash Management User Guide*

     Note: The organization defined as the Operating Unit for Cash Management must be the same organization defined as the business group. This sets the Org ID to "0", as it must be for the records in the AP_ACCOUNTS_ALL table.

     Note: If bank accounts are missing from your Cash Management responsibility, correct any problems with the bank account information in the Payment Method window.

Cash Management Setup Steps:

The following setup steps must be performed in Cash Management.

1. The Bank Account set up in Payroll can be viewed in Cash Management only if the Cash Management Bank Account Security Access Profile Option is set up.
2. The following Transaction Codes need to be set up in Cash Management:
   - Payments
   - Stopped Payments
   - Miscellaneous Receipts

     See: Misc. Receipts, *Oracle Cash Management User Guide*

   - Miscellaneous Payments
3. Save your work.

Viewing Statement of Earnings

Oracle Payroll enables you to view an employee's statement of earnings (pay advice) without having to run the Pay Advice report.

You do this using the Statement of Earnings window.

There are various ways to access statement of earnings information. The information that is displayed may vary depending on whether PrePayments process has been run, or if a payroll run only has been processed.

The information that is displayed in the Statement of Earnings window reflects the information in the printed pay advice.

If you are processing Multiple Assignment Payments then the PrePayment Statement of Earnings will display consolidated earnings and deductions information. The header information displayed on the Statement of Earnings is obtained from the primary assignment, however if this assignment is not processed then the header information will be taken from the first assignment processed in the PrePayment process.

To view the last payroll with PrePayments run against it:

From the Assignment window, choose the Others button and select Statement of Earnings.

You can also view this information by choosing the Statement of Earnings window in Fastpath.

To view the most recently run QuickPay results:

1. From the Assignment window, choose the Others button and select QuickPay.
2. Choose the View Results button and select Statement of Earnings from the View Results window.

To view the statement of earnings information without running PrePayments:

See: Viewing Assignment Process Results for an Assignment or Viewing Assignment Process Results for a Payroll Assignment.

Setting Up Payslip Information and Generating Payslips

You need to identify any additional information you want to appear on your payslips using payslip balances and elements. Once you've identified the information to archive and display, you run your regular payment processes and then generate your payslip for printing or viewing online.

To set up your payslip:

1. Select the payslip balances and elements to be included in your payslips.

   See: Entering Payslip Information, *Oracle HRMS Enterprise and Workforce Management Guide*

   If you are in the UK, the Netherlands or South Africa, enter the information balances and elements through the following:

   See: Identifying Balances for the Payslip, *Oracle HRMS Enterprise and Workforce Management Guide*

   See: Identifying Elements for the Payslip, *Oracle HRMS Enterprise and Workforce Management Guide*

2. You need to enter self-service preference information to indicate you want to view your payslip online.

   See: Entering Self-Service Preference Information, *Oracle HRMS Enterprise and Workforce Management Guide*

3. To configure your online payslip to view through Oracle Self-Service.

   See: Online Payslip, *Oracle HRMS Deploy Self-Service Capability Guide*

Generating the Payslip

You must have completed the payroll runs, prepayments and payment processes prior to generating the payslip.

4. Run the archive process to gather the latest payroll information.

   See: Extracting Information to Appear on the Payslip, page 2- 8

5. You can view the payslip online through Self-Service.

6. Print your payslips in the usual way. Users in the Netherlands and China, run the payslip report to produce a formatted report ready for printing and sending out to your employees.

   See: Printing the Payslip, page 3-13

Extracting Information to Appear on the Payslip

You run the payslip archive process to extract and gather relevant information to appear on your employees payslip. The archiver accesses the payslip information for the dates you select, and copies the information across to storage archive tables, where it is picked up and converted into a format for printing and distributing to employees, or for viewing online through the self service application.

You should run this process after each payroll period to enable Self-Service, and Netherlands paper users to view their current payslip. You must complete the payroll runs, prepayments and payment processes before you run the payslip archive process.

You run the payslip archiver from the Submit Request window.

To run the payslip archiver:

1. Select your country's payslip archive process in the Name field. If in the Netherlands, China or Canada select the Payslip Archiver.

   US users see: Running the External Process Archive, *Payroll Processing Management Guide (US)*

   UK users see: Payslip Generation Self-Service, *Payroll Processing Management Guide (UK)*

   South African user see: Pay Advice Generation - Self Service (South Africa), *Payroll Processing Management Guide (South Africa)*

2. In the Parameters window, select a payroll name and consolidation set. This selects the employees for whom you want to run the report. When you select a payroll, the default consolidation set is displayed.

3. Enter the start and end dates for the period of time you want the information extracted. You typically run this process for the same dates you ran your payroll.

4. Choose the Submit button.

3

Payroll Processing and Analysis

Payroll Processing and Analysis Overview

Using Oracle HRMS you can run a payroll, perform post processing on a successful payroll, and also make changes and corrections for a payroll that has not completed successfully.

Payroll Processing and Analysis in Oracle HRMS

You can run your payroll as:

- A batch process if you want to include a group of employees in the same run
- A QuickPay process if you want to run a payroll for an individual employee

You can perform all the necessary post processing to generate payment for your employees once you are satisfied that your payroll run results are correct:

- 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 External/Manual Payments Process enables you to make cash payments or to pay employees from external sources.

You can analyze your payroll run results to get early notification of possible discrepancies:

- The Payroll Exception report enables you to identify overpayments or underpayments.
- The Void Cheque/Check Payments Process allows you to cancel a cheque/check that was produced in error.

You can use these processes for correcting a payroll run:

- 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.

You can run these processes to make accurate provision for current payments backdated from a previous pay period, or current payments received in advance for a future pay period:

- The RetroPay process enables you to retrospectively distribute current payments to the period in which they were earned.
- The Advance Pay process enables you to pay employees in advance for an absence recognized by your legislation.

Key Concepts

To enable you to process and analyze payrolls, you need to understand these concepts:

- QuickPay, page 3- 5
- Continuous Calculation, page 3- 6
- PrePayments
- Retries, page 3-49
- Reversals, page 3-50
- Rollbacks, page 3-49
- RetroPay
- Advance Pay, page 3-35

Reporting on Payroll Processing and Analysis

See Reports and Processes in Oracle HRMS, page B-66

Payroll Processing and Analysis

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. Payroll runs can be monitored through the Payroll Progress Monitor, enabling you to view the name of the run and the percentage/time of completion.

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. You also have the ability to pay an employee, who has multiple assignments within your organization, a regular single 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, *Oracle HRMS Enterprise and Workforce Management Guide*

Can Oracle Payroll run payroll processes throughout a payroll period?

Yes, the continuous calculation process enables you to process static employee data throughout the payroll period, leaving you extra time for validation and correction at the end of the payroll period.

What if you want to know how much gross pay is required to produce a given net amount?

Where employers have agreed to pay tax on a known fixed net payment, Oracle Payroll can calculate the gross amount that employees must receive in order to meet all deductions and still receive the correct net amount. This is referred to as Net-to-Gross

processing, and the calculations that derive the correct gross amounts are referred to as Grossups, provided that the feature is enabled in your country.

Can you process external and manual payments

Yes, Oracle Payroll enables you to make external and manual payments

The Payroll Run

Process Part of 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 what their 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 PrePayments:

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 prepayments 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 prepayments.

- Start the PrePayments process 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

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

You may receive one of the following error messages:

The process has not started

This means either that the concurrent manager has not been started, or that there are other requests of a higher priority. Ask your system administrator to start your request or change its priority.

The process has started but has not finished

Ask your system administrator to investigate the reason for this.

Continuous Calculation

Continuous Calculation enables you to distribute your payroll processing throughout a payroll period. You can run processes such as the payroll run, prepayments steps, and costing, which deal with predominantly static employee data, at the start of the payroll period, leaving more time for validation and correction of changed data.

Continuous Calculation works by using triggers. You define triggers and events which inform the system when data has changed. For example, if an employee receives a bonus, the corresponding event is triggered. When you subsequently run the Continuous Calculation process, the system identifies these triggers and marks the corresponding payroll processes (for example, the payroll run) to be repeated. The affected processes are repeated in a batch process which can be run as often as required. You define the frequency of the batch process when you run the Continuous Calculation process.

Starting a Payroll Run

You start a payroll run in the Submit Requests window.

To run a payroll:

1. . Select Single Request, then Canadian Process Payroll Run to process any of the run types: All, Regular, Non Periodic or Lump Sum.

   Note: If you are paying assignments that are only associated with a single GRE select Process Payroll Run instead. If you are using the Multiple Assignment functionality provided with Canadian Payroll you must select this option. Canadian Process Payroll Run will not run when you have multiple assignments defined for one employee in a GRE.

   Unless you select All, each request will be processed as a single run. Regular runs should be processed prior to Non Periodic. Selecting All processes all run types for all the GREs associated with assignments in the run. Regardless of what you select, the Canadian Process Payroll Run request creates multiple assignment actions per run type. You can view these by way of the Assignment Processes window.

2. . Click on the parameters window for each run. If you have selected Process Payroll Run, the parameter window will automatically open.
3. . Select a payroll or consolidation set to be processed. If you select a payroll, its default consolidation set displays.

   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.
6. . Enter the run type to be processed.
7. . Choose OK then Submit.

Setting Up Continuous Calculation

To set up your system for continuous calculation:

1. In the Table Event Update window, check that the events are defined for the tables you require for continuous calculation.

   If the table has already been defined but the required event is missing, create either an Update, Delete, or Insert event and enter the table column to which the event refers. Select the change type defined by the event.

2. If the tables you require for continuous calculation have not been defined in the Table Event Update window, define them now in the Table Event Updates window.

   See: Making Table Event Updates, page 6- 6

3. In the Functional Area Maintenance window, choose the Incident Register functional area. Make sure that your triggers are included in this functional area. If your triggers are not included, insert them.

   You can also activate the triggers according to legislation or business group. For more information, see Grouping Dynamic Triggers into Legislative Functional Areas, page 6- 5 .

   Note: When you save a single trigger, this has the effect of regenerating all triggers contained in the same package.

4. Run the Continuous Calculation process from the Submit Reports and Processes window.

Running the Continuous Calculation Process

The Continuous Calculation process enables you to process static employee data throughout a payroll period.

You run the Continuous Calculation process from the Submit Requests window.

To run continuous calculation:

1. Enter Continuous Calculation in the Name field of the Submit Requests window.
2. Select a payroll.
3. Schedule your process.

   You can choose how often you want to run the continuous calculation process, for example, you can run the process every day, every week, or on specific days.
4. Choose the Submit button.

Post Processing for a Payroll

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.

Canadian Cheque Writer Process

Run the Canadian Cheque Writer process to generate cheques for a specified payroll and consolidation set over a specified time period.

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

A cheque format is supplied with the Canadian Cheque Writer process. You can customize the format, or add your own cheque style to meet your enterprise requirements.

Void Cheque Payments Process

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

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.

Canadian Payroll Archiver

You run the Canadian Payroll Archiver to ensure that online details of payments that are shown on a deposit advice or cheque display the same information when viewed at a later date regardless of any retrospective changes that may have been processed. This process must be run after each payroll period so that Self Service users can view their payslips.

You must run the Canadian Payroll Archiver before:

- Running the Canadian Cheque Writer process for the 'Archive Cheque Writer' style
- Running the Canadian Deposit Advice for an 'Arhive Deposit Advice' report data type.

External/Manual Payments Process

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

Data Locks for Payroll Processes

Data locking is a mechanism that enables you to protect your data from unwanted updates. For example, if you are running a monthly report at the end of each month, the data contained in the report has to remain unchanged while you are generating and reviewing the report.

Data Locks: Automatic or User Selectable

Automatic

Some payroll processes automatically lock your data and you do not need to take any additional action to apply a lock. For example, whenever you run the prepayments process, your data is automatically locked against update while the prepayments process completes.

User Selectable

Some payroll processes do not apply a lock automatically, but do provide you with the option of selecting a process to apply a lock. Where this is the case, the lock process can usually be selected from the Submit Requests window for your legislation.

For example, if you are using Oracle Payroll for Ireland you can select the P30 Data Lock process which specifies a date at which you want to lock the P30 monthly report before generating the report output. By applying the data lock you also maintains the lock date as a historical record so that you can be confident that subsequent monthly reports start from the correct point.

Data Locks: Rollbacks Can Override Them

You should also be aware that some payroll post-processes can override any data locks that you have established. Oracle Payroll does not provide validation to prevent this, since it is a legitimate action that you may need to perform. For this reason we recommend that you should always refer to the individual topics in Oracle Applications Help before attempting to work with user selectable data locks.

Running Post-Run Processes for QuickPay

To run Pre-Payments and other processes from the QuickPay window:

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

   The status for the completed process displays in the Status field in the QuickPay Pre-Payment 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 from the External/Manual Payments window.
   - Leave the payment to be made by the normal post-pay process.

     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.

Viewing Payroll Process Results

To view, retry or roll back payroll processes:

1. Select the name, period dates and action type of the payroll you want to view results for.

   If you leave the Period To field blank, the end date in the Period From field becomes the end date for the query. If you run the query directly without entering payroll or period details, the window displays all payroll process results for all payrolls in the Business Group.

2. Choose Find.

   The window displays details of all payroll processes for the payroll and period selected. See below for further display details.

3. To mark a payroll process for retrial, select the Retry check box for the record. You can then run the Retry process from the Submit Requests window.

4. To monitor the progress of a payroll run, select the record and choose the Process Info button. This activates the Payroll Progress Monitor, allowing you to view the name of the run currently processing and the percentage/time of completion. You can update these details through the Refresh button or check the Automatic Refresh box to enable changes to display as they occur.

5. To roll back a payroll process, select the record and choose the Delete Record icon. This deletes the process from the database and returns all values to their former state.

   > **Note:** Use the Payroll Processes window to roll back small processes only. It is better to roll back large processes such as payroll runs from the Submit Requests window. This runs the process under concurrent manager control, freeing you to carry out other tasks during processing and handling the process more quickly. You can also run processes for assignment sets in Submit Requests.

6. To see further information about the assignments making up the payroll process, select the record and choose from the buttons at the bottom of the window. Information then displays for the records you select.

   - **Assignment Process:** Lists details of the assignment processes making up the payroll process.
   - **Message:** Displays any system messages relating to the payroll process.
   - **Process Information:** Summarizes processing status information for the assignment processes.
   - **Concurrent Manager:** Enables you to query details of the run to view log file details.
   - **Costing Breakdown:** Summarizes costing process information as follows:
     - Costings that were correctly costed (Normal Number)
     - Costings posted to the suspense account

       > **Note:** Costings can be posted to the suspense account if costing codes are wrong or, for example, values missing for distributed

costing. Such costings still have a status of Complete. For costing processes to be given a status of Error there must be a serious breakdown at system or process level.

- **Reconciliation Details** Allows you to see whether a specific payment has been cleared by the system. One of the following statuses will be displayed:
  - Cleared
  - Uncleared
  - In error

  You can also see the messages produced by the reconciliation process.

Printing the Payslip

You can generate your payslips to be printed and distributed to your employees using a report that picks up the payroll information you extracted previously through the payslip archive process, and converts it into a formatted file ready for printing. The payslip consists of a header and a body section, with the information you enter in the Parameters window appearing on the header page and the payslip figures in the main body.

You run the payslip report from the Submit Request window.

To run the payslip report:

1. Select your country's payslip report in the Name field.
   - Users in the Netherlands should select the Dutch Payslip Report.
   - Users in China should select the Pay Advice (China) Report.
2. In the Parameters window, enter the start and end dates for the period of time you want the report to cover. You run the report for the same period as the payslip information extracted by the payslip archiver.
3. In the Parameters window, select a payroll, consolidation set and assignment set. This selects the employees for whom you want to run the report. Selecting a payroll overrides the consolidation set and processes the report only for the selected payroll. You can opt to select just a consolidation set, but cannot do the same with the assignment set.
4. The Sort Order fields that appear on the header section of the payslip enable you to divide the payslips into areas of your choice. For example, the current defaults divide the payslips into Person Info 1(Employer), Organization and Full Name areas. You can change the default values that appear by selecting another item from the list of values, selecting information about Additional Employee Details, Address Details, Payroll Information and Employee Details.
5. Choose the Submit button.
6. Choose the View Output button to view or print the payslip report file.

Business Groups: Entering Payroll Archiver Level Information

You indicate if the Payroll Archiver should archive either GRE or Tax Group YTD balances using the Payroll Archiver Level from the Organization window.

To enter Payroll Archiver Level information:

1. . Select Payroll Archiver Level from the Others window.
2. . Select the Level.
3. . Save you work.

Running the Canadian Payroll Archiver

The Payslip uses data archived by the Canadian Payroll Archiver process. You run this process after each payroll period to enable Self Service users to view their current Payslip.

You run the Canadian Payroll Archiver from the Submit Request window.

To run the Canadian Payroll Archiver:

1. . In the name filed, select Canadian Payroll Archiver.
2. . Enter the start and end dates of the time span for the Archive process to cover.
3. . In the Parameters window, select the name of the payroll and consolidation set to run the process for. When you select a payroll, the default consolidation set is displayed.
4. . Choose the Ok button.

Direct Deposit

The Direct Deposit process produces files that you transfer to your financial institution for direct deposit payments. This process must be run prior to the Deposit Advice process.

To run the Direct Deposit process:

1. . In the Name field, select Direct Deposit . 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. For some financial institutions, this should be within thirty days of the effective date.
4. . Select the name of a payment method to use for all the payments resulting from this process run. The payment method will default to Direct Deposit.
5. . If required, enter an override deposit date to use for all the payments resulting from this process run.
6. . If required, enter an appropriate code in the override CPA code. Override CPA code is used to override the default code 200 which identifies the transaction as a payroll deposit. There are other values to identify specific payment types (vacation pay for example) under payroll deposit, if desired.
7. . If required, enter the override file creation number. Override file creation number overrides the system maintained sequence number for file creation numbers. This may be necessary when a file needs to be re-transmitted under the same file creation number.
8. . Choose OK, and Submit.

The process creates a flat file in the PAY_TOP/out directory.

Deposit Advice Process

The Deposit Advice process produces deposit advices with attached statements of earnings. A preprinted form which will accommodate the standard print format of the deposits has been developed by Moore Canada. Customers in Canada can call Moore Canada at 1 888 621-1919 to place an order for the forms. The form number for the deposit is 10002. The Canadian French PAY patch must be applied to have deposit advices print in French.

To run the Deposit Advice process:

1. . Select Canadian Deposit Advice in the Name field.
2. . Select the Report Data Type:
   - Archive Deposit Advice (uses multi assignment processing archived data)
   - Deposit Advice
3. . 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.
4. . Enter the start and end dates of the time span for the deposit advice to cover.
5. . A default sort sequence of Organization, then Person, displays. To add more sort sequences, your MIS staff can modify the Deposit Advice process.
6. . Select an assignment set if required.
7. . Choose OK, then submit.

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.
2. . See: Importing Bank Statements in Oracle Cash Management User's Guide.
3. . Run the automatic reconciliation process. You do this from Oracle Cash Management.
4. . See: Reconciling Bank Statements in Oracle Cash Management User's Guide.
5. . View the results of the reconciliation process. You can do this either through Oracle Payroll, or Oracle Cash Management.
6. . In Oracle Cash Management, you can view the following reports:
   - The Available Transactions report.
   - The AutoReconciliation Execution report
7. . 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 Payment Register, Summary and Detail Reports

The Payment Register Detail report shows for each employee, the employee number, deposit advice or cheque number, bank number and name, transit code, account number, and payment amount. The Payments Register Summary report shows total amounts paid for a payment method and 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 Requests window.

To run the Payment Register reports:

1. . Select Payments Register Detail 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. . Enter the starting and ending paydates to include in this report.
3. . Select a payroll or consolidation set whose run results the report should cover. If you select a payroll run, itsconsolidation set may display.
4. . Optionally, select a GRE. If you make no selection, the report covers all GREs.
5. . Optionally, select a payment type. If you make no selection, the report covers all payment types.
6. . For the Detail Report, select sort options one and two.
7. . For the Detail Report, select Yes or No in the Display Employee Details and Summary Report options.

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. You can also indicate that payment methods should take account of run types and run types at personal level.
- 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.
- If Multiple Assignments is enabled for your Payroll, the PrePayments process creates one regular cheque for all assignments and one cheque for each separate payment. Assignments must be included on the same payroll in the same payroll period or they will not be included.

Note: The Net Pay from each assignment is deposited into the payment method account for the primary assignment unless the primary assignment is not processed. If it is not processed and the secondary assignment does not have a personal payment method, the employee receives a cheque.

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.
5. Choose OK.
6. Choose Submit

Cheque Writer Process

The Cheque Writer Process produces paycheques with attached statements of earnings (SOEs). A preprinted form which will accommodate the standard print format of the cheques has been developed by Moore Canada. Customers in Canada can call Moore Canada at 1 888 621-1919 to place an order for the forms. The form number for the cheque is 10001. The Canadian French PAY patch is required in order to have cheques print in French.

To run the Cheque Writer process:

1. . Select Canadian Cheque Writer in the Name field.
2. . Select the payroll or consolidation set of the pay processing for which to produce cheques 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 cheques and statements of earnings.
4. . The system will default Canadian Cheque as the payment type and Cheque as the payment method for all the payments resulting from this process run.
5. . A default sort sequence of Organization, then Person, displays. To add more sort sequences, yourMIS staff can modify the Cheque Writer process.
6. . Select the cheque style: Chequewriter and Deposit Advice or, to make payments to third parties, the style Third Party Cheque Writer.
    - Chequewriter
    - Third Party Cheque Writer (to make payments to third parties)
    - Archive Cheque Writer (uses multi assignment processing information archived by the Payroll Archive process)

Note: If you run the Prepayment process and do not run the Payroll Archive process, then Cheque Writer will produce blank cheques for the 'Archive Cheque Writer' style.

7. . Enter the cheque number with which to start this cheque run.
8. . If required, enter the cheque number with which to end this cheque run. This entry may be necessary when the supply of stationary is limited.
9. . Choose OK, then submit.

Setting Up Printer Styles

The Canadian Cheque Writer and Deposit Advice processes use a specific printer style that needs to be set up every time a new printer for one of these processes is registered. The printer driver should not be changed for these processes.

To set up a printer for the Canadian Cheque Writer or Deposit Advice processes:

1. . Using the System Administrator Responsibility, select Install > Printer > Types from the Navigator.
2. . Query the new printer in the Type field.
3. . Select W2PAPER in the Style field and in the Driver field.
4. . Save your work.

Running the Void Cheque/Check Payments Process

Void Cheque/Check Payments is a payroll process and for every cheque that is voided Oracle Payroll creates a corresponding assignment process.

You run the Void Cheque/Check Payments process from the Submit Requests window.

To run the Void Cheque/Check Payments process:

1. In the Name field, select Void Payments.

   South African Payroll: select Void Cheque Payments (South Africa)
2. In the Parameters window, select the payment run for Cheque/Check Writer that you want to void.
3. Enter the date on which you want to void the cheques/checks. The default is your system date.
4. Enter, optionally, a reason for voiding the cheque/check issue.
5. Enter start and end numbers of the cheque/check sequence you are voiding. For single cheques/checks, enter the cheque/check number in both fields.

Reissuing a Voided Cheque

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

To reissue a voided cheque 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 cheque, VOID will appear in the Status Column.
2. . Run the Canadian Cheque Writer process again. A new cheque 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.

To reissue a voided cheque with a different amount:

1. . Reverse the cheque that you have voided in the Reverse Payroll Run window.
2. . Enter the new amount to be paid in the Salary Administration, or Element Entries window as appropriate.
3. . Run QuickPay for the new amount that is to be paid to the employee.
4. . Run the PrePayments precess.
5. . You can now do one of the following:
   - Manually issue the cheque.
   - Run the Canadian Cheque 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.

Running the Cheque Listing Report

The Cheque Listing report shows the details of the cheque numbers issued and enables employees to sign for their cheques.

You run this report from the Submit Requests window.

To run the Cheque Listing report:

1. Select Cheque Listing in the Name field.

   Irish Payroll: select IE Cheque Listing
2. Select the payment run for which you want to show cheque details in the Parameters window.
3. Select the sort order for this report.
4. Choose the Submit button.

Void Payments Process

Void Payments enables you to void cheques 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 cheques you printed are lost or defaced. The process cancels the issue, records that there was an issue, and enables you to enter a reason for cancellation.

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

To run the Void Payments process:

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

Running the Voided Payments Report

This report shows details of cancelled cheque payments.

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 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 OK, then Submit.

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 to an employee:

1. . Run a query in the Payment Method field to see a list of any unpaid cash or cheque 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, the cheque number.
3. . Save your entry.

RetroPay Processing

RetroPay Processes Available in Oracle Payroll

Summary of Available RetroPay Processes

You run the RetroPay process to make adjustments for retrospective changes that occurred in a previous pay period. You typically make such adjustments when:

- Employees receive a backdated pay award.
- The payroll department receives late notification of changes to element entries that should have changed in the past.

Although Oracle Payroll provides several RetroPay processes, you can only use the single process enabled for your localization. RetroPay by Element is the recommended process for most localizations.

For reference purposes, however, this table explains the purpose and availability of each RetroPay process.

RetroPay Process	Description	Example	Availability
RetroPay by Element	Enables you to see how backdated changes apply to individual elements	Generates one occurrence of the RetroPay element for each element within the period when the activity should have been processed.	Recommended for all localizations, and required if you want to use the latest enhancements to RetroPay that enable you to apply different processing rules to back payments and corrections.
RetroPay by Run	Enables you to see how backdated changes apply to individual pay periods	If an employee receives a March salary increase of 300 backdated to January then you can see modified statements for January, February and March.	Not recommended unless your localization has a specific business requirement for Retro Pay by Run.
RetroPay (by Aggregate)	Enables you to see only a single total for backdated changes across several pay periods	If an employee receives a March salary increase of 100 per month backdated to January, then you can only see the total backpay of 300 rather than individual statements for January, February and March.	No longer recommended **Note:** This is the original version of RetroPay for Oracle Payroll. You will probably find it referred to as RetroPay in the Submit Requests window rather than RetroPay by Aggregate.

General Features of All RetroPay Processes

Each of these RetroPay processes reruns 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.

Implications of Migrating Between RetroPay Processes

Only one of the three RetroPay processes can be in effect at a given time. For example, you cannot have both RetroPay by Element and RetroPay by Run operating simultaneously. Additionally, you cannot run one RetroPay process over data on which a different category of RetroPay has already run. For example, if your localization has moved from RetroPay by Run to RetroPay by Element, this means that you will not be able to use RetroPay by Element on data previously processed in RetroPay by Run.

RetroPay Key Concepts

Retro-Notification to Identify When Something Has Changed

Unless you already know about particular changes with retrospective impact it can be difficult to identify all the changes in former payroll periods that have a backdated effect on your current payroll. Oracle Payroll therefore provides a Retro-Notifications report to inform you of unprocessed backdated changes.

Depending on the version of the Retro-Notifications report enabled for your localization, you can save your summary of backdated changes into either an assignment set or an event group.

Be aware that

- The Retro-Notifications report does not perform any processing. It simply identifies retrospective changes so that you can decide whether to include them in your RetroPay process:
- Retrospective changes are only reported once on the Retro-Notifications report. If you choose not to process these changes, they do not reappear on subsequent Retro-Notifications reports.

The Retro-Notifications report enabled for your localization may use the Payroll Events Model to detect and summarize retrospective changes. The Payroll Events Model enables you to identify what changes have been made to your underlying data. If these changes correspond to the retrospective types of change that you want to be notified about, then these changes appear on the Retro-Notifications report.

The Retro-Notifications report and the Payroll Events Model require preliminary setup by your Database Administrator. For details, see Setting Up Retro-Notification and RetroPay, page 3-25

RetroPay Status to Decide How to Process The Changes

Once you have run the Retro-Notifications report to identify unprocessed retrospective payments, you can then determine how you want to process these changes. Your localization may require retrospective payments to be processed with specific instructions. Provided that you meet these legislative requirements, you can modify each of the following:

- Status - this determines if your retrospective payments will be processed in the next RetroPay run.
- Recalculation Reason - this enables you to differentiate between different types of retrospective payment, for example, backdated payments and corrections.

For further details on the status conditions and recalculation reasons, see Viewing RetroPay Status and History, page 3-31

RetroPay by Element to Make Your Processing More Precise

RetroPay by Element already enables you to distribute retrospective payments across individual elements. Your localization may also have installed the latest enhancements to RetroPay by Element, sometimes referred to as Advanced, or Enhanced RetroPay. These enhancements introduce greater precision into RetroPay by Element. For example, you can decide whether each retrospective payment requires

- A full reprocessing in which you recalculate all amounts for the current payroll. This is typically the case when you are processing backdated payments, or when you want taxation for backdated amounts to be paid in the period when it was earned, rather than in the current payroll period.
- A limited reprocessing in which you recalculate only some of the amounts for the current payroll. This is typically the case when you are processing corrections, or when you want taxation for retrospective changes to be paid in the current payroll period rather than in the period when it was earned.

Oracle Payroll describes each different type of RetroPay by Element run as a component. For example, you could set up a component *Earnings Correction* for the element *Basic Salary.* A component always has:

- A name (for example, Earnings Correction)
- A Reprocess Type (Static, Partial Reprocess, Reprocessed Correction) to determine how the component is processed.

You may also be able to attach Element Spans to your selected element. You use an element span to provide a start date and an end date for retrospective processing.

For a description of how to set up RetroPay processing to include all of the key concepts mentioned in this topic, see Setting Up Retro-Notification and RetroPay, page 3-25

Understanding the Sequence of Your RetroPay Activities

You can make it easier to process retrospective payments by setting up a Retro-Notifications report to alert you to changes with retrospective impact. When you View RetroPay Status you can also make a selection of those notified changes and decide how and when to process them.

> **Note:** This only applies if you are using RetroPay by Element, or the version of RetroPay sometimes referred to as Advanced or Enhanced

RetroPay. For a summary of the various RetroPay processes, see RetroPay Processes Available in Oracle Payroll, page 3-22

This is an outline of the sequence of events when you are processing retrospective payments with RetroPay by Element.

1. **Run the Retro-Notifications Report**

   You do this to identify what retrospective changes have occurred.

   For details of how to identify your changes, see Running the Retro-Notifications Report, page 3-33

2. **View RetroPay Status and History**

   You do this to review the current status of assignments that have retrospective payments, and specify how you want to process those assignments.

   For details of how to how to determine the processing of outstanding retrospective payments, see Viewing RetroPay Status and History., page 3-31

3. **Run the RetroPay Process**

   You do this so that Oracle Payroll can make retrospective adjustments for the combination of changes identified on the Retro-Notifications report, and subsequently modified when viewing RetroPay status.

   For details of how to process retrospective payments, see Running the RetroPay Process, page 3-30

4. **Verify Your RetroPay Results**

   When you have run the RetroPay process, verify your results and correct any errors.

5. **Run Your Payroll**

   Finally, run your payroll to reflect the adjustments that have been made for the retrospective payments.

Setting Up Retro-Notification and RetroPay

Follow this process to set up the Retro-Notification report, and the correct RetroPay process for your payroll.

1. **Enable the Retro Components Button**

   If you intend to use Advanced or Enhanced RetroPay, check that the Retro Components button appears on the Elements window. This button is available from the Recalculation tab of the Element window. If it has not set up, your localization team will need to implement the legislation rule ADVANCED_RETRO.

2. **Set Up the RetroPay Component**

   The RetroPay component determines the default style of RetroPay processing for your localization. For example, you might want to specify that your default style should be Tax When Paid, rather than Tax When Earned.

   You can use either of the following methods to set up your RetroPay component:

Method	How To	Advantages
Set Up the Organization DFF	From the Additional Organizational Information window: 1. Select Retro Component Usages 2. Select the Tax Area 3. Enter a Retro Style, for example, Tax When Paid. 4. Enter an Effective Start Date. 5. Enter an Effective Date 6. Choose OK to confirm your choices.	If all employees have their retrospective payments processed in the same style, this is a quicker alternative than setting up details at the element level for each assignment. Even if you choose this method of default setup, that does not prevent you from making changes for individual assignments when you view RetroPay status.
Set Up Retro Components and Spans at Element Level	From the Element window: 1. Query the element. 2. Choose the Recalculation tab. 3. Choose the Retro Components button 4. Select a Recalculation Reason 5. Select a Reprocess Type 6. Select an Element Span to indicate the start date and end date on which you want to report.	You can modify entries at element level if you want to make exceptions for particular assignments.

Note: Your localization may advocate one of these as the preferred method.

3. **Set Up the Retro-Notifications Report**

   You can determine whether a retrospective change in Oracle Payroll should be notified on the Retro-Notifications report. You do this primarily by setting up an event group to contain all the retrospective change events that you wish to capture.

   For a full description of how to control what will be included on your Retro-Notifications report, see Setting Up the Retro-Notification Report, page 3-27

4. **Set Up Your RetroPay Process**

   Although RetroPay by Element is the recommended RetroPay process for most localizations, you may need to set up an earlier version of RetroPay such as RetroPay by Run, or RetroPay (by Aggregate).

   For details of how to set up the RetroPay process for your payrolls, see Setting Up Your RetroPay Process, page 3-28

Setting Up the Retro-Notification Report

You use the Retro-Notification report to identify any changes that have a retrospective effect for payrolls that you have already run. You can define the types of change that are of interest to you by setting up an event group to specify the changes. This involves each of the following setup steps:

To enable dynamic triggers:

1. Navigate to the Dynamic Triggers window
2. Enable any dynamic triggers that are generated. It is important to enable these triggers to ensure your payroll processing updates each database table correctly. The recommended minimum list of triggers to enable for the Retro-Notification report is as follows:

Table Name	Trigger Type
PAY_ELEMENT_ENTRY_VALUES_F	Update
PAY_ELEMENT_ENTRIES_F	Update
PAY_ELEMENT_ENTRIES_F	Insert
PAY_ELEMENT_ENTRIES_F	Delete

To define an event group:

1. Navigate to the Table Event Group window.
2. Enter a name for your Event Group, for example, Retro-Notification Events.
3. Select Retro as your event groups type.
4. Save your entries.
5. Select the events that will produce notification if retrospective changes occur. This means that you should specify each of the following to identify the type of update and the database table to which it applies::

   - Update Type
   - Base Table Name
   - Column Name

   For example:

Update Type	Table	Column Name
DateTrack Correction	PAY_ELEMENT_ENTRY_VALUES_F	SCREEN_ENTRY_VALUE
DateTrack Update	PAY_ELEMENT_ENTRIES_F	EFFECTIVE_START_DATE
DateTrack Update	PAY_ELEMENT_ENTRIES_F	EFFECTIVE_END_DATE
DateTrack End Date	PAY_ELEMENT_ENTRIES_F	
DateTrack Insert	PAY_ELEMENT_ENTRIES_F	
DateTrack Delete	PAY_ELEMENT_ENTRIES_F	

To enable the Incident Register:

1. Navigate to the Functional Area Maintenance window.
2. Query the Incident Register and ensure that you have triggers defined.
3. Decide whether to capture the triggers by legislation, business group, or payroll. Navigate to each tab to make your selection.

Setting Up Your RetroPay Process

You can only use one of the three available RetroPay processes.

RetroPay by Element is the recommended RetroPay process for most localizations, and is required if you want to take advantage of the features which your localization may describe as Advanced or Enhanced RetroPay. However, your localization may have a business requirement to use one of these older RetroPay processes instead:

- RetroPay by Run.
- RetroPay (by Aggregate)

This topic explains how to set up each of the three RetroPay processes, beginning with RetroPay by Element.

To set up RetroPay by Element:

1. Create the retroactive element. The recommended settings are:
   - Non-recurring
   - Multiple entries allowed

   You can then view this element in the RetroPay field of the Element Description window. By default, retroactive elements are created with the same name as the element that they represent, but you can change this name for user-defined elements.
2. Enter retroactive changes using DateTrack.

3. Create assignment and element sets including the assignments and elements for retroactive processing. The element set type is run set.

   Note: North American HRMS: For earnings elements defined as "Reduce Regular", include the Special Features element in the element set.

To set up the RetroPay process for RetroPay (by Aggregate) and RetroPay by Run:

Each step applies to both RetroPay (by Aggregate) and RetroPay by Run unless explicitly indicated otherwise

1. Create an assignment set to define the set of employee assignments for which you want to make the payments or reductions. There are two methods of doing this:

   - Use the Assignment Set window. This is useful when you have a few employees to include in a RetroPay run and you are confident that you can identify all the employees that you want to include.

   See: Creating an Assignment Set, page 1- 4 .

   - Run the Retro-notifications report to automatically generate an assignment set of all employees for whom retrospective changes are outstanding. This is useful if you want to be certain that your assignment set includes all potential changes. You can edit this assignment set to add and remove assignments.

   See Running the Retro-Notifications report, page 3-33

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, *Oracle HRMS Compensation and Benefits Management Guide*

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
   - Input values with these names:
     - Pay value
     - Start date (not necessary for RetroPay by Run)
     - End date (not necessary for RetroPay by Run)

   See: Defining an Element (Payroll Users), *Oracle HRMS Compensation and Benefits Management Guide*

5. In the Element Link window, link the element to define your eligibility criteria.

   See: Defining Element Links, *Oracle HRMS Compensation and Benefits Management Guide*

6. Create a RetroPay set.

   See Creating a RetroPay Set, page 3-30

Creating a RetroPay Set

Only refer to this topic if you use RetroPay (by Aggregate) or RetroPay by Run. You do not need to create a RetroPay set for RetroPay by Element.

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, we say so in the instructions.

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, but you can also calculate RetroPay hours by including an Hours input 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 your RetroPay process. Note that the following conditions apply to your selection:
   - You cannot have more than one category of RetroPay simultaneously installed in the same legislation.
   - The recommended RetroPay process is RetroPay by Element, although your localization may describe the latest versions of RetroPay by Element as Advanced, or Enhanced RetroPay.
   - A very few localizations may have a business need for one of the older versions of RetroPay such as RetroPay by Run, or RetroPay (by Aggregate).
   - In all cases, your System Administrator will already have enabled the correct RetroPay process for your localization, and you simply have to select it .
2. In the Parameters window, select the assignment set.
3. If you are running RetroPay by Element then select the Element set.

4. If you are running RetroPay (by Aggregate) or RetroPay by Run, select the RetroPay set.
5. 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.

   The end date must be within the current payroll period and must have a date after the latest effective check/cheque date. If a run has already been processed for the pay period, for example, because of an earlier supplemental run, you cannot include the RetroPay elements for the current regular payroll run. They must be included for the following run.
6. Choose the Submit button.

   Oracle Payroll temporarily rolls back and reprocesses all the payrolls for all assignments included in the assignment set from the start date 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.

  Note: Overlapping processes must combine identical categories of RetroPay. This means that if your localization migrates from one category of RetroPay to another category you will not be able to run the new RetroPay process on data that has already been processed by a different RetroPay process. For example, if you move from RetroPay by Aggregate to RetroPay by Element you will not be able to use RetroPay by Element on data that has previously been processed using RetroPay by Aggregate.

Viewing RetroPay Status and History

You use the RetroPay Status window to control how you want to process changes that have a retrospective impact. You typically find outstanding retrospective changes where changes have been made in Self-Service HRMS independently of Oracle Payroll.

Use the RetroPay Status window to:

- Identify any assignments that have changes implying retrospective processing.
- Specify how you would like outstanding retrospective changes to be processed.
- Confirm that your specified requests have been processed.

You can still use the Retro-Notifications report to identify all outstanding retrospective changes that have not been applied, and group them into an assignment set ready for processing.

See Running the Retro-Notifications Report, page 3-33

However, the advantage of using the RetroPay Status window is that you can identify what you want to process, or exclude from processing, and then mark your selections for automatic completion.

To search for assignments that have retrospective changes:

1. Select the search criteria for assignments that you want to view. If you do not select any criteria, then your search returns all assignments that have retrospective changes. You can search on any of these criteria:

   Name: Specify a name, or search on all names.

   Assignment Number: Specify an assignment or search on all assignments.

   Recalculation Date: Use this start date and end date to determine the period for which you want to identify any retrospective changes.

   Status: Select the status that you want to report on.

   - All Completed. This status displays all assignments with retrospective implications that have already been processed.
   - All Outstanding. This status displays all assignments with retrospective implications that have not yet been processed.
   - Completed: After Confirmation. This status indicates that this assignment was explicitly confirmed for processing, and that it has now been processed.
   - Completed by Default. This status indicates that this assignment was not confirmed for processing, but that the processing has completed by default.
   - Confirmed: Awaiting Processing. This status indicates that this assignment has been cleared for processing and that the processing will be performed in the next payroll run.
   - Deferred. This status indicates that an assignment was scheduled for processing, but that the processing has been deferred and will not occur until you change the status to Confirmed: Awaiting Processing, or Included: Awaiting Confirmation.
   - Included: Awaiting Processing. This status indicates that your System Administrator has specified that pending assignments should be automatically processed in the next payroll run. You cannot select this status if your System Administrator has not enabled it.
   - Excluded: Awaiting Confirmation. This status indicates that your System Administrator has specified that pending assignments should not be automatically processed, and that processing should only occur after you have confirmed. You cannot select this status if your System Administrator has not enabled it.

   Recalculation Reason: This indicates why retrospective processing is necessary and it enables you to search on particular categories of retrospective change so that you can process them independently of other retrospective changes.

2. Choose Go when you have selected all your search criteria.

To change the status of an assignment:

You would typically change the status of an assignment when you want to defer processing that was previously scheduled, or when you want to indicate that you have already processed this change even though it was automatically scheduled.

1. Check the Select check box to select the assignment that you want to change.
2. Select the new status for the assignment from the Change Status list of values.
3. Choose the Change Status button.

To view the elements included on each assignment:

1. Select the assignment name in the Name column.
2. View the elements for this assignment, and the Recalculation Reason for each element.

To update or delete elements for each assignment:

1. Select the assignment name in the Name column.
2. Choose Update to add an element to the assignment.
3. Choose Delete to remove an element from the assignment.

To confirm that your specified requests have been processed:

1. Query the individual assignment, but leave the status field blank.
2. Alternatively, query all assignments with a status of All Completed or All Outstanding and check the details for your individual assignment.

Running the Retro-Notifications Report

Use the Retro-Notifications report to

- Identify all retrospective changes that have occurred since the last payroll run.
- Automatically save these changes into an assignment set, or as an event, depending on which Retro-Notification report you use in your localization.
- Produce a report (.a01) that lists the employees included in the assignment set and the trigger event that caused them to be included. You can view this output through Concurrent Manager by choosing the View Output button.

This information is particularly useful when changes with retrospective impact have been made in Self Service HRMS independently of the Payroll department.

The Retro-Notifications report does not perform any RetroPay processing. It only identities element entries that have changed. You must still run your RetroPay process separately if you want to process these changes. This means that when you have produced the assignment set, or event group, you can decide whether to:

- Run your RetroPay process on all assignments in this assignment set.
- Edit the assignment set or event group to remove or add assignments and then run your RetroPay process.

- Take no retrospective action on any of the assignments in the assignment set.

  Note: If you run the report at a later date, then changes already identified in an earlier report are excluded, regardless of whether you have chosen to reprocess them. This is a safeguard against the multiple entry of a single change.

If your RetroPay process is RetroPay by Element, you can use the RetroPay Status window to schedule automatic processing.

You run the Retro-Notifications report from the Submit Processes and Reports window Depending on your localization, not all of these steps may be available:

To run the Retro-Notifications report:

1. Select Retro-Notifications Report in the Name field. If the parameters window does not open automatically, click in the Parameters field to open it.
2. Select the Payroll you want to report on. You can only run this report for a single payroll.
3. Select the last Report Period that you want to run the report for. The List of Values will contain all periods for which the selected payroll has been run.

   Note: The report will run for all periods up to and including the one you select.

4. Select an Event Group for the report to use. You can only run this report for a single event group. There is always a default event group which captures changes made at element level, but you can override the default event group. You typically do this if you are testing your initial setup.
5. Enter the name of the Assignment Set that you want the report to create in the Generated Assignment Set field. You can use this assignment set as a starting point for further processing of the assignments identified in the report.

   Note: The assignment set name generated by the report will include what you enter in this field followed by the Report ID.

6. Select OK and Submit.

   Remember that when you have generated the assignment set, you should run your RetroPay process for those retrospective changes that you want to process. You can do this either by running your RetroPay process directly, or, if your RetroPay process is RetroPay by Element you can also use the RetroPay Status window to schedule your processing.

Advance Pay

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.

You can always represent Advance Pay as a single consolidated amount. However, if your legislation has the Advance Pay by Element process enabled, then you can also calculate and display the total amount of Advance Pay for constituent elements in the overall total.

> **Note:** If you do have the choice of using both the Advance Pay process and the Advance Pay by Element process you should note that these processes cannot be overlapped, That is you cannot:

- Run Advance Pay for a period to which Advance Pay by Element has already been applied.
- Run Advance Pay by Element for a period to which Advance Pay has already been applied.

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.

Setting Up Advance Pay for Individual Assignments

To set up advance pay for single assignments:

1. Select the assignment to receive the payment and navigate to the Advance Pay window.

   The arrears check box appears checked if the assignment is linked to an arrears payroll.

2. In the From field, select the start date of the holiday or other event for which you are making the advance payment. Oracle Payroll replaces the date you enter by the first date of the pay period in which it falls.

At the same time the Payment Date field displays the date for making the advance payment to the employee. This date defaults to the last day of the pay period immediately preceding the start of the advance pay period. You can manually alter this date to the last day of the preceding pay period if you require.

3. Do *one* of the following:
   - In the Periods field, enter the number of pay periods covering the advance pay period.
   - In the To field, select the end date of the advance. The system automatically replaces the date you enter by the last date of the pay period in which it falls.
4. Check the Defer check box if you want any net payment amounts to be deferred to the pay period following the recovery of the advance. If you do not check Defer, such payments will be made in the pay period they are earned according to the normal payment method for the assignment.
5. Save the entries you have made.

   The Advance region now displays the period for which the Advance Payment element is entered for the assignment. For arrears payrolls this is one period later than the event period. For other payrolls this period is the same as the event period.

Setting Up Advance Pay for Batch Assignments

To set up advance pay for batch assignments:

1. In the Name field select Advance Pay Batch Setup. Then enter the parameters field to open the Parameters window.
2. Select the payroll for which you want to run the process, then the advance start period, then the advance end period. These are the first and last pay periods of the advance pay period.

   The advance end period list displays the maximum number of pay periods that can be advanced for the payroll you select.
3. Select Yes or No to flag whether you want to defer any net payments that accrue during the advance pay period.
4. Select the assignment set for which you want to run the process.
5. Select the payment date for the advance. This date defaults to the last day of the pay period immediately preceding the start of the advance pay period. You can move this date back by one pay period if required.
6. Select Yes for BEE transfer if you want the batches that the process creates to be transferred to the database automatically. Select No if you want to transfer the batches manually.
7. Enter a unique header name for your batch process. This name is used as a base header name for each BEE batch created. For each batch, the system appends an underscore and an incrementing number, for example, _1, _2.

   This is a mandatory field whether you select Yes or No in the BEE Transfer field.
8. Save your entries.

Running the Advance Pay Listing Report

This report gives information about the advance pay periods for employees due to receive advance pay. The report can be used to detect whether there are assignments with Advance Pay entries during a particular payroll period.

The report lists the following information:

- Name and assignment number of employees with an entry for the Advance Period element in the date range covered by the report
- For each assignment, the dates held on the Advance Period element entry
- Yes/No to show whether the Advance Pay process has already been run for the assignment
- Summary listing, by payroll, of the number of employees with entries, and the number that have been processed

You run this report in the Submit Requests window.

To run the Advance Pay Listing:

1. In the Name field select Advance Pay. Then enter the parameters field to open the Parameters window.
2. In the Summary Version field select No for the full version of the listing, or Yes for the summary version only.
3. Enter a date range for the period in which you want to see information.
4. You can restrict the information to a particular payroll by entering the payroll name. If you leave the Payroll field blank, the report shows information for the whole Business Group.
5. Choose the Submit button.

Running Advance Pay

Use the Advance Pay process window to run the Advance Pay process.

To run the Advance Pay process:

1. In the Name field select Advance Pay. Then enter the parameters field to open the Parameters window.
2. Select the payroll for whose assignments you are running the process.
3. Enter the effective date of the process. This should be the date on which you intend to pay the advance.
4. Select an element set if you want to exclude items from the calculation. For example, you may want to exclude some pay elements, such as expenses, from the Advance Pay run.
5. Choose the Submit button.

Running the Advance Pay Process

Use the Advance Pay process to pay employees in advance for holidays or other events.

You may need to do each of the following to run the Advance Pay process.

1. Set Up Advance Pay for Individual Assignments, page 3-35 (if applicable).
2. Set Up Advance Pay for Batch Assignments, page 3-36 (if applicable).
3. Run the Advance Pay Listing Report, page 3-37
4. Run the Advance Pay Process, page 3-37.
5. View the results of the Advance Pay process, page 3-38

Running Advance Pay by Element

You run the Advance Pay by Element process from the Submit Requests window. This process may not be available for all legislations.

To run the Advance Pay by Element process:

1. In the Name field, select Advance Pay by Element. The Parameters window displays automatically and you can provide details as follows:
   - Select the Payroll for which you want to run Advance Pay by Element.
   - Enter the Effective Date of the payroll.
   - Enter the Advance End Date - this is the date at which you want the Advance Pay processing to terminate.
   - Select the Assignment Set to which the Advance Pay by Element calculation applies.
   - Select an Element Set Name if you want to specify that Advance Pay processing should only apply to some elements on this assignment. Otherwise, leave this entry blank if you want to process all the elements for this assignment.
2. Choose the Submit button

Viewing the Results of the Advance Pay Process

You can view the results of the Advance Pay in the Advance Pay window.

To view the results of the Advance Pay process:

- View the amount of the advance. Note that the amount outstanding remains at zero until the first payroll run of the advance pay period completes.
- If you want to see advance payments for future events, move your cursor down.
- If you want to see historical information, change the effective date.
- If you want to see Deferred Payments, check the Defer check box This information is also datetracked and you can see current and future information as above.

Exception Reporting

Payroll Exception Reporting: Overview

You run exception reports immediately after the payroll run to identify potential overpayments or underpayments. This helps you to avoid corrections when you accidentally make an incorrect payment. For ease of use, you can do each of the following to control the output and definition of your exception reports:

- Request your report output in either CSV or text format so that you can use familiar desktop tools for editing the output
- Group a set of reports so that you can run them as a single reporting request
- Override exception criteria for a single run of a report without changing your underlying report
- Run predefined exception reports, or define additional reports that incorporate your own exception criteria. For example, you cannot modify the predefined High Gross Pay and High Net Pay reports. You can, however, define your own reports to identify other exceptions.
- Select your preferred exception criteria from a forms interface without having to develop your own query code.

Examples of Exception Reporting Criteria

You must always select a balance and a balance dimension for exception reporting. This table lists additional criteria that you must define, explains what each one means, and gives an example to illustrate how you use them:

Exception Criterion	What it Identifies	Example
Comparison Type	The period against which you want to compare when determining whether an exception has occurred	Average in Months
Comparison Value	This is a numerical value to determine how averages are calculated when you are using an average as your basis for comparison	If you select 3 as the comparison value for a comparison type of Average in Months, then you are comparing the current month with the average of the previous 3 months.
Variance Type	The category of variance that you want to report on.	Either Percentage or Amount
Variance Value	The magnitude of overpayment or underpayment that you want to report on.	**Variance Value of 500** If Amount is your variance type, and you are reporting on a total amount of 5000, then a variance value of 500 means that amounts greater than 5500 are regarded as overpayments and amounts less than 4500 are regarded as underpayments.
Variance Operator	The precise range of variance that you want to report on. You can use variance operators to specify that you are only interested in a particular section of the range defined by the variance value.	Greater than, Less than, Equal

These are only examples. There is an extensive list of comparison types and variance operators enabling you to set the required degree of precision for your own reports.

See Comparison Types for Exception Reporting, page 3-42

See Variance Operators and How You Can Use Them, page 3-42

Exception reporting activities are as follows:

Setting Up Exception Reports

- Create an exception report
- Group existing exception reports

Running Exception Reports

- Run an exception report, or exception report group
- View an exception report

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.

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, *Oracle Cash Management User Guide*
2. Run the automatic reconciliations process. You do this from Oracle Cash Management.

   See: Reconciling Bank Statements Automatically, *Oracle Cash Management User Guide*.
3. View the results of the reconciliation process. You can do this either through Oracle Payroll, or Oracle Cash Management.

   To do this in Oracle Payroll, see: Viewing Payroll Process Results, page 3-12

   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: Accounting Reference Information for Cash Management Integration, *Oracle HRMS Implementation Guide*

Setting Up Exception Reports

You use exception reports to identify potential overpayments or underpayments before they occur. You can specify the amount, or percentage that will cause an exception to be noted. If you run your exception reports immediately after the payroll run you can identify discrepancies and avoid the retrospective corrections necessary when a wrong payment has already been made.

To create an exception report:

Use the Exception Reports window to create an exception report

1. Select Add Another Row
2. Enter the report name. You can enter any name that meets your reporting requirements - there is no standard format.
3. Select the balance that you want to report on. You can enter a predefined, or user-defined balance.
4. Select the balance dimension that you want to report on. There are some dimensions that you must select when you choose a particular comparison type:

Balance Dimension	When to Select these Dimensions
_ASG_MONTH, _PER_MONTH	You must select one of these dimensions if you want to use the Average in Months comparison type. These dimensions are not available for Japanese Payroll.
_PER_QTD, _ASG_QTD	You must select one of these dimensions if you want to use the Average in Quarters comparison type. These dimensions are not available for Japanese Payroll.
_PTD	You must select this dimension for the comparison types Average of Previous Periods, Average of Previous Paid Periods, Average of Total Periods in Days, and Average of Paid Periods in Days. This dimension is not available for Japanese Payroll.
_ASG_MTD_JP	You must select this dimension if you want to use the Average in Months comparison type. This dimension is available for Japanese Payroll only.
_ASG_QTD_JP	You must select one of this dimension if you want to use the Average in Years comparison type. This dimension is available for Japanese Payroll only.
ASG_PROC_PTD	You must select this dimension for the comparison types Average of Previous Periods, Average of Previous Paid Periods, Average of Total Periods in Days, and Average of Paid Periods in Days. This dimension is available for Japanese Payroll only.

5. Select the comparison type.

Comparison Types for Exception Reporting

This table lists each comparison type that you can select, and explains how it operates as a basis of comparison

Comparison Type	How it Operates as a Basis of Comparison
Current Period	Identifies any exceptions within the current payroll period. Does not use any previous period as a basis for comparison
Previous Period	Uses the previous period as a basis of comparison
Previous Month	Uses the previous month as a basis of comparison
Previous Quarter	Uses the previous quarter as a basis of comparison
Previous Year	Uses the previous year as a basis of comparison
Average in Months	Compares the current month-to-date with the average of previous months-to-date. Only available if you have the balance dimensions ASG_MONTH or _PER_MONTH.
Average in Quarters	Compares the current quarter-to-date with the average of previous quarters-to-date. Only available if you have the balance dimensions _PER_QTD or _ASG_QTD
Average of Paid Periods in Days	Compares the current period with the number of previous pay period included within the specified number of days. However, only includes those pay periods in which an employee actually received payment. Only available for _PTD dimensions.
Average of Previous Paid Periods	Compares the current period with the number of previous periods in which the employee actually received payment for _PTD dimensions only.
Average of Previous Periods	Compares the current period with previous periods for _PTD dimensions only
Average of Total Periods in Days	Compares the current period with the number of previous pay periods included within the specified number of days. Only available for _PTD dimensions.

1. Enter your comparison value. For example, if you select 3, when your comparison type is Average in Quarters, this means that your current quarter is compared to the average of the previous three quarters

   Some comparison values are preset and you cannot change them:

   - Current period always has a comparison value of 0.

- Previous Period, Previous Month, Previous Quarter and Previous Year all have a comparison value of 1.

2. Select your variance type. This must be either percentage or amount.
3. Enter a variance operator

Variance Operators and How You Can Use Them

You can choose one of the following variance operators. The Exception Reporting Output column indicates the effect of selecting each variance operator assuming that:

- Comparison Type is Previous Period
- Previous period amount is 10,000
- Variance Value is 1000

Variance Operator	Exception Report Output
Variance (+/-)	All assignments that either exceed or are less than the previous period amount by the amount or percentage stated in the variance value. So, *Variance Value (+/-)* returns all assignments having a value between 9000 and 11000
Less than	All assignments that are less than the previous period amount by the amount or percentage stated in the variance value. So, *Less than* returns all assignments having a value of less than 9000
Less than or equal	All assignments with a current value either equal to or less than the previous period amount by the amount or percentage stated in the variance value. So, *Less thanor equal* returns all assignments having a value of 9000 or less
Equal	All values that are exactly equal to the higher limit or the lower limit of the variance value. So, *Equal* returns all assignments having a current value equal to 9000 or 11000.
Greater than	All assignments that are greater than the previous period amount by the amount or percentage stated in the variance value. So, *Greater than* returns all assignments having a value of more than 11000
Greater than or equal	All assignments with a current value either equal to or greater than the previous period amount by the amount or percentage stated in the variance value. So, *Greater than or equal* returns all assignments having a value of 11000 or more.

1. Enter a variance value, unless your comparison type is previous payroll period.

   For all other comparison types you can specify the exact percentage, or the numerical value depending on which variance type you choose. In subsequent exception reports you can change your variance values in the SRS window when you are running the report.

   For examples of how to set exception reporting to identify particular exceptions, see Examples of Exception Report Setup

Grouping Exception Reports

Use the Exception Report window to group together a selection of exception reports so that they can be run in a single operation. You can include the same exception report in multiple exception groups.

To group exception reports:

1. Check the Select check box for each of the reports that you want to include in your report group.
2. Choose the Create Group button.
3. Enter the group name.
4. Select a consolidation set for this reporting group.
5. Select a payroll for this reporting group.
6. Select your output format.
7. Choose the Apply button to create your group.

Running an Exception Report, or Exception Report Group

Use the Exception Report Window to run exception reports singularly, or as a group. You can also override the variance type or variance for a single run of the report.

To run an exception report :

Use the Submit Requests window to run the exception report:

1. Check that your effective date is compatible with the date for which you want the report to run.
2. Select Exception Report as the report type.
3. If you want to run a single exception report, enter the name of the report. You do not need to enter the Exception Group name if you are running a single report.
4. If you want to run a group of exception reports, then enter an Exception Group name, but do not provide an Exception Report Name.

   Exception reports are identified either by the report name, or by a group name. When you are running the report you must supply either the report name or the group name, but you never have to supply both.
5. Select the payroll that you are reporting on. The consolidation set is the default selection.
6. Override the variance type and variance value if you want to specify particular values for a single run of this report. This does not change your underlying report.
7. Save your work
8. Choose the Submit button

To view an exception report:

Use the View Requests window to view an exception report:

1. Choose the Find button and select the report that you want to view.

2. Choose the View Output button.

Retries, Reversals and Rollbacks

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.

US and Canadian Payroll Only

If you are using Net-to-Gross payroll processing then each assignment action for a run type can also generate additional actions derived from the parent action. These additional actions are known as child actions.

You can mark a parent assignment action for rollback, but you cannot roll back a child assignment action independently of its parent.

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.

> **Important:** 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.

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.

US and Canadian Payroll Only

If you are using Net-to-Gross payroll processing then each assignment action for a run type can also generate additional actions derived from the parent action. These additional actions are known as child actions.

You can mark a parent assignment action for retry, but you cannot retry a child assignment action independently of its parent.

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 PrePayments. In such a case, to start the payroll run retry process you must first roll back the other process. 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.

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, page 1- 4 in Configuring, 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.

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.

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.

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 3-53
Roll back processes for many employees (defined as an assignment set)	Rolling Back a Process from the Submit Requests Window, page 3-53
Roll back an assignment process for an individual employee	Rolling Back a Process from the Assignment Processes Window, page 3-53

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, page 1- 4 .

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.

4

End of Year Processing

End of Year Processing

End of Year Processing

For the purposes of reporting taxes and wages to the federal and provincial governments, Oracle Payroll takes a snapshot in time of all of the employee balances in a given year and GRE/PRE, and archives these balances for paper and magnetic reporting. This allows you to reissue duplicate T4, T4A, and RL1 forms on an as needed basis.

End of year processing entails the following activities:

. Running the Year End Federal and Provincial Pre-Process

. Running the post-archival reports (year end exception report and year end register report)

. Fixing balance and other problems

. Generating magnetic tapes for submission to the government(s)

It would be advantageous for the first three activities listed above (i.e., running the year end preprocess, running the post archival reports, and fixing any known issues) to occur periodically throughout the year, for example, at the end of the third calendar quarter of the year.

It is important that you complete each end of year processing phase in its correct order.

End of Year Processing

What Tax and Wage Reports am I Required to Submit?

The federal-level reports on taxes and wages that GREs produce include:

- Form T4, Statement of Remuneration Paid .
- Form T4A, Statement of Pension, Retirement, Annuity and Other Income

At year end, an individual report is distributed on paper to each employee, and a report for each GRE is provided on magnetic tape to the CCRA.

The provincial level reports on taxes and wages that PREs produce include:

- Form RL1, Employment and Other Income.

At year end, an individual report is distributed on paper to each employee, and a report for each PRE goes on magnetic tape to the Ministere du Revenu.

Data for Reporting on Magnetic Tape

For GREs and other organizational units using magnetic tape to submit federal and provincial tax and wage reporting, you must maintain certain data. This data includes the GREs and PREs that are serving as transmitters of the media, the GREs and PREs whose employer and employee data appears on a particular tape or diskette, and contacts within the organization that are responsible for the submission of the data.

What are the Rules for Wage and Tax Reporting (T4s, T4As RL1s)?

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 Canada Customs and Revenue Agency and the Ministere du Revenu.

Employers accomplish these reporting goals with the Statement of Remuneration Paid (T4), Statement of Pension, Retirement, Annuity and Other Income (T4A), and the Employment and Other Income (RL1) forms.

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

End of Year Processing

The Year End Pre-Process

The Federal and Provincial 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 must 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 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 Payroll Process. You must rollback the process, and then rerun the Year End Pre-Process.

Post-Archival Reports

The following reports should be run after running the Year End Pre-Process:

- Year End Exception Report

  This report shows discrepancies in employee contributions for C/QPP and EI when validated against pensionable and insurable earnings and also flags other information (i.e., negative balances, missing Social Insurance Number, etc.) to ensure that year end forms are complete and accurate.

- T4 Register

  This report shows the amounts reported in each box of the T4 Form for all employees in a particular GRE as of the chosen effective date.

- T4A Register

  This report shows the amounts reported in each box of the T4A Form for all employees in a particular GRE as of the chosen effective date.

- RL1 Register (for employees in Quebec)

  This report shows the amounts reported in each box of the RL1 Form for all employees in a particular PRE as of the chosen effective date.

T4 Register Reporting

Organizations have a need to preview T4s before printing. The T4 Register Report allows you to view the amounts reported in each box of the T4 Form for all employees

in a particular GRE for a given year. The T4 register report shows totals by T4 box number. Using sort options, you can customize this report to further display withholding totals for employees, organizations and locations. You can use the T4 Register Report to verify your T4 box totals prior to running your T4s.

T4 Register Sort Options

T4 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 T4 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:

- GRE
- Location
- Organization

> **Note:** The report will automatically sort by employee name (last name, first name) within these sort parameters.

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.

Sort Options and Report Layout

When printed, the T4 Register report will insert a page break between each selected sort option. For Example, if you choose Organization and Location 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.

RL1 Register Reporting

Organizations have a need to preview RL1s before printing. The RL1 Register Report allows you to view the amounts reported in each box of the RL1 Form for all employees in a particular QIN for a given year. The RL1 register report shows totals by RL1 box number. You can use the RL1 Register Report to verify your RL1 box totals prior to running your RL1s.

RL1 Register Sort Options

RL1 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 RL1 Register report, but they are the best way to customize the report to your specific needs.

> **Note:** The report will automatically sort by employee name (last name,first name) within QIN.

T4A Register Reporting

Organizations have a need to preview T4As before printing. The T4A Register Report allows you to view the amounts reported in each box of the T4A Form for all employees in a particular GRE for a given year. TheT4A register report shows totals by T4A box

number. Using sort options, you can customize this report to further display withholding totals foremployees, organizations and locations. You can use the T4A Register Report to verify your T4A box totals prior to running your T4As.

T4A Register Sort Options

T4A 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 T4A 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:

- GRE
- Location
- Organization

> **Note:** The report will automatically sort by employee name (last name, first name) within these sort parameters. 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.

Sort Options and Report Layout

When printed, the T4A Register report will insert a page break between each selected sort option. For Example, if you choose Organization and Location 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.

Federal Year End Amendments

An employer may find it necessary to make changes to year end forms for an individual or group of employees after they have been distributed of year to employees. When information on a year end form has been changed after it has been distributed to the government and the employee, a new form marked "Amended" must be issued in order for the recipient to know that this form is replacing and not in addition to the original form.

The Federal Year End Amendment Preprocess archives all amended T4 boxes as well as those that were correct on the original T4 form. The Federal Year End Amendment Preprocess is submitted only if there are employees whose data has been corrected after the Federal Year End Pre-process was run and forms were issued for that reporting year.

T4 Amendment Register

The T4 Amendment Register Report CA request set includes a T4 Amendment Register Report and T4 Amendment Totals Report. These reports can be used as an audit report for T4 amendments in Canada. The T4 Amendment Register Report CA request set is submitted after the Federal Year End Amendment Preprocess is run.

The T4 Amendment Register Report displays T4 information for all employees whose data was corrected after the Federal Year End Preprocess was run and forms were issued. The format of the T4 Amendment Register and T4 Amendment Register Totals is the same as the T4 Register Report and T4 Register Totals report.

T4 Amendment Paper Report

After the distribution of year end forms to employees or retirees, the employer may find it necessary to make changes, cancel or replace these forms for an individual or groups of employees. When information on a year end form has been changed after it has been distributed to the government and the employee, a new form marked "Amended" must be issued in order for the recipients to know that this form is replacing and not in addition to the original form.

The T4 Amendment Paper Report will be used to print employer and employer copies of amended T4 slips. The T4 Amendment Paper Report is submitted after the Federal Year End Amendment Pre-Process is run with valid parameters. The T4 Amendment Paper report is always run with the Mode parameter set as Recent. The amended T4 slip displays the T4 box information of all employees whose data was corrected after the Federal Year End Pre-Process was run. The format of the T4 Amendment Paper is the same as the T4 Paper Report, however the amended T4 Slip will print Amended at the top of the slip between the Employer name and Year.

Provincial Year End Amendments

An employer may find it necessary to make changes to year end forms for an individual or group of employees after they have been distributed of year to employees. When information on a year end form has been changed after it has been distributed to the government and the employee, a new form marked "Amended" must be issued in order for the recipient to know that this form is replacing and not in addition to the original form.

The Provincial Year End Amendment Pre-Process will archive all RL1 amended boxes, including those that were correct on the original RL1 form. The Provincial Year End Amendment Pre-Process is submitted only if there are any employees whose data has been corrected after the Provincial Year End Pre-Process was run for that reporting year. The Provincial Year End Amendment Pre-Process can be submitted multiple times. If any data has changed for an employee, the Provincial Year End Amendment Pre-Process will archive the database item.

RL1 Amendment Register Report

The RL1 Amendment Register Report CA request set includes the RL1 Amendment Register Report and RL1 Amendment Totals Report. These are audit reports for RL1 amendments. The RL1 Amendment Register Report CA request set should be submitted after the Provincial Year End Amendment Pre-Process is run with valid parameters. The report displays the RL1 yearend box information of all employees whose data was corrected after the Provincial Year End Pre-Process was run. The format of the RL1 Amendment Register and RL1 Amendment Register Totals will be the same as the RL1 Register Report' and RL1 Register Totals report.

RL1 Amendment Paper Report

The RL1 Amendment Paper Report is used to generate amended RL1 slips in Canada. The RL1 Amendment Paper Report is submitted after the Provincial Year End Amendment Pre-Process has been run with valid parameters and the RL1 Amendment Register Report has been verified for accuracy. The RL1 Amendment Paper Report is used to generate RL1 slips for employees whose data was corrected after the Provincial Year End Pre-Process was run.

The format of the RL1 Amendment Paper is the same as the RL1 Paper Report except that "Amended" and the 9 digit pre-printed form number from the previous RL1 slip will print at the top of the slip (example Amended: 019090289). The RL1 pre-printed form number is stored in the Person EIT (Extra Information Table) "Additional RL1 Information". This Person EIT allows the user to store the pre-printed form number by Reporting Year and PRE (Provincial Reporting Establishment). The RL1 Paper report is not affected by the pre-printed form number entered in the EIT, as it is only used when printing amended forms.

> **Note:** The Person EIT "Additional RL1 Information" needs to be added to a responsibility if it is to appear for employees. It has been added to the standard Canadian responsibilities "CA HRMS Manager" and "CA Payroll Manager".

Payroll Register Reporting

Payroll Register Reporting is used to show employee and group level details such as:

- Complete payroll run details for pay runs, quick pays, and reversals
- Specific federal or provincial taxes withheld
- Earnings and deductions
- Employer liability
- Quarter-to-date and year-to-date details (includes balance adjustments)

The Payroll Register Report CA 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, month-to-date, and year-to-date balances are not displayed on 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

  > **Note:** GRE should only be selected as a sort option if you have included all GREs in the parameters for a Payroll Register request set.

- Location

- Organization
- Employee Name

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 only enabled 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 the 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 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/QuickPays or the effective date of the payroll reversals that are to be included in the report.

- Ending Date Paid (required)

  Select the end for the report selection. This date represents the payment date for the payroll runs/QuickPays 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 (GRE)

  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 balances for employees that have no current balances, but may have month-to-date or year-to-date balances.

  This parameter applies to individual line items only, and will not suppress entire assignments with Zero Records.

- 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 month-to-date and year-to-date balances.

  Note: You may encounter slow performance while running the Payroll Register report with a month-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.

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. . Select Request Set as the type of run.
2. . In the Submit Request Set window, select the Payroll Register Report CA from the List of Values. Select the parameters for the report. See the Payroll Register Parameters section for more information.

3. . Click OK to close the Parameters window.

4. . Choose Options to select a printer or accept the default.

5. . In the Submit Request Set window, click Submit.

> **Important: Attention:** The Payroll Register Report can require substantial printing resources for large organizations.

Payroll Register Report Output

The Payroll Register Report and Payroll Register Totals Report are two separate reports submitted by way of a single Request Set. Both reports will be printed according to the parameters that you select. These reports are printed in landscape fashion and are 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.

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.

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 Federal or Provincial Year End Pre-Process.

2. . In the Parameters window, use the Lists of Values in the Report Type, Year and Government Reporting Entity or Quebec Identification Number 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 re-archived. If you have generated any magnetic media reports, you must roll them back prior to retrying the Year End Pre-Process. You mark assignments for retry in the Employee Assignment Process window. If there are no

employees in the GRE or QIN, 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 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.
3. . In the Payroll Process field, select the Year End Pre-Process that you want to retry.
4. . 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 magnetic media reports, you must roll them back prior to rolling back the Year End Pre-Process: 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 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 T4 Register Report

You run the T4 Register report from the Submit Request Set window. Prior to running the T4 Register report, you must have run the Year End Pre-Process for the GRE you are reporting.

To run the T4 Register report:

1. . Select Request Set from the Submit a New Request window.
2. . Select the Request Set T4 Register Report CA.
3. . Click in the Parameters window and 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. . To run the report for a single province, select a province from the List of Values in the Province field.
5. . To run this report for an assignment set, make a selection in the Assignment Set field.
6. . If desired, select values for the Sort Option One, Sort Option Two, and Sort Option Three fields, then Click OK.
7. . In the Options region, select the printer and number of copies, then Click OK.
8. . Click Submit.

9. . Navigate to the View Requests window to view the T4 Register report.

Running the T4A Register Report

You runt the T4A Register report from the Submit Request Set window. Prior to running the T4 Register report, you must have run the Year End Pre-Process for the GRE you are reporting.

To run the T4A Register report:

1. . Select Request Set from the Submit a New Request window.
2. . Select the Request Set T4A Register Report CA.
3. . Click in the Parameters window and 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. . To run this report for an assignment set, make a selection in the Assignment Set field.
5. . If desired, select values for the Sort Option One, Sort Option Two, and Sort Option Three fields, then Click OK.
6. . In the Options region, select the printer and number of copies, then Click OK.
7. . Click Submit.
8. . Navigate to the View Requests window to view the T4A Register Report.

Running the RL1 Register Report

You run the RL1 Register report from the Submit Request window. Prior to running the RL1 Register report, you must have run the Year End Pre-Process for the QIN you are reporting.

To run the RL1 Register report:

1. . Select Request Set from the Submit a New Request window.
2. . Select the Request Set RL1 Register Report CA.
3. . Click in the Parameters window and enter the four digit Reporting Year into the Reporting Year field, or select it from the List of Values. Select the appropriate QIN from the List of Values in the Quebec Identification Number field.
4. . To run this report for an assignment set, make a selection in the Assignment Set field.
5. . In the Options region, select the printer and number of copies, then Click OK.
6. . Click Submit.
7. . Navigate to the View Requests window to view the RL1 Register report.

Statutory Deductions Reporting

The Statutory Deduction Report shows the federal and provincial tax balances summarized for a particular range of pay dates. Oracle Payroll allows you to choose the following options for generating this report:

- Pay Begin Date (required)
- Pay End Date (required)
- Tax Group (optional) All valid Tax Groups.

  Important: Attention: Leaving this field blank causes all Tax Groups to be included in this report.

- GRE (optional) - All valid GREs.

  Important: Attention: Leaving this field blank causes all GREs to be included in this report.

- Federal - Details statutory deductions for the remittance to the CCRA.
- Provincial - Details statutory deductions for the remittance to the Ministere du Revenu.
- Reporting Dimension - Provides the option of printing information for a pay date range, month to date, quarter to date or year to date values.

Running a Statutory Deductions Report

You run the Federal and Provincial Statutory Deduction Report from the Submit Requests window.

To create a Federal and Provincial Statutory Deduction Report:

1. . Select the Statutory Deduction report in the Name field, and click on the parameters field if the Parameters window does not automatically open.
2. . Enter the Pay Date range in the Pay Begin Date and Pay End Date fields.
3. . Enter an appropriate Tax Group or GRE, if applicable.

   Important: Attention: Leaving this field blank causes all GREs to be included in this report.

4. . Enter a Yes or No value in Federal and Provincial for the type of remittance report you want to generate.
5. . Enter the appropriate reporting dimension.

Running the Record of Employment

A Record of Employment (ROE) must be issued for each interruption of earnings, such as when an employee has quit, was laid-off or terminated.

When an employee terminates, information is entered on the End Employment form that will print on the Record Of Employment. In Further Information, the entry in ROE Reason will display as the Reason Code on the ROE. The information entered in the ROE Reason Description field will print in the Comments section of the ROE.

The Record of Employment Archive Process captures the information required to create the actual Record of Employment. To run this process, select the Record of Employment option in Submit Processes and Reports and complete the following parameters:

- Effective Date: Enter the date that should be displayed as the Last Day for Which Paid on the ROE. If the Actual Termination Date has been entered on the End Employment form, the latter will print on the ROE.
- Employee Name: Enter the name of the employee for whom an ROE is to be issued.

To view the archive, select Assignment Process Results and enter the following parameters:

- Full Name: Name of the employee
- Period From / To: Select the period in which the Record of Employment process was initiated.

Click Find to display all payroll actions for the period. Select the Magnetic Report entry within the period, then Run Results. This will allow the ability to view and update ROE information.

A preview of the actual Record of Employment may be generated by processing the ROE Worksheet. The parameters to be entered are:

- Select Name: ROE Worksheet
- Start / End Date: The period in which the records were archived.
- Employee Name: Name of the employee for which an ROE archive was processed.

1. Select View Output to view the data. Software from HRDC is required to print the ROE. The serial numbers required for the ROE are provided by the HRDC software. You can set the path within the HRDC software to where the file resides, or can copy the file to your hard drive.

Provincial Medical Reporting

The Provincial Medical Report details the required information to remit employer premiums for provincial medical for those provinces that require it. The information included on this report includes:

- Gross Wages (Period and Year to Date)
- Unused Exemption (if applicable)
- Taxable Wages
- Rate (for provinces other than Manitoba)
- Wages subject to Notch Tax Rate (Manitoba only)
- Wages subject to Full Tax Rate (Manitoba only)
- Levy

Oracle Payroll allows you to choose the following options for generating this report:

- Province
- Account Number
- Starting and Ending Payment Dates
- Override Table
- EHT Monthly Remitter (Y/N)

Creating a Provincial Medical Report

You run the Provincial Medical Report from the Submit Requests window.

To create a Provincial Medical Report:

1. . Select the Provincial Medical report in the Name field, and click on the parameters field if the Parameters window does not automatically open.
2. . Select the Province or leave blank to process all provinces.
3. . Select the Account Number or leave blank for all account numbers.
4. . Starting Payment Date: The first Payment Date to include in this report.
5. . Ending Payment Date: The last Payment Date to include in this report.
6. . Override Table: Enter the table which overrides the standard Provincial Medical table (if applicable)
7. . EHT Monthly Remitter - Enter a Yes or No value.

   Select Yes to ensure correct year-to-date wages are reported when employer premiums are remitted on a monthly basis.

   Select No to ensure correct year-to-date wages are reported when employer premiums are not remitted on a monthly basis.

Quebec Health Services Reporting

The Quebec Health Services Fund Report details the required information to remit employer premiums for the Quebec Health Services Fund. The information included on this report includes:

- Gross Wages (Period and Year to Date)
- Rate
- Levy

Oracle Payroll allows you to choose the following options for generating this report:

- Account Number
- Starting and Ending Payment Dates
- Override Table: Enter the table which overrides the standard QHSF table (if applicable)

Creating a Quebec Health Services Fund Report

You run the Quebec Health Services Fund Report from the Submit Requests window.

To create a Quebec Health Services Fund Report:

1. . Select the Quebec Health Services Fund report in the Name field, and click on the parameters field if the Parameters window does not automatically open.
2. . Select the Account Number or leave blank for all account numbers.
3. . Starting Payment Date: The first Payment Date to include in this report.
4. . Ending Payment Date: The last Payment Date to include in this report.

5. . Override Table: Enter the table which overrides the standard QHSF table (if applicable)

Worker's Compensation Reporting

The Workers' Compensation Assessable Wages Report details the required information to remit employer premiums for WCB. The information included on this report includes:

- Number of Employees
- Assessable Wages
- Excess Wages
- Levy

The following options are available for generating this report:

- Pay Begin and End Date
- Province
- Account Number
- Reporting Dimension

Creating a Workers' Compensation Report

You run the Workers' Compensation Assessable Wages Report from the Submit Requests window.

To create a Workers' Compensation Report:

1. . Select the Workers' Compensation Assessable Wages Report in the Name field, and click on the parameters field if the Parameters window does not automatically open.
2. . Select the Pay Begin Date: The first payment date to include in this report.
3. . Select the Pay End Date: The last payment date to include in this report.
4. . Select the Province or leave blank to process all provinces.
5. . Select the Account Number or leave blank for all account numbers.
6. . Select the reporting dimension.

Running the Federal T4 Form and Magnetic Media

Run the T4 Paper Report and T4 Magnetic Media from the Submit Request window.

To run the T4 Paper Report:

1. . Select T4 Paper Report 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 T4 report.
3. . Select a province in the Province field, or leave this field blank to run the T4s for all provinces.
4. . To run this report for an assignment set, make a selection in the Assignment Set field.

5. . 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. If desired, enter options in the Sort Option Two and Sort Option Three fields.
6. . In the Submit Request window, select the printer and number of copies, in the Options region.
7. . Submit the report.

To run the T4 Magnetic Media:

1. . Select T4 Magnetic Media in the Name field. Click in the Parameters field if the Parameters window does not automatically open.
2. . Enter the Reporting Year and the appropriate Transmitter GRE.
3. . In the Submit Request window, select the printer and number of copies, in the Options region.
4. . Submit the report

   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 Provincial RL1 Form and Magnetic Media

Run the RL1 Paper Report and RL1 Magnetic Media from the Submit Request window.

To run the RL1 Paper Report:

1. . Select RL1 Paper Report in the Name field. Click in the Parameters field if the Parameters window does not automatically open.
2. . Enter the Reporting Year and QIN for the RL1 report.
3. . To run this report for an assignment set, make a selection in the Assignment Set field.
4. . In the Submit Request window, select the printer and number of copies, in the Options region.
5. . Submit the report

To run the RL1 Magnetic Media:

1. . Select RL1 Magnetic Media in the Name field. Click in the Parameters field if the Parameters window does not automatically open.
2. . Enter the Reporting Year and the appropriate Transmitter Name.
3. . In the Submit Request window, select the printer and number of copies, in the Options region.
4. . Submit the report.

   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 Federal T4A Form and Magnetic Media

Run the T4A Paper Report and T4A Magnetic Media from the Submit Request window.

To run the T4A Paper Report:

1. . Select T4A Paper Report 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 T4A report.
3. . To run this report for an assignment set, make a selection in the Assignment Set field.
4. . 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. If desired, enter options in the Sort Option Two and Sort Option Three fields.
5. . In the Submit Request window, select the printer and number of copies, in the Options region.
6. . Submit the report.

To run the T4A Magnetic Media:

1. . Select T4A Magnetic Report in the Name field. Click in the Parameters field if the Parameters window does not automatically open.
2. . Enter the Reporting Year and the appropriate Transmitter GRE.
3. . In the Submit Request window, select the printer and number of copies, in the Options region.
4. . Submit the report.

   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 Federal Year End Amendment Pre-process

You run the Federal Year End Amendment Pre-process from the Submit Request window.

To Run the Federal Year End Amendment Pre-process:

1. Select a Report Type. This represents the year end form for which the process should be run..
2. Select a Reporting Year for which T4 information was filed and later corrections were made to the data. This is a mandatory parameter. It will default to the prior tax year however you can modify this to any other valid year.
3. Enter The GRE for which data has been archived by the Federal Year End Preprocess. This is a mandatory parameter.
4. Select the Selection Criteria. The list will display three choices: Employee Name, Social Insurance Number and Assignment Set. This is a mandatory parameter. Depending on the selection criteria the non-relevant parameters will grey out and you will be able to enter data in the chosen one.
5. Select OK, then Submit.

Running the Provincial Year End Amendment Pre-process

You run the Provincial Year End Amendment Pre-process from the Submit Request window.

To Run the Provincial Year End Amendment Pre-process:

1. Select the report type for which you would like to run the process.
2. Enter the year for which the RL1 was filed and later corrections were made to the data. This is a mandatory parameter and will default to the prior tax year.
3. Enter the PRE (Provincial Reporting Establishment) for which data has been archived by the Provincial Year End Pre Process. This is a mandatory parameter.
4. Select the Selection Criteria. The list will display three choices: Employee Name, Social Insurance Number and Assignment Set. This is a mandatory parameter. Depending on the selection criteria the non-relevant parameters will grey out and you will be able to enter data in the chosen one.
5. Select OK, then Submit.

Running the T4 Amendment Register Report CA Request Set

You run the T4 Amendment Register Report CA Request Set report from the Submit Request Set window.

To Run the T4 Amendment Register Report CA Request Set:

1. Select the Reporting Year for which T4 information was filed and later corrections were made to the data. This is a mandatory parameter.
2. Select the GRE for which data has been archived by the Federal Year End Preprocess and for which the Federal Year End Amendment Preprocess has been run. This is an optional parameter. If there is no entry, it will run for all valid GRE's
3. Select a province from the list of all provinces and territories for Canada. This is an optional parameter. If there is no entry, the report will run for all provinces and territories.
4. Select the Mode, either Most Recent or Historical. The default is Most Recent.

   Most Recent: This mode will display the latest amended employee information for the given parameters. This is useful when employee data has been amended multiple times in the same year and the end user wants to see the latest amended details only.

   Historical: This mode will display the historical amended employee information for the given parameters. This is useful when employee data has been amended multiple times in the same year and the end user wants to see all the amended data for that employee. Note: When the T4 Amendment Register Report is processed in Historical Mode the T4 Amendment Register Totals will not be displayed. The Totals report will display a message 'T4 Amendment Register Totals is not printed for Historical data'.
5. Select the Selection Criteria. The list will display three choices: Employee Name, Social Insurance Number and Assignment Set. This is an optional parameter. Depending on the selection criteria the non-relevant parameters will grey out and you will be able to enter data in the chosen one.
6. Select any Sort Options if desired, then click OK and Submit.

Running the T4 Amendment Paper Report

You run the T4 Amendment Paper Report from the Submit Request window.

To Run the T4 Amendment Paper Report:

1. Select the year for which T4 was filed and later corrections were made to the data. This is a mandatory parameter.
2. Select the GRE for which data has been archived by the Federal Year End Pre-Process and for which Federal Year End Amendment Pre-Process has been run. This is an optional parameter. If there is no parameter entered here it will run for all valid GREs.
3. Select the province for the report, if desired. This is an optional parameter. If there is no province entered the report will run for all valid province values.
4. Select the type of report in the Type field. The choices are:
   - **Employee:**This type will allow the end user to print the employee copies of T4 slips. Two copies of the slip will print for each employee on one page and will exclude the Business Number.
   - **Employer:** This type will allow the end user to print the employer copies of T4 slips. Two different employees will print on each page and will include the Business Number.
5. Select the Selection Criterion. The list will display three choices: Employee Name, Social Insurance Number and Assignment Set. This is an optional parameter. Depending on the selection criteria the non-relevant parameters will grey out and you will be able to enter data in the chosen one.
6. Select any Sort Options if desired, then click OK and Submit.

Running the RL1 Amendment Register Report CA Request Set

You run the RL1 Amendment Register Report CA Request Set report from the Submit Request Set window.

To Run the RL1 Amendment Register Report CA Request Set:

1. Enter the year for which the RL1 was filed and later corrections were made to the data. This is a mandatory parameter.
2. Select the PRE (Provincial Reporting Establishment) for which data has been archived by the Provincial Year End Pre Process and for which the Provincial Year End Amendment Pre-Process has been run. This is an optional parameter. If there is no value, it will include all valid PREs.
3. Select the Mode, either Most Recent or Historical. The default is Most Recent.

   Most Recent: This mode will display the latest amended employee information for the given parameters. This is useful when employee data has been amended multiple times in the same year and the end user wants to see the latest amended details only.

   Historical: This mode will display the historical amended employee information for the given parameters. This is useful when employee data has been amended multiple times in the same year and the end user wants to see all the amended data for that employee.

Note: When the RL1 Amendment Register Report is run in Historical Mode, the RL1 Amendment Register Totals will not be displayed. The Totals report will display the following message: RL1 Amendment Register Totals are not printed for Historical data

4. Select the Selection Criteria. The list will display three choices: Employee Name, Social Insurance Number and Assignment Set. This is an optional parameter. Depending on the selection criteria the non-relevant parameters will grey out and you will be able to enter data in the chosen one.
5. Select any Sort Options if desired, then click OK and Submit.

Running the RL1 Amendment Paper Report

You run the RL1 Amendment Paper Report from the Submit Requests window.

To Run The RL1 Amendment Paper Report:

1. Enter the year for which the RL1 was filed and later corrections were made to the data. This is a mandatory parameter.
2. Select the PRE (Provincial Reporting Establishment) for which data has been archived by the Provincial Year End Pre Process and for which the Provincial Year End Amendment Pre-Process has been run. This is an optional parameter. If there is no value, it will include all valid PREs.
3. Select the Selection Criteria. The list will display three choices: Employee Name, Social Insurance Number and Assignment Set. This is an optional parameter. Depending on the selection criteria the non-relevant parameters will grey out and you will be able to enter data in the chosen one.
4. Click OK and Submit.

Business Payrolls Survey

The Business Payroll Survey (Survey of Employment, Payrolls and Hours) is a monthly report that is requested by Statistics Canada. It provides statistical information on the total number of hourly and salaried employees paid, hours worked, earnings, and payrolls at industrial, provincial and territorial levels.

All earnings with a classification of "Earnings" are represented in the values for payments made in the last pay period in the month. All earnings with a classification of "Supplemental" are represented in the Special Payments sections.

The following options are available for generating this report:

- Reference Month
- GRE
- Province or Location
- Province to be reported
- Location to be reported

Creating a Business Payrolls Survey

You run the Business Payrolls Survey from the Submit Requests window.

To create a Business Payrolls Survey:

1. . Select the Business Payrolls Survey in the Name field, and click on the parameters field if the Parameters window does not automatically open.
2. . Select the Reference Month: The month to include in this report.
3. . Select the GRE or leave blank to process all GREs.
4. . Province or Location: Select province to report by province or location to report by location.
5. . Province: Select the applicable province if province was selected in the above parameter.
6. . Location: Select the applicable location if the location was selected in the above parameter.

Running the Year End Exception Report

This report provides the necessary information to prevent or respond to the PIER (Pensionable and Insurable Earnings Review) Report issued by the CCRA and the Employee and Employer Contribution Report issued by the Ministere du Revenu subsequent to the filing of year end forms. The PIER report provides information on those employees whose CPP and/or EI appear to be incorrect and the Employee and Employer Contribution Report provides information on those employees whose QPP appears to be incorrect. This report will also provide other information (i.e., negative balances, missing Social Insurance Number, etc.) to ensure that year end forms are complete and accurate.

To run the Year End Exception Report:

1. Select the report name in the Request Name field. The Parameters window opens.
2. Enter the Reporting Year.
3. Select the Report Name. If you select the Year End Exception Report, all information noted above will display on the report. If you select the PIER Report/QPP Contribution Report, only the discrepancies relating to C/QPP or EI will display.
4. Select either Federal or Provincial level reporting.
5. For federal level reporting, select an individual Business Number, or leave this field blank to include all Business Numbers in the results.

   Note: There is a 15 digit limit for a Business Number in this field. No other characters can be included in this field.

6. For provincial level reporting, select an individual Quebec Identification Number, or leave this field blank to include all QINs in the results.

5

Payroll Statutory Deductions and Reporting

Payroll Statutory Deductions and Reporting Overview

Oracle Payroll enables you to calculate employer's tax liability and deduct the appropriate sums from employee earnings. You can calculate employer and employee tax liabilities for all the taxes and statutory deductions that are applicable to your country. For example, this includes employer liability for state taxes such as State Unemployment Insurance and employee liability for federal, state and local taxes in the US, PAYE and NIC in the UK, PAYE and PRSI in Ireland, Social Security, Unemployment and Complementary Pension in France, Standard and Special tax and Social Insurance in the Netherlands, and so on.

In each instance, Oracle Payroll enables you to enter details of the tax liability and process it at regular intervals.

Reporting on Payroll Statutory Deductions

See Reports and Processes in Oracle HRMS, page B-61

Payroll Statutory Deductions and Reporting

What Tax Information Must I Maintain for my Organization?

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

- Each GRE (GRE/Legal Entity) included in your Business Group
- Each PRE (Provincial Reporting Establishment) included in your Business Group
- Your employees
- Certain categories of earnings types and deductions.

What are the Taxability Rules for Earnings and Deductions Categories?

Regular and overtime earnings are always subject to federal and provincial 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 provincial levels.

What are the Taxability Rules for Workers Compensation?

Each province has different rules regarding the earnings categories to include in the payroll exposure used to calculate the employers' Workers Compensation liability. The liability is calculated as a rate per $100 of assessable earnings up to a maximum defined by each province.

What are the Taxability Rules for Provincial Medical Plans?

For some provinces and territories, a payroll levy is imposed on employers against wages paid to fund the provincial medical plan. For each province, there are different rules regarding the earnings categories to include in the payroll exposure used to calculate the Provincial Medical liability. The liability is calculated as a percentage of wages paid and in some cases, the percentage changes based on various earnings thresholds.

What are the Taxability Rules for Vacation Pay Wages?

The requirement for the calculation as well as the pay out of vacation pay are defined by provincial Employment Standards. As part of this requirement, each province has defined the earnings categories that are included for the calculation of vacation pay.

What are the Rules for Wage and Tax Reporting (T4s, T4As, RL1s)?

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 Canada Customs and Revenue Agency and the Ministere du Revenu.

Employers accomplish these reporting goals with the Statement of Remuneration Paid (Form T4) Statement of Pension, Retirement, Annuity and Other Income (Form T4A), and Employment and Other Income (Quebec Form RL1).

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

Taxes

Tax Information for GREs

Every employer must register with the Canada Customs and Revenue Agency (CCRA) to obtain a business number for the organization. This number is used as a reference for all reporting requirements to the federal government. If the employer has a wage loss replacement program that covers a portion of the employees, there are two employment insurance (EI) rates for the employer. In this case, two business numbers would be issued to the employer, one for each rate. Each T4 GRE represents an employer for which the Canada Customs and Revenue Agency provides a business number for tax remittance purposes.

When creating an organization classified as a GRE, you must enter information such as: the federal business number and federal tax withholding methods, the Quebec identification number and provincial tax withholding methods (if there are employees paid in the province of Quebec), the employer EI rate for the business number, and the year end reporting form that applies for this GRE.

For example, if the employer issues T4, T4A, and RL1 forms, two GRE's must be established: One for payments that are reported on a T4 and RL1, one for payments that arereported on a T4A and RL1.

Provincial Reporting Establishments (PRE)

A Provincial Reporting Establishment (PRE) is set up in order to define tax reporting information at the provincial level. Currently, only the province of Quebec requires this definition. An organization must be established with the classification of Provincial Reporting Establishment for each Quebec Identification Number. The information that must be defined includes the province name, province identification number and other information relating to the transmittal for provincial magnetic year end reporting.

Tax Data for Employees

For each employee assignment, you maintain information taken from the federal and provincial Personal Tax Credits Return (TD1), the federal Statement of Commission Income and Expenses for Payroll Tax Deductions (TD1X) the Quebec forms, Source Deductions Return (TP1015.3-V) and the Statement of Commissions and Expenses for Source Deduction Purposes (TP-1015.R.13.1-V) that employees must complete and provide to their employer.

Prerequisites

- The prerequisite to entering tax data for employees is that there must be a location associated with the organization included in the employee's primary assignment, and the location address must include a city, province or territory, and postal code. This determines the province of employment.
- See: Setting Up Site Locations: Using Oracle HRMS - The Fundamentals

Taxability Rules for Earnings and Deductions Categories

Oracle Payroll comes with the current rules for the federal and provincial level taxability already in place for some categories of taxable benefits and 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 earnings and taxable benefit categories in a province's 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.

The Workers Compensation maximum assessable wages must be defined for each province in the Table Values window. The provincial Workers Compensation Boards are set up as organizations with the classification of "Worker's Compensation Board". The provincial accounts are set up under "Workers Compensation Accounts", where the account name and number are identified. This number must then be linked to a GRE as the default account.

The rates are defined under "WCB Accounts". Should the rates or the account number vary by job, overrides may be applied.

Rules for Provincial Medical Plans

The system does not come with rules in place regarding the inclusion of supplemental earnings and taxable benefit categories in a province's payroll exposure for Provincial Medical, 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 Provincial Medical.

The Provincial Medical exemptions and rates must be defined for each province in the Table Values window. The thresholds are seeded however the rates for each threshold must be entered. The Provincial Medical organizations are set up as organizations with the classification of "Provincial Medical Carrier". The Provincial Medical accounts are set up under "PMED Account Numbers", where the province and account number are identified. This number must then be linked to a GRE as the default account.

Tax Withholding Methods

To calculate employee tax deductions, payroll runs use the tax method as defined in the GRE.

At the federal level, the options are:

- Option 1 - General Tax Formula,
- Option 2 - Tax Formula based on Cumulative Averaging

The definition of these formulas may be obtained through CCRA publications.

At the provincial level, for Quebec, the options are:

- For Regular:

- Regular Payments
- Cumulative Averaging Method 1

- For Non Periodic:
  - Bons and Retroactive Pay Method 1
  - Cumulative Averaging Method 1

  The definition of these formulas may be obtained through Ministere du Revenu publications.

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 GREs.

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.

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 Canadian tax calculations at the federal and provincial levels requires researchers with specialized skills and experience. For this reason, an independent, well - established Canadian 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 builds tax balances for each of the following tax types (EE = employee tax, ER = employer tax):

CPP (EE and ER)	Canada Pension Plan pay period contribution
QPP (EE and ER)	Quebec Pension Plan pay period contribution
EI (EE and ER)	Employment Insurance pay period contribution
FEDERAL TAX	Federal income tax pay period deduction
PROVINCIAL TAX	Provincial income tax pay period deduction

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

Balance	Definition:
CPP GROSS	Total Gross earnings subject to CPP including taxable benefits
CPP EXEMPT WAGES	Earnings included in CPP Gross that are not subject to CPP calculations. This includes earnings for employees who are under 18 or over 70.
CPP SUBJECT	CPP Gross earnings minus CPP Exempt earnings
CPP PRE-TAX REDUCTIONS	Deductions that reduce CPP Subject amount
CPP REDUCED SUBJECT	Earnings subject to CPP calculations minus pre-tax deductions
CPP EXCESS WAGES	Amount of CPP reduced subject earnings in excess of the annual maximum
CPP EE TAXABLE	Total pensionable earnings up to the annual maximum
CPP EE BASIC EXEMPTION	CPP pay period exemption
QPP GROSS	Total Gross earnings subject to QPP including taxable benefits
QPP EXEMPT WAGES	Earnings included in QPP Gross that are not subject to QPP calculations. This includes earnings for employees who are under 18.
QPP SUBJECT	QPP Gross earnings minus QPP Exempt earnings
QPP PRE-TAX REDUCTIONS	Deductions that reduce QPP Subject
QPP REDUCED SUBJECT	Earnings subject to QPP calculations minus pre-tax deductions
QPP EXCESS WAGES	Amount of QPP reduced subject earnings in excess of the annual maximum
QPP EE TAXABLE	Total pensionable earnings up to the annual maximum
QPP BASIC EXEMPTION	QPP pay period exemption
EI GROSS	Total Gross earnings subject to EI including taxable benefits
EI EXEMPT WAGES	Earnings included in EI Gross that are not subject to EI calculations

Balance	Definition:
EI SUBJECT	EI Gross earnings minus EI exempt earnings
EI PRE-TAX REDUCTIONS	Deductions that reduce EI Subject
EI REDUCED SUBJECT	Earnings subject to EI calculations minus pre-tax deductions
EI EXCESS WAGES	Amount of EI reduced subject earnings in excess of the annual maximum
EI EE TAXABLE	Total insurable earnings up to the annual maximum
FED GROSS	Total Gross earnings subject to federal tax including taxable benefits
FED EXEMPT WAGES	Earnings included in Fed Gross that are not subject to federal tax calculations
FED SUBJECT	Fed Gross earnings minus federal exempt earnings
FED PRE-TAX REDUCTIONS	Deductions that reduce FED Subject
FED REDUCED SUBJECT	Earnings subject to federal tax calculations minus pre-tax deductions
PROV GROSS	Total Gross earnings subject to provincial tax including taxable benefits
PROV EXEMPT WAGES	Earnings included in Prov Gross that are not subject to provincial tax
PROV SUBJECT	Total Gross earnings minus exempt earnings
PROV PRE-TAX REDUCTIONS	Deductions that reduce PROV subject
PROV REDUCED SUBJECT	Earnings subject to provincial tax calculations minus pre-tax deductions

Taxes with Upper Earnings Limits

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 taxes Canada/Quebec Pension and Employment Insurance.

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.

Tax Information for an Employee Assignment

Oracle Payroll users must maintain the tax-related information each employee provides on the federal and provincial Personal Tax Credits Return (TD1), the federal Statement of Commission Income and Expenses for Payroll Tax Deductions (TD1X) and for Quebec employees, the Source Deductions Return (TP1015.3-V) and the Statement of Commissions and Expenses for Source Deduction Purposes (TP-1015.R.13.1-V). as well as some additional tax information. The payroll run uses this information to determine employee tax withholding at the federal and provincial levels.

To review and maintain employee tax information, you use the Federal and Provincial Tax Information windows. Entries to these windows are date effective.

Tax Records for New Hires

Each new employee must have a work location with an address that includes a city or town, province or territory, and postal code. 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 and provincial tax records for each new hire, using the location of the organization included in the employee's assignment to determine their province of employment.

The system defaults the basic personal federal and provincial amounts, therefore a record does not have to be created if the basic amounts are used. If a new employee's federal or provincial TD1 or TP1015.3-V form contains different information from that of the default records, you enter this information using the Federal and Provincial Tax Information windows.

Tax Record Changes for Current Employees

Whenever changes occur to the province of a current employee's work location address, the system checks the employee's tax records and date effectively makes changes to the provincial tax records, as required.

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 location
- Assignment is for a Canadian employee
- Assignment is associated with a GRE

Updating Assignment Location Processes

When updating an assignment location, the federal and provincial tax records are changed to reflect the province of the new location.

Adjusting Balances

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.

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 provincial 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 and year to date.

After the payroll process, the applicable balances for federal and provincial 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.

Tax balances are used for periodic employer tax reporting and tax payments as well as annual tax reporting. The delivered Adjust Balance form, supplemented by the custom adjustment elements which are described under the section Balance Adjustment elements should be used to adjust all balances. 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.

Geocodes

Geocodes are the geographical codes supplied by Vertex, Inc. The use of geocodes (or Jurisdiction Code) determines which jurisdiction or province will be updated on the employee's record.

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.

The geocode can also be found under Run Result Values.

To view Run Result Values:

1. . Navigate to View, Assignment Process Results
2. . Query an employee and a payroll run.
3. . Click on the Run Results button.
4. . Click on the Run Result for the correct tax element.
5. . Click on the Run Result Values button. This will display the jurisdiction code.

Changing Taxability Rules for an Earnings Type

To change taxability rules for supplemental earnings:

1. . In the Level region, choose Federal to change a federal-level tax rule, or Provincial to change a province-level tax rule. If you choose Provincial, select the particular province or territory in the Province region.
2. . Select the Supplemental Earnings tab.
3. . The Element Category field displays the categories of earnings types within the Supplemental classification. For each element category, check the box under a tax heading in the Subject To region if the elements within 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 that are enabled in the Subject To region are:

- FED - Federal Income Tax
  - CPP - Canada Pension Plan
  - EI - Employment Insurance

  At the provincial level, the tax headings that are enabled in the Subject To region are:

  - PROV - Provincial Income Tax
  - QPP - Quebec Pension Plan (Quebec only)
  - PMED - Provincial Medical
  - WCB/CSST - Workers' Compensation
  - VAC - Vacationable Wages

Changing Taxability Rules for a Taxable Benefit

To change taxability rules for a taxable benefit:

1. In the Level region, choose Federal to change a federal-level tax rule, or Provincial to change a province-level tax rule. If you choose Provincial, select the province in the Province region.
2. Select the Taxable Benefit tab.
3. The Element Category field displays the categories of taxable benefits within the Taxable Benefit classification. For each taxable benefit category, check the box under a tax heading in the Subject To region if the taxable benefits within 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 that are enabled in the Subject To region are:

   - FED - Federal Income Tax
     - CPP - Canada Pension Plan
     - EI - Employment Insurance

     At the provincial level, the tax headings that are enabled in the Subject To region are:

     - PROV - Provincial Income Tax
     - QPP - Quebec Pension Plan (Quebec only)
     - PMED - Provincial Medical
     - WCB/CSST - Workers Compensation
     - PST - Provincial Sales Tax (Information only)
     - GST - Goods and Services Tax (Information only)
     - HST - Harmonized Sales Tax (Information only)
     - PPT - Provincial Premium Tax (Information only)
     - RSTI - Retail Sales Tax on Insurance (Information only)

- VAC - Vacationable Wages

Changing Taxability Rules for a Pre-Tax Deduction

To change taxability rules for a pre-tax deduction:

1. . In the Level region, choose Federal to maintain federal-level tax rules, or Provincial to maintain province-level tax rules. If you choose Province , select the province or territory in the Province region.
2. . The Element Category field displays the seeded categories Registered Pension Plan, RRSP, Union Dues and Other.

   For each element category, the box under the tax heading in the Not To Impact region should remain blank if the element category should reduce the tax. If deductions within the category should not reduce the tax check the box under the tax heading in the Not To Impact region. For example, if union dues are to reduce federal taxable wages, then the FED tax box should not be checked.

   At the federal level, the tax headings that are enabled in the Not To Impact region are:

   - FED - Federal Income Tax
     - CPP - Canada Pension Plan
     - EI - Employment Insurance

   At the provincial level, the tax headings that are enabled in the Not To Impact region are:

   - PROV - Provincial Income Tax
   - QPP - Qubec Pension Plan (Quebec only)
   - PMED - Provincial Medical
   - WCB/CSST - Workers Compensation
   - PST - Provincial Sales Tax (Information only)
   - GST - Goods and Services Tax (Information only)
   - HST - Harmonized Sales Tax (Information only)
   - PPT - Provincial Premium Tax (Information only)
   - RSTI - Retail Sales Tax on Insurance (Information only)

Entering Federal Tax Information for an Employee

To enter federal tax information for an employee:

1. . Default information appears for the employee in the Tax Information window. The resident and work provinces display from the employee's primary residence address and work location address, respectively.
2. . If the province of employment is not correct for taxation purposes, enter the appropriate province in the Override Province of Employment field.
3. . Verify that the TD1 information is correct. The Basic Amount Flag is automatically checked for each person. If the employee has a different amount, uncheck the box

and enter the appropriate amount in the Tax Credit field. For those employees requesting to have additional tax deducted, enter an amount in the Additional Tax field. For those employees claiming deductions for living in a prescribed zone, enter the annual deduction amount in the Prescribed Zone Deduction field.

> **Note:** The Basic Personal Amount will default for the given calendar year, and will be updated every year. If you uncheck the Basic Amount Flag you must manually enter a value in the Tax Credit field.

4. . If Commission information is required, enter the appropriate values in the Commission information region.
5. . In the Tax Exempt region, check any box that corresponds to a tax for which the employee is exempt.

> **Note:** If the employee is under 18 or over 70, it is not necessary to exempt them from CPP.

6. . In the Income Tax region, enter any overrides that may apply by entering a tax percentage in the Override Rate or a tax amount in the Override Amount fields. Either of these overrides will replace the calculated tax value and additional tax amounts. In the Annual Deduction field, enter an annual value for child care expenses, alimony payments, etc., that have been authorized by the CCRA. In the Labour Fund Contr. field, enter the annual contribution to a labour sponsored fund. This information will default at the Provincial level.
7. . To indicate if the employee is a Status Indian, select Further Information and enter Yes or No. If you enter Yes, the employee will not be subject to federal tax. The earnings the employee receives must feed Status Indian balances for proper year end reporting.
8. . Save your work.

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 GRE/ Legal Entity , choose the Others button, and select Employer Identification . Click in the Additional Organization Information field to open the Employer Identification window.
2. . Enter the Statutory Reporting name. This would be the employer name registered with the Canada Customs and Revenue Agency.
3. . Enter the Business Number assigned by the CCRA.
4. . Enter the Quebec Identification Number assigned by the Ministere du Revenu, if there are employees in the province of Quebec.
5. . Enter the Employment Insurance (EI) rate applicable for this Business Number.
6. . 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 Canada/Quebec Pension and Employment Insurance.

7. . Enter the year end reports that will be required for this GRE i.e., T4/RL1 for employment income, T4A/RL1 for other income and T4A/RL2 for retirement and annuity income.
8. . Select the Federal Tax Method for this GRE
9. . Select the Provincial Tax Method for Regular and Non Periodic
10. . Select the NAIC code applicable for this GRE.
11. . Identify the GRE that is designated as the Transmitter GRE for year end magnetic reporting.

    Consult the Vertex handbook or government publications for detailed explanations of the different calculation methods.

To enter federal year end magnetic reporting information for a GRE:

1. . Enter or query the GRE in the Organization window. In the Organization Classifications region, place the cursor on the classification GRE/ Legal Entity, choose the Others button, and select Fed Magnetic Reporting. Click in the Additional Organization Information field to open the Fed Magnetic Reporting window.
2. . If a transmitter number has been assigned to this GRE by the CCRA, select Yes in the Transmitter GRE (Y/N) field. If the year end information for this GRE is reported through magnetic media under a different GRE, then select No.
3. . Enter the remaining data as defined in the CCRA publication for data filed on magnetic media.

Feeding Balances for Year End Reporting

Balance feeds are established from the Balances window in the Total Compensation area of the Navigator. These feeds must be set up for all elements required to print on a year end form with the exception of those with a classification of Earnings (for example, Regular Salary, Regular Wages, and Tax Deductions).

> **Note:** Balances are date effective. Ensure that you have set your effective date.

To enter a balance feed:

1. . Query the code for the year end form and/or query for a balance for the box for which you want to establish a balance feed.
2. . Press the Feeds button.
3. . The Balance Feeds window displays.
4. . Select the appropriate Element name from the list on the Balance Feeds window.
5. . Select the appropriate Input Value Name for what you want to add or feed.
6. . Select Add for the Add/Subtract field to feed a balance.
7. . Save your changes.

Viewing Tax Balances

The View Tax Balance window is date tracked. The tax balances are the balances as of the effective date. For example, if the session date is 14-JAN-1998 and a payroll was run with a cheque date of 15-JAN-1998, the balances for the 15-JAN-1998 would not be included in the balances displayed. If you access tax balances through the View Payroll Processes, View Assignment Processes, or View Results windows, they are always current as of the cheque date of the process.

After running payrolls, you can review online the applicable balances for federal and provincial 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.

To view tax balances, use the View Balances window.

To review tax balances:

1. . Query the employee whose tax balances you want to view.
2. . Select Tax Balances.
3. . 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.
4. . Select the GRE or the Tax Group responsible for withholding or paying the tax whose balances you are reviewing.
5. . 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 Canada Pension and Employment Insurance. At the provincial level, both employers and employees make payments for Quebec Pension.
6. . Choose Assignment to see assignment-level balances, or Person to see person-level balances for employees with more than one assignment.
7. . If the tax selected is at the provincial level, select the province or territory.

Entering Provincial Tax Information For a PRE

To enter tax information for a PRE, use the Organization window.

To enter provincial information for a PRE:

1. . Enter or query the PRE in the Organization window. In the Organization Classifications region, place the cursor on the classification Prov Reporting Establishment, choose the Others button. Click in the Additional Organization Information field to open the Prov Reporting Est. window.
2. . Select the province (only Quebec requires this set up).
3. . Enter the Provincial Identification Number assigned by the provincial government.

4. . If a transmitter number has been assigned to this PRE by the provincial government, select Yes in the Transmitter (Y/N) field. If the year end information for this PRE is reported through magnetic media under a different PRE, then select No and select the appropriate PRE in the Transmitter PRE field.

   PREs of the same type (i.e. RL1, RL2) that have been identified as a transmitter in the Transmitter Y/N field will appear in this List of Values.

5. . Enter the following data as defined in the provincial government publication for data filed on magnetic media:

   - **Type of Data:**

     P01 - RL-1 Slips

     P02 - RL-2 Slips

   - **Transmitter Number:**

     Number provided by the Minstere du Revenu for filing data on magnetic media. The format is NP followed by 6 digits.

   - **Type of Package:**

     1 - Original file

     2 - Replacement of original file

     3 - Test file or replacement of test file

   - **Type of Transmitter:**

     1 - Filing for yourself

     2 - Filing on behalf of others

     3 - Filing for yourself and on behalf of others

   - **Source of RL Slips used:**

     A - Slips obtained from the Ministere du Revenu

     B - RL slips are facsimiles obtained from a third party

     C - RL slips are facsimiles produced by the transmitter

     D - RL slips are a combination of A, B or C

   - **Technical Resource:**

     Enter the name, area code, phone number, extension and language of the technical resource responsible for the magnetic media.

   - **Accounting Resource:**

     Enter the name, area code, phone number and extension, and language of the accounting resource responsible for the information filed on magnetic media.

   - **Starting RL1/RL2 Slip Number:**

     Enter the starting RL slip number provided by the Ministere du Revenu for filing data on magnetic media.

Entering Provincial Tax Information for an Employee

To enter provincial tax information for an employee:

1. . Default information appears for the employee in the Tax Information window. The resident and work provinces display from the employee's primary residence address and work location address, respectively.
2. . The Province defaults to the province of employment or the override province of employment, if entered on the Federal tab. Information on Labour Sponsored Funds also defaults from the Federal tab.
3. . Verify that the TD1 information is correct. The Basic Amount Flag is automatically checked for each person. If the employee has a different amount, uncheck the box and enter the appropriate amount in the Tax Credit field.

   Note: The Basic Amount will default for the given calendar year, and will be updated every year. If you uncheck the Basic Amount Flag you must manually enter a value in the Tax Credit field.

4. . There are various fields i.e., additional tax, override rate and amount, prescribed zone deduction, annual deduction and commission information that are disabled on the provincial form for all provinces except Quebec. For Quebec, only the prescribed zone deduction and annual deduction are disabled. These amounts are entered on the federal tab and apply to both federal and provincial (excuding Quebec) tax calculations.
5. . In the Tax Exempt region, check any box that corresponds to a tax for which the employee is exempt.

   Note: If the employee is under 18, it is not necessary to exempt them from QPP.

6. . In the Additional region, check any boxes that may apply. The Number of Dependants and Number of Infirm Dependants affect the tax calculation for Ontario and Manitoba only. The Spousal/Equivalent and Disability Status affect the tax calculation for Manitoba only.
7. . To indicate if the employee is a tax exempt Status Indian, select Further Information and enter Yes or No. If you enter Yes, the employee will not be subject to provincial tax. A separate earning be defined for Status Indian wages with a balance feed to the proper area on the year end form. Also under Further Information is an "over 65" flag that is used in the tax calculation for Manitoba only.
8. . Save your work.

6

Payroll Event Rules

Payroll Event Rules Overview

Using Oracle HRMS you can define payroll events and action parameters to control your payroll processing.

Payroll Events and Action Parameters in Oracle HRMS

A payroll event is any routine or exceptional occurrence that acts as a precondition for further processing. For example, you can specify that a particular event or group of events should trigger prorated calculations or RetroPay notifications.

An action parameter enables you to set conditions that control your payroll processes.

Key Concepts

To enable you to set up payroll events and parameters correctly, you need to understand these key concepts:

- Events, page 6- 6
- Triggers, page 6- 2
- Functional area grouping of triggers, page 6- 2
- Process parameters, page 6- 3

Reporting on Payroll Event Rules

See Reports and Processes in Oracle HRMS, page B-71

Payroll Event Rules

Payroll events identify significant changes which imply a specific processing response.

How Do You Make Payroll Events Capture Relevant Changes?

You define your own payroll events to match your processing requirements. You can also group related events together so that you can process them as a single event.

Triggers, Events and Parameters

Database Triggers

Database administrators can modify the behavior of Oracle HRMS and control the way in which standard payroll processes run by doing some or all of the following:

- Creating dynamic triggers.
- Enabling or disabling dynamic triggers.
- Grouping triggers into functional areas.

Database Triggers

Database triggers are created in the Oracle HRMS database when Oracle HRMS is installed. Oracle HRMS uses two types of database trigger:

- Static triggers
- Dynamic triggers

It is important that you understand the difference between these two types of trigger.

The Difference Between Static Triggers and Dynamic Triggers

Static triggers are an integral part of Oracle HRMS and should not normally be disabled. They apply to the entire Oracle HRMS system. The most likely situation in which you would disable a static database trigger is when you are working with your support representative to identify a technical issue with the way in which Oracle HRMS is behaving on your site.

Dynamic triggers are designed to be selectively enabled and disabled by HRMS system administrators. They can be enabled for specific legislations, business groups and payrolls. For example, if you are outsourcing some of your payrolls to a third party, you can enable some third party interface dynamic database triggers as part of your Oracle HRMS implementation.

How Database Triggers are Maintained

Your database administrator is responsible for:

- Defining dynamic triggers
- Specifying whether they should fire on update, insert or delete

Database administrators can use a forms interface to view existing triggers and create new dynamic triggers. A database administrator or HRMS system administrator can enable a dynamic trigger to fire for specific legislations, business groups, and payrolls, or a combination of these.

A database administrator can also group triggers into a functional area so that multiple triggers can be manipulated in a single operation.

Database Triggers and Third Party Payroll Interfaces

If you are interfacing Oracle HRMS to a third party payroll system using the Oracle HRMS Payroll Interface Toolkit, your database administrator can enable or disable triggers for a particular legislation, business group or payroll.

A number of predefined dynamic triggers are delivered with Oracle HRMS. These prevent certain information from being updated or deleted in Oracle HRMS, and prevent data in Oracle HRMS from getting out of step with data in your third party payroll system.

These triggers are grouped into predefined functional areas. Individual triggers can be enabled or disabled for specific legislations, business groups and payrolls using the Dynamic Triggers Functional Area Grouping window.

The following predefined functional areas are supplied with Oracle HRMS:

- Generic Payroll Interface Toolkit
- ADP Payroll Interface
- Ceridian 100 Payroll Interface
- Ceridian 500 Payroll Interface
- Duplicate Element Reporting Names

These correspond to the payroll interfaces that are supplied as standard with Oracle HRMS. The triggers contained within these payroll interface functional areas are not enabled for legislations, business groups or payrolls on delivery. You must enable them for specific legislations, business groups and/or payrolls to make them active.

If you are not using a third party payroll interface you do not need to enable any of these triggers. Although they will appear as enabled on the Define Dynamic Triggers window they will not fire because they have not been enabled for any legislations, business groups or payrolls.

Process Parameters

Database Administrators can use the Action Parameters window to select alternative values for process parameters. For example, you can assign the number of threads to a process and select the combination of levels for logging.

You can also create parameter groups with different values for different business groups:

- Create group A which contains the Threads set to 4, and the Logging Value set to N.
- Create group B which contains the Threads set to 1, and the Logging Value set to the GMF combination.

You use the user profile option HR:Action Parameter Group Name to specify a parameter group for your responsibility. When you use this responsibility to run a payroll process, Oracle Payroll uses the values you have selected for this parameter group, and it uses default values for any parameter not specified in the group. If you leave the profile option blank, Oracle Payroll uses default values for all the parameters.

Logging parameters are identified by a combination of letters, and you use the logging tab to enable logging categories. For example, if logging is set to RGE this corresponds to the following combination of logging categories:

R - Routing

G - General

E - Element Entry

Defining Dynamic Triggers

Use the Dynamic Trigger Definition window to:

- Find a trigger that already exists. Existing triggers are referred to as static triggers.
- Create a new trigger. Any new triggers that you create are referred to as dynamically generated triggers.
- Enable and disable triggers.

  Note: If you are using a third party payroll product do not use this window. Use the Dynamic Trigger Functional Area Grouping window to enable business groups and their associated triggers.

To find an existing trigger:

1. Select either Dynamically Generated Triggers or Static Database Triggers.
2. Select an Application to restrict the range of your search. Note that this does not refer to the application owning the trigger. It refers to the application owning the table to which the trigger is applied.
3. Enter one of the following:
   - A table name.
   - A trigger name.
   - A table name and a trigger name.
4. Select a Triggering Action or a combination of triggering actions.
5. Select the Trigger Type (static database triggers only).
   - All - displays all existing triggers
   - Before Each Row
   - Before Each Event
   - After Each Row
   - After Each Event
   - Instead of Each Row
   - Instead of Each Event
   - Statement

     Note: These criteria do not apply to triggers created dynamically. Dynamic triggers are always defined to run after each row.

To enable and disable dynamic triggers:

Warning: These instructions apply to dynamic database triggers only. You should **never** disable a static database trigger.

When you have found the database trigger corresponding to your search criteria, you can see whether the trigger is enabled or disabled. The Enabled flag is checked if the trigger is enabled, and unchecked if the trigger is disabled.

You can change the status of the trigger by checking or unchecking the Enabled flag.

Changes become effective immediately.

To create a dynamic trigger:

1. Select Dynamic Database Triggers.
2. Enter a description for the trigger. This description will appear as a comment in the generated code.
3. Select the table on which this trigger operates.
4. Select the action type for the trigger:
   - Insert - the trigger may be created after Insert.
   - Update - the trigger may be created after Update.
   - Delete - the trigger may be created after Delete.

   Dynamic trigger creation does not support:
   - The combination of insert, update and delete actions available when creating static triggers.
   - Triggers that are not of the after each row type.
5. Save the trigger definition.

   When you have saved the trigger definition you cannot change the table on which a trigger is run, nor can you change the action that the trigger performs. Instead, you must delete the trigger and then recreate it with the correct details.

Grouping Dynamic Triggers into Legislative Functional Areas

Use the Dynamic Trigger Functional Area Grouping window to include all triggers for the functional area into a single group. You can then enable or disable all triggers for the entire area in a single operation rather than enabling each trigger individually.

We deliver functional area groupings as predefined data for those customers who are using Oracle HR with a third party payroll. However, third party payroll users can also define a subset of this grouping and use it in preference to the predefined grouping.

To group dynamic triggers into functional areas:

1. Enter a description for the new functional area, or query an existing functional area.
2. Select one of the following from the next block:
   - Legislation
   - Business Group
   - Payroll
3. Choose the name of the legislation, business group or payroll.
4. Select the description of each trigger to be assigned to the functional area.
5. Enable or disable this grouping for this legislation, business group or payroll.

You can specify groupings for legislation only, business group only or payroll only, but you can also specify any combination of these. If you do not select any of these then the triggers operate on all occasions.

To enable selected triggers from a predefined grouping:

If you only want to enable some of the triggers delivered in a predefined grouping, then you disable the predefined grouping and create a new grouping containing your selection of triggers. You then enable the new grouping.

Making Table Event Updates

When there are changes to employee data this may also imply changes to current or retrospective payroll run results for that employee. For example:

- RetroPay - where an employee receives an adjustment in the current pay period, but the adjustment was first incurred in a previous payroll period
- Recalculation - where changes are confined to the current pay period
- Proration - where adjustments earned on a pro-rata basis in another pay period are applied in the correct proportion to the current pay period

To identify when critical changes such these as have occurred, you can define each change as a table event and specify the action that you wish to take whenever the event is detected.

You can also group a related series of events into an event group so that you can process multiple events as a single group.

See Defining Event Groups, *Oracle HRMS Compensation and Benefits Management Guide*

For details of primary key information and column names, refer to the Oracle HRMS Technical Reference Manual.

You define table events from the Table Event Updates window:

Defining a table event:

1. Select the Table Name.
2. Select the Primary Key for your table.
3. Define the period for which you wish this event to be active. You do this by selecting a start date and then an end date.

   Selecting Row Level Events

   You enter the details of the change as a row level event.
4. Select the Event Type to specify the type of database update that will initiate this event. You can select from:

   - Insert - If you select this event type, you are making a change at row level only, and the Column Name field is not enabled.
   - Delete - If you select this event type, you are making a change at row level only, and the Column Name field is not enabled.
   - Update - If you select this event type, you also need to specify a column name because updates are not confined to the row level.

5. Select the Column Name.
6. Select the Change Type. You do not need to select a change type for retro-notification and proration. You need only make a selection here if you are defining an event for Continuous Calculation. In this case, the following change types are available:
   - DATE_EARNED - to trigger recalculation of the payroll run based on the date earned.
   - DATE_PROCESSED - to trigger recalculation of the payroll run based on the effective date of the run. Use this if you want to recalculate tax information.
   - PAYMENT - to trigger recalculation of the Prepayments process
   - COST_CENTRE - to trigger recalculation of the Costing process.

Maintaining Parameters and Parameter Groups for Payroll Processes

Action parameters enable you to set the conditions that control your payroll processing. Use the Action Parameters window to define your parameter values and create parameter groups. You can create a default group to specify global values, or you can define your own group to provide a customized set of processing conditions.

> **Note:** If you create your own group, select it in the user profile option HR:Action Parameter Group Name for a responsibility. Use that responsibility when you want to run processes using the customized parameters.

To maintain parameter groups:

1. Do one of the following:
   - To define or maintain the default group, check the default group check box. Only do this if you want the parameter values that you select to be the default for all processes and business groups.
   - To create your own parameter group, enter the name of the group.

     > **Note:** You cannot enable a named parameter group as the default group.

To maintain process parameters:

1. From the parameters tab, select the name of the parameter that you want to modify, or enter a parameter name.

   For details of the parameters that you can enter, see the Technical Essay: Payroll Action Parameters, *Oracle HRMS Implementation Guide*.

2. Enter a value for the parameter name. For example, Trace has a value of either Y or N.

   > **Note:** We recommend that Trace is set to N, because setting it to Y imposes an extra processing load on the payroll processes.

   If you do not specify any values for the parameters that you select, then the values held at the global level default to the group level. But, if values are specified at the group level, then the group level values take precedence over the global parameter values.

To maintain logging parameters:

1. Select the logging tab.
2. Check each of the logging categories that you want to enable.
3. Uncheck any logging categories that you want to disable.
4. Save your changes.

A

Windows and their Navigation Paths

This section lists the default navigation paths for all the windows in Oracle HRMS as they are supplied. You can use task flow 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 configured versions of some of these windows using different window titles.

AAP Organization (US)

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 Attendance Type

1. Choose Total Compensation -> Basic -> Absence Types in the Navigator.

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 Tracking (Netherlands)

1. Choose People -> Absence Tracking in the Navigator.

Accommodation (France)

1. Choose People -> Accommodations 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

1. 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 Parameters

1. Choose Processes and Reports -> Action Parameters in the Navigator.

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

1. Choose Total Compensation -> Rates/Coverage Definitions -> Actual Premiums in the Navigator.

Additional Absence Detail Information <Employee> (CA)

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. Select Absence.

Or:

1. Choose People -> Fastpath -> Absence Information in the Navigator.

Additional Information for German HR Organizations (Germany)

1. Choose Organization -> Define in the Navigator.
2. Choose the Others button.
3. Select German HR Organization.

Additional Information for German Tax Organizations (Germany)

1. Choose Organization -> Define in the Navigator.
2. Choose the Others button.
3. Place the cursor on the German Tax Office field.

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)

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.

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.

Agency Appeals (FD)

1. Choose Complaints Tracking -> EEO Complaints Tracking
2. Choose the Agency Appeals taskflow button.

Agreement Grades

1. Choose Work Structures -> Collective Agreements -> Collective Agreement Grades in the Navigator.

Alien Data Window (US)

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Assignment button.
4. Choose the Tax Information button.
5. Choose the Alien Data button.

Alter Effective Date

1. Choose Tools -> Alter Effective Date from the Tools menu.

Alternative Dispute Resolution (FD)

1. Choose Complaints Tracking -> EEO Complaints Tracking
2. Choose the ADR taskflow button.

Appeals (FD)

1. Choose Complaints Tracking -> EEO Complaints Tracking
2. Choose the Appeals taskflow button.

Applicant Entry

1. 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 -> Application Utilities Lookups in the Navigator.
2. Enter or query a user-defined Type.

Appraisal Template

1. Choose Career Management -> Appraisal Template in the Navigator.

Apprenticeship Tax Info (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.

Approvals: Grade / Step Progression

1. Choose Work Structures -> Grade ->Progression Approval.

Approved Requests for Personnel Action (FD)

1. Choose Request for Personnel Action -> Cancellation/Correction

ASSEDIC Information (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.

2. Enter or query an Establishment.
3. Choose the Others button and select ASSEDIC Information.

Assessment Template

1. Choose Career Management -> Assessment Template in the Navigator.

Assign Security Profiles

1. 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 Folder

1. Choose View -> Lists -> Assignment Folder in the Navigator.

Assignment History

1. 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

1. Choose Payroll -> Assignment Set in the Navigator.

Assignment Statuses

1. Choose Work Structures -> Status in the Navigator.

Aubry I Rebate (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an Establishment.
3. Choose the Others button and select Aubry I Rebate.

Aubry II Rebate (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an Establishment.
3. Choose the Others button and select Aubry II Rebate.

Australian Information (AU)

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Australian Information tabbed region.

Authentication Activities (Advanced Benefits)

1. Choose Total Compensation -> General Definitions -> Authentication Activities in the Navigator.

Award/One-Time Payment (FD)

1. Choose Request for Personnel Action -> Award/One-Time Payment

Awards and Decorations pages (France)

1. Choose People -> Awards and Decorations in the Navigator

Balance (Payroll)

1. Choose Total Compensation -> Basic -> Balance in the Navigator.

Balance Classifications (Payroll)

1. Choose Total Compensation -> Basic -> Balance in the Navigator.
2. Enter or query a balance.
3. Choose the Classifications button.

Balance Dimensions (Payroll)

1. Choose Total Compensation -> Basic -> Balance in the Navigator.
2. Enter or query a balance.
3. Choose the Dimensions button.

Balance Feed Control (Payroll)

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)

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.

Bargaining Unit (for a Constituency)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a constituency.
3. Choose the Others button and select Bargaining Unit.

Batch Assignment Entry

1. Choose Mass Information eXchange: MIX -> Batch Element Entry in the Navigator.
2. Enter or query a batch header.
3. Choose the Assignment Lines button.

Batch Header

1. Choose Mass Information eXchange: MIX -> Batch Element Entry in the Navigator.

Batch Lines

1. Choose Mass Information eXchange: MIX -> Batch Element Entry in the Navigator.
2. Enter or query a batch header.
3. Choose the Element Lines button.

Batch Process Parameters (Advanced Benefits)

1. Choose Processes and Reports -> Batch Process Parameters in the Navigator.

Batch Summary

1. Choose Mass Information eXchange: MIX -> BEE Summary in the Navigator.

Belgian Tax Information (Belgium)

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Assignment button.
4. Choose the Tax Information button.

Beneficiaries (US)

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.

Benefit Contributions (US, CA)

1. Choose Total Compensation -> Basic -> Benefit Contributions in the Navigator.

Benefits Assignment

1. Choose People -> Total Comp Participation -> Person Benefits Assignment in the Navigator.

Benefits Authentication Form (Advanced Benefits) (US, UK, CA)

1. Choose People -> Total Comp Contribution -> Benefits Authentication Form in the Navigator.

Benefits Balances

1. Choose Total Compensation -> General Definitions -> Eligibility/Rate Factors -> Benefits Balances in the Navigator.

Benefits Group

1. Choose Total Compensation -> General Definitions -> Eligibility/Rate Factors -> Benefits Group in the Navigator.

Benefits Pools (Advanced Benefits)

1. Choose Total Compensation -> Rate/Coverage Definitions -> Benefits Pools in the Navigator.

Benefits Service Center (Advanced Benefits)

1. 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

1. Choose Work Structures -> Budget ->Budget Details in the Navigator.
2. In the resulting Find window, query the budget.

3. Select a budget version.
4. Choose the Open button.

Budget Characteristics

1. Choose Work Structures -> Budget -> Budget Characteristics in the Navigator.

Budget Details

Note: Follow these steps if you are entering a budget that is not routed for approval.

1. Choose Work Structures -> Budget ->Budget Details in the Navigator.
2. In the resulting Find window, query the budget.
3. Select a budget version.
4. Choose the Open button.
5. Select a line item in the budget and choose the Periods button.

   Note: Follow these steps if you are routing a budget for approval through a hierarchy of approvers.

6. Choose Work Structures -> Budget ->Worksheet in the Navigator.
7. Define the properties of the worksheet.
8. Choose the Create Worksheet button.
9. Edit the worksheet by entering values for budget line items.
10. Choose the Periods button.

Budget Reallocation

1. Choose Work Structures -> Budget ->Budget Reallocation in the Navigator.

Budget Set

1. Choose Work Structures -> Budget ->Budget Set 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

1. Choose Work Structures -> Budget -> Budget Calendar in the Navigator.

Budgets

1. Choose Work Structures -> Budget ->Budget Details in the Navigator.
2. In the resulting Find window, query the budget.

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.

Cadre Life Insurance TA (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Company.
3. Choose the Others button and select Cadre Life Insurance TA.

Calendar

1. Choose Customer and Supplier Maintenance -> Calendar in the Navigator.

Calendar (UK)

1. Choose SSP/SMP -> SSP Qualifying Patterns in the Navigator.
2. Enter or query a pattern.
3. Choose the Calendars button.

Calendar Usages (UK)

1. Choose SSP/SMP -> SSP Qualifying Patterns in the Navigator.
2. Enter or query a pattern.
3. Choose the Calendars button.
4. Choose the Calendar Usages button.

Career Path Names

1. 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.

Chamber Contribution Information (Germany)

1. Choose Organization -> Define in the Navigator.
2. Choose the Others button.
3. Select German Chamber Tax.

Change Event Log

1. Choose Mass Information eXchange -> System Extract -> Change Event Log in the Navigator.

Change in Data Element (FD)

1. Choose Request for Personnel Action -> Change Actions -> Change in Data Element.

Change in Duty Station (FD)

1. Choose Request for Personnel Action -> Change Actions -> Change in Duty Station.

Change in FEGLI (FD)

1. Choose Request for Personnel Action -> Change Actions -> Change in FEGLI.

Change in Hours (FD)

1. Choose Request for Personnel Action -> Change Actions -> Change in Hours.

Change in Retirement Plan (FD)

1. Choose Request for Personnel Action -> Change Actions -> Change in Retirement Plan.

Change in SCD (FD)

1. Choose Request for Personnel Action -> Change Actions -> Change in SCD.

Change in Tenure (FD)

1. Choose Request for Personnel Action -> Change Actions -> Change in Tenure.

Change in Veterans Preference (FD)

1. Choose Request for Personnel Action -> Change Actions -> Change in Veterans Preference.

Change in Work Schedule (FD)

1. Choose Request for Personnel Action -> Change Actions -> Change in Work Schedule.

Change to Lower Grade (FD)

1. Choose Request for Personnel Action -> Salary Change -> Change to Lower Grade

Choose Set of Books

1. Choose Customer and Suppler Maintenance -> Choose Set of Books in the Navigator.

Cities (US, CA)

1. Choose Other Definitions -> Cities in the Navigator.

City Tax Rules <Employee> (US)

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee or applicant.
3. Chose 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.

Claims (FD)

1. Choose Complaints Tracking -> EEO Complaints Tracking
2. Choose the Claims taskflow button.

COBRA Benefits (Basic Benefits) (US)

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) (US)

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) (US)

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) (US)

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.

Collapse Life Events

1. Choose Total Compensation -> General Definitions ->Additional Setup -> Collapse Life Events in the Navigator.

Collective Agreements

1. Choose Work Structures -> Collective Agreements ->Define Collective Agreements in the Navigator.

Collective Agreement Entitlements

1. Choose Work Structures -> Collective Agreements ->Define Collective Agreements in the Navigator.
2. Query a collective agreement.
3. Choose the Entitlements button.

Collective Agreement Entitlement Items

1. Choose Work Structures -> Collective Agreements ->Define Entitlement Items in the Navigator.

Collective Agreement Grades (for a Constituency)

1. Choose Work Structures -> Organization -> Description in the Navigator.

2. Enter or query a constituency.
3. Choose the Others button and select Collective Agreement Grades.

Collective Agreement and Grade Progression Results

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 Collective Agreement and Grade Progression Results.

Collective Agreement Retained Rights

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 Review Retained Rights.

Columns

1. Choose Other Definitions -> Table Structure in the Navigator.
2. Enter or query a table.
3. Choose the Columns button.

Committees

1. Choose Work Structures ->Organization -> Maintain Committees in the Navigator

Communication Delivery Methods

1. Choose Fastpath -> Personal Delivery Method in the Navigator.

Communication Types

1. 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 Details

1. Choose Career Management -> Assessment Template in the Navigator.
2. Enter or query assessment details.
3. Choose the Competencies 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.

Or:

1. Choose Fastpath -> Competence Profile in the Navigator.

Competence Qualifications

1. Choose Career Management -> Competencies in the Navigator.
2. Enter or query a unit standard competence.
3. Choose the Qualifications button.

Competence Requirements

1. Choose Career Management -> Competence Requirements in the Navigator.

Competence Types

1. Choose Career Management -> Competence Types in the Navigator.

Competencies

1. Choose Career Management -> Competencies in the Navigator.

Complaint People (FD)

1. Choose Complaints Tracking -> EEO Complaints Tracking
2. Choose the Complaint People taskflow button.

Complaints(FD)

1. Choose Complaints Tracking -> EEO Complaints Tracking

Complementary Pension Tranche 2 (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Company.
3. Choose the Others button and select Complementary Pension Tranche 2.

Concurrent Requests (UK)

1. Choose Processes and Reports -> View Requests in the Navigator.

Configurable Business Rules

1. Choose Transaction Maintenance Forms -> Configurable Business Rules in the Navigator.

Consolidation Sets (Payroll)

1. Choose Payroll -> Consolidation in the Navigator.

Constituency Information (for a Representative Body)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a representative body.
3. Choose the Others button and select Constituency.

Construction Tax Info (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an Establishment.
3. Choose the Others button and select Construction Tax Info.

Contact

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.

Contexts

1. Choose Security -> Contexts in the Navigator.

Contract

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) (US)

1. Choose View -> Histories ->Entries ->Contribution History

Control Totals

1. Choose Mass Information eXchange: MIX -> Batch Element Entry in the Navigator.
2. Choose the Totals button.

Conversion Rate Types

1. Choose Payroll -> Conversion Rate Types in the Navigator.

Conversion to Appointment (FD)

1. Choose Request for Personnel Action -> Conversion to Appointment

Corps, Grades and Pay Scales (France)

1. Choose Total Compensation -> Programs and Plans -> Plan Design Wizard in the Navigator
2. Select the French Public Sector business area.

Corrective Actions (FD)

1. Choose Complaints Tracking -> EEO Complaints Tracking
   - Choose the Corrective Actions taskflow button.

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> (US)

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee or applicant.
3. Chose 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

1. Choose People -> Total Comp Enrollment -> Court Orders in the Navigator.

Coverage Across Plan Types

1. Choose Total Compensation -> Rates/Coverage Definitions -> Coverage Across Plan Types in the Navigator.

Coverage Calculations

1. Choose Total Compensation -> Rate/Coverage Definitions -> Coverage Calculations in the Navigator.

Covered Dependents (CA)

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.

Covered Dependents (US)

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.

Create Batch Lines

1. Choose Mass Information eXchange: MIX -> Batch Element Entry in the Navigator.
2. Enter or query a batch header.
3. Choose the Assignment Set button.

Criteria Definition

1. Choose Mass Information eXchange: MIX -> System Extract -> Criteria Definition in the Navigator.

Custom Reports

1. Choose Processes and Reports -> Submit Custom Reports in the Navigator.

Customer

1. Choose Customer and Supplier Maintenance -> Customer in the Navigator.

DADS Files (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an Establishment.
3. Choose the Others button and select DADS Files.

DADS Types (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an Establishment.

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

1. Choose Tools -> Datetrack History from the Tools menu.

Deduction (Payroll) (US, CA)

1. Choose Total Compensation -> Basic -> Deductions in the Navigator.

Define Combinations

1. Choose Total Compensation -> Rate/Coverage Definitions -> Combinations in the Navigator.

Define Extract

1. Choose Benefits Extract -> Extract Definition in the Navigator.

Define Function

1. Choose Other Definitions -> Formula Functions in the Navigator.

Define QuickPaint Report

1. Choose Processes and Reports -> Define a QuickPaint Report in the Navigator.

Define Task Flow

1. Choose Security -> Task Flow Definitions in the Navigator.

Define Task Flow Nodes

1. Choose Security -> Task Flow Nodes in the Navigator.

Delete Person

1. Choose People -> Delete Personal Records in the Navigator.

Denial of Within Grade Increase (FD)

1. Choose Request for Personnel Action -> Salary Change -> Denial of Within Grade Increase

Dependent/Beneficiary Designation

Do one of the following:

1. Choose People -> Total Comp Enrollment -> Benefits Enrollment -> Dependent/Beneficiary Designation in the Navigator.

Or:

1. Choose People -> Total Comp Enrollment -> Benefits Enrollment -> Flex Program in the Navigator.
2. Query a person.
3. Choose the Designees button.

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

1. 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

1. Choose Total Compensation -> General Definitions -> Eligibility/Rate Factors -> Derived Factors in the Navigator.

Or:

1. Choose Work Structures -> Collective Agreements -> Define Derived Factors in the Navigator.

Derive Notice Period (Belgium)

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.
4. Choose Derive Notice Period.

   Or

   Choose FastPath -> End Employment.
5. Enter or query an employee.
6. Choose Derive Notice Period.

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.

Disability (Not US, Not CA)

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 Disabilities.

Or:

1. Choose Fastpath -> Disabilities in the Navigator.
2. In the resulting Find window, query the person.

Dynamic Trigger Definition

1. Choose Other Definitions -> Dynamic Trigger Definition in the Navigator.

Dynamic Trigger Functional Area Grouping

1. Choose Other Definitions -> Dynamic Trigger Functional Area Grouping in the Navigator.

Duty Stations

1. Choose Federal Maintenance Forms -> Duty Stations in the Navigator.

Earnings (Payroll) (US, CA)

1. 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 (US)

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.

Elections

1. Choose Work Structures -> Elections

Element

1. Choose Total Compensation -> Basic -> Element Description in the Navigator.

Element and Distribution Set

1. Choose Payroll -> Element Set in the Navigator.

Element Classifications (Payroll)

1. 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

1. Choose Total Compensation -> Basic -> Link in the Navigator.

Element Withholding Reasons (UK)

1. Choose SSP/SMP -> Element Withholding Reasons 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 (Payroll)

1. Choose View -> Assignment Process Results in the Navigator.

Employment Certification (Hungary)

1. Choose Hungarian Web ADI Reports > Create Document 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)

1. Choose View -> Histories -> Run Results in the Navigator.

Or:

1. Choose Fastpath -> End Employment in the Navigator.
2. In the resulting Find window, query the person.

Employer Identification (US, CA)

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

Employment Declaration (AU)

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Assignment button.
4. Choose the Declaration button.

Employment Equity Information

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an Organization.
3. Position the cursor in the Organization Classifications Name field.
4. Select the Business Group from the List of Values.
5. Position the cursor in the Field with the entry Business Group.
6. Choose the Others button.
7. Select Employment Equity Information and click OK.
8. Double-click in the FlexField to display the window.

Employment History (UK)

1. Choose FastPath -> Employment History in the Navigator.

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.

Enrollment Action (Advanced Benefits)

1. Choose Total Compensation -> General Definitions -> Additional Setup -> Enrollment Action Types in the Navigator.

Enrollment Opportunities

1. Choose People -> Total Comp Participation
2. Choose the Enrollment Opportunities button.

Enrollment Override

1. 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.

Enter Contingent Workers

1. Choose People -> Maintain Using Templates -> Enter Contingent Workers in the Navigator.

Enter Employees

1. Choose People -> Maintain Using Templates -> Enter Employees in the Navigator.

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 (US)

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 (US)

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:

1. 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.

Event Groups

1. Choose Total Compensation -> Basic -> Event Groups in the Navigator.

Extension of NTE (FD)

1. Choose Request for Personnel Action -> Extension of NTE

External/Manual Payments (Payroll)

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.

Extra Details of Service

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 Extra Details of Service.

Or:

1. Choose Fastpath -> Extra Details of Service.
2. In the resulting Find window, query the person.

Extra Element Information

1. Choose Total Compensation -> Basic -> Element Description in the Navigator.
2. Enter or query an element.
3. Choose the Extra Information button.

Extra Person Information (FD)

1. Choose People -> Enter and Maintain
2. Enter or query a person.
3. Choose the Others button and select Extra Information.

Extra Person Information Window (US)

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Others button.
4. Choose Extra Information.
5. Choose a Type.
6. Choose Details.

Extract Definition

1. Choose Mass Information Exchange -> System Extract -> Extract Definition in the Navigator.

Extract Results

1. Choose Mass Information eXchange -> System Extract -> Extract Results in the Navigator.

Extract Results Details

1. Choose Mass Information eXchange -> System Extract -> Extract Results in the Navigator.
2. Query an extract run result and choose the Details button.

Extract Results Errors

1. Choose Mass Information eXchange -> System Extract -> Extract Results in the Navigator.
2. Query an extract run result and choose the Errors and Warnings button.

Extract Results Header and Trailer

1. Choose Mass Information eXchange -> System Extract -> Extract Results in the Navigator.
2. Query an extract run result and choose the Header and Trailer button.

Families, Nature of Action (FD)

1. Choose Federal Maintenance Forms -> Families and NOA Families.

Federal Tax Information <Employee> (CA)

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 Tax Information button.
5. Select the Federal Tax Information region (if not already selected).

Or:

1. Choose People -> Fastpath -> Tax Sign-up in the Navigator.
2. In the resulting Find window, query an employee.
3. Select the Federal Tax Information region.

Federal Tax Rules (US)

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> (US)

1. Choose People -> Enter and Maintain in the Navigator.

2. Enter or query an employee or applicant.
3. Chose the Tax Information button.

File Layout Advanced Conditions (US, UK, CA)

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.

File Layout Include Conditions

1. Choose Mass Information eXchange -> System 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 Include Conditions button.

Financials Options

1. Choose Customer and Supplier Maintenance -> Financials Options in the Navigator.

Flex Credits (Advanced Benefits)

1. Choose Total Compensation -> Rate/Coverage Definitions -> Flex Credits in the Navigator.

Flex Program (Advanced Benefits)

1. Choose People -> Total Comp Enrollment -> Flex Program in the Navigator.

Form 941 Information (US)

1. Choose View -> Tax Information -> Form 941 Information in the Navigator.

Form Customization

1. Choose Security -> CustomForm in the Navigator.

Forms Configurator - see People Management Configurator

Formula

1. Choose Total Compensation -> Basic -> Write Formulas in the Navigator.

Formula Result Rules (Payroll):

1. Choose Total Compensation -> Basic -> Formula Results in the Navigator.

Forward Notification To (FD)

1. Choose Workflow Inbox
2. Choose a notification and then choose the Reroute button.

Frequency Rules (Payroll)

1. Choose Total Compensation -> Basic -> Element Description in the Navigator.
2. Enter or query an element.
3. Choose the Frequency Rules button.

Funding Distribution

1. Choose Work Structures -> Budget -> Worksheet in the Navigator.
2. Choose the Periods button to open the Budget Details window.
3. Choose the Budget Sets tab.
4. Choose the Budget Set Distribution button.

GL Daily Rates

1. Choose Payroll -> GL Daily Rates in the Navigator.

GL Daily Rates (US, CA)

1. Choose Total Compensation -> Basic -> Global Values in the Navigator.

GL Map (Payroll)

1. Choose Payroll -> GL Flexfield Map in the Navigator.

Globals

1. Choose Total Compensation -> Basic -> Global Values in the Navigator.

Global Pay Scale

1. Choose Work Structures -> Grade -> Global Pay Scale in the Navigator.

Global Security Profile

1. Choose Security -> Global Security Profiles in the Navigator.

Goods and Services

1. Choose Total Compensation -> General Definitions -> Additional Setup -> Goods and Services in the Navigator.

Grade Rate

1. Choose Work Structures -> Grade -> Grade Rate in the Navigator.

Grade Scale

1. 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

1. Choose Work Structures -> Grade -> Description in the Navigator.

Grades (for a Constituency)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a constituency.
3. Choose the Others button and select Grades.

GREs and other information <Employee> (CA)

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Assignment button.
4. Select the GREs and other information region.

Hiring Applicants

1. Choose People -> Maintain Using Templates -> Hire Applicants in the Navigator.

Hungarian Absence Report (Hungary)

1. Choose Hungarian Web ADI Reports > Create Document in the Navigator.

Imputed Income

1. Choose Total Compensation -> Rate/Coverage Definitions -> Imputed Income in the Navigator.

Information Type Security (US, UK, CA)

1. Choose Security -> Information Types Security in the Navigator.

Information Type Security (FD)

1. Choose Security -> Information Types

Input Values

1. Choose Total Compensation -> Basic -> Element Description in the Navigator.
2. Enter or query an element.
3. Choose the Input Values button.

Insurance Provider (for a Company) (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Company.
3. Choose the Others button and select Insurance Provider.

Insurance Provider (for an Establishment) (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an Establishment.
3. Choose the Others button and select Insurance Providers.

Insurance Provider Information (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Pension Provider.
3. Choose the Others button and select Insurance Provider Information.

Investment Options

1. Choose People -> Total Comp Enrollment -> Benefits Enrollment -> Savings Plan in the Navigator.
2. Query a person.
3. Choose the Investment Options button.

Job

1. Choose Work Structures -> Job -> Description in the Navigator.

Jobs (for a Constituency)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a constituency.
3. Choose the Others button and select Jobs.

Job Evaluation

1. Choose Work Structures -> Job -> Description in the Navigator.
2. Enter or query a job.
3. Choose the Evaluation button.

Job Grade (CA)

1. Choose Work Structures -> Job -> Job Grade in the Navigator.

Job Groups

1. Choose Work Structures -> Job -> Job Groups in the Navigator.

Job Requirements

1. Choose Work Structures -> Job -> Description in the Navigator.
2. Enter or query a job.
3. Choose the Requirements button.

KR Mass Assignment Update

1. Choose People -> Mass Updates for Person -> Mass Update of CWK and Employee Assignments in the Navigator.

KR Mass Employee Assignment Update

1. Choose People -> Mass Updates for Person -> KR Mass Update of Employee Assignments in the Navigator.

Layout Definition

1. Choose Benefits Extract -> Layout Definition in the Navigator.

Legal Employer Information (AU)

1. Choose Work Structures -> Organization -> Description in the Navigator.

2. Enter or query an organization.
3. Select GRE/Legal Entity and choose the Others button.
4. Select Legal Employer.
5. Click in the blank field.

Letter (for letters)

1. Choose Work Structures -> Recruitment Letter Type in the Navigator.

Letter (for contracts)

1. Choose Work Structures -> Contract Letter Type 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

1. Choose Total Compensation -> General Definitions -> Additional Setup -> Life Event Reasons in the Navigator.

Limit Rules (Payroll) (US)

1. 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

1. Choose View -> Lists -> Assignments in the Navigator.

List Budget Variance by Organization (AU)

1. Choose View -> Organization Budgets in the Navigator.

List Employees by Absence Type

1. Choose View -> Lists -> Employees by Absence Type in the Navigator.

List Employees by Element

1. Choose View -> Lists -> Employees by Element in the Navigator.

List Employees by Organization

1. Choose View -> Lists -> Employees by Organization in the Navigator.

List Employees by Position

1. Choose View -> Lists -> Employees by Position in the Navigator.

List Employees by Position Hierarchy

1. Choose View -> Lists -> Emps by Position Hierarchy in the Navigator.

List People by Assignment

1. Choose View -> Lists -> People by Assignment in the Navigator.

List People by Special Information

1. Choose View -> Lists -> People by Special Information in the Navigator.

Local Tax Rules (US)

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.

Locality Pay (FD)

1. Choose Request for Personnel Action -> Salary Change -> Locality Pay

Location

1. Choose Work Structures -> Location in the Navigator.

Locations (for a Constituency)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a constituency.
3. Choose the Others button and select Locations.

Lookups

1. Choose Other Definitions -> Application Utilities Lookups in the Navigator.

Maintain Contingent Workers

1. Choose People -> Maintain Using Templates -> Maintain Contingent Workers in the Navigator.

Maintain Employees

1. Choose People -> Maintain Using Templates -> Maintain Employees in the Navigator.

Maintain On Line Activities (Advanced Benefits)

1. Choose Total Compensation -> General Definitions ->Authentication Activities 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)

1. Choose Total Compensation -> General Definitions -> Message Configuration in the Navigator.

Maintain Visa Window (US)

1. Choose People -> Maintain Using Templates ->Maintain Visa in the Navigator.
2. Choose an employee.

Manual Payments

1. Choose People -> Total Comp Contribution -> Manual Payments in the Navigator.

Map Career Path

1. Choose Work Structures -> Job -> Career Path in the Navigator.

Map Salary Survey (US, UK, CA)

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 Applicant Assignment Update

1. Choose People -> Mass Updates for Person -> Mass Update of Applicant Assignments in the Navigator.

Mass Assignment Update

1. Choose People -> Mass Updates for Person -> Mass Update of Assignments in the Navigator.

Mass Awards (FD)

1. Choose Mass Actions ->Mass Awards
2. Choose Preview Mass Awards

Mass Employee Assignment Update

1. Choose People -> Mass Updates for Person -> Mass Update of Employee Assignments in the Navigator.

Mass Move

1. 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:

13. Choose Work Structures -> Position -> Mass Move in the Navigator.
14. Enter the name of the saved mass move in the Description field.
15. 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 Position Update

1. Choose Work Structures -> Position -> Mass Position Update

Mass Realignment (FD)

1. Choose Mass Actions ->Mass Realignment
2. Choose Preview Mass Realignment

Mass Salary (FD)

1. Choose Mass Actions ->Mass Salary
2. Choose Preview Mass Salary

Mass Transfer In (FD)

1. Choose Mass Actions ->Mass Transfer In i
2. Choose Preview Mass Transfer In

Mass Transfer Out (FD)

1. Choose Mass Actions ->Mass Transfer Out
2. Choose Preview Mass Transfer Out

Mass UK Applicant Ass Update

1. Choose People -> Mass Updates for Person -> Mass Update of Applicant Assignments in the Navigator.

Mass UK Assignment Update

1. Choose People -> Mass Updates for Person -> Mass Update of Assignments in the Navigator.

Mass UK Employee Assignment Update

1. Choose People -> Mass Updates for Person -> Mass Update of Employee Assignments in the Navigator.

Mass Update of Applicants

1. Choose Recruitment -> Mass Update of Applicants in the Navigator.

Maternity (UK)

1. Choose SSP/SMP ->Person Details in the Navigator.
2. Enter or query a person.
3. Choose the Maternity button.

Maternity Evidence (UK)

1. Choose SSP/SMP ->Person Details in the Navigator.
2. Enter or query a person.
3. Choose the Absence button.
4. Enter or query a maternity absence.
5. Choose the Evidence button.

Maternity Pay (UK)

1. Choose SSP/SMP ->Person Details in the Navigator.
2. Enter or query a person.
3. Choose the Absence button.
4. Enter or query a maternity absence.
5. Choose the SSP/SMP button.

MD/DDS Nurse Pay (FD)

1. Choose Request for Personnel Action -> Salary Change -> MDDDS Nurse Pay

Medical Assessments

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query a person.
3. Choose the Others button and select Medical Assessments.

Or:

1. Choose Fastpath -> Medical Assessments in the Navigator.
2. In the resulting Find window, query the person.

Messages

1. Choose Mass Information eXchange: MIX -> Batch Element Entry in the Navigator.
2. Choose the Messages button.

Message Configuration (Advanced Benefits)

1. Choose Total Compensation -> General Definitions -> Message Configuration in the Navigator.

Mileage Element Template (UK)

1. Choose Total Compensation -> Basic -> Mileage Element Template in the Navigator.

Miscellaneous Plan

1. Choose People -> Total Comp Enrollment -> Benefits Enrollment -> Miscellaneous Plan in the Navigator.

MIX Batch Header

1. Choose Mass Information eXchange: MIX -> Batch Element Entry in the Navigator.

Monitor Batch Processes (Advanced Benefits)

1. Choose Processes and Reports -> Monitor Batch Processes in the Navigator.

Monthly Participant Premium

1. Choose People -> Total Comp Contribution -> Monthly Participant Premium in the Navigator.

Monthly Plan or Option Premium

1. Choose -> People -> Total Comp Contribution -> Monthly Premium in the Navigator.

Multiple Worksite Reporting (US)

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 (US)

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

Name Change (FD)

1. Choose Request for Personnel Action -> Change Actions -> Name Change i

Nature of Action Legal Authorities (FD)

1. Choose Request for Personnel Action -> Federal Maintenance Forms -> NOA Legal Authorities.

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 (US)

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

New Zealand Information (NZ)

1. Choose People -> Enter and Maintain.
2. Enter or query an employee.
3. Choose the Assignment button.
4. Choose the New Zealand Information tab.

NOA Codes and Remarks (FD)

1. Choose Federal Maintenance Forms -> NOA Codes and Remarks

Non-Flex Program

1. Choose People -> Total Comp Enrollment -> Non-Flex Program in the Navigator.

Non Pay / Non Duty Status (FD)

1. Choose Request for Personnel Action -> Non Pay / Non Duty Status

Notifications (FD)

1. Choose Request for Personnel Action -> Workflow Inbox

Notifications Summary (FD)

Do one of the following:

1. Choose Workflow Inbox

NQF Assessment (South Africa)

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an applicant.
3. Choose the Others button and select NQF Assessment.

NQF Learnership Agreements (South Africa)

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an applicant.
3. Choose the Others button and select NQF Learnership Agreements.

NQF Qualification Titles (South Africa)

NQF Training (South Africa)

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an applicant.
3. Choose the Others button and select NQF Training.

Options

1. Choose Total Compensation -> Programs and Plans -> Options in the Navigator.

Organization

1. Choose Work Structures -> Organization -> Description in the Navigator.

Organization Hierarchy

1. Choose Work Structures -> Organization -> Hierarchy in the Navigator.

Organization Hierarchy Diagrammer

1. Choose Work Structures -> Organization -> Diagrammer in the Navigator.

Organization Hierarchies (for a Constituency)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a constituency.
3. Choose the Others button and select Organization Hierarchies.

Organization Manager Relationship

1. Choose Work Structures -> Organization -> Organization Manager in the Navigator.

Organizational Payment Method

1. Choose Payroll -> Payment Methods in the Navigator.

Organizations (for a Constituency)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a constituency.
3. Choose the Others button and select Organizations.

Other Pay (FD)

1. Choose Request for Personnel Action -> Salary Change -> Other Pay

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.

Outcomes Achieved

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query a person.
3. Choose the Others button and select Competence Profile.
4. Select a unit standard competence and choose the Outcomes Achieved button.

Or:

1. Choose Fastpath -> Competencies in the Navigator.
2. Query a person.
3. Select a unit standard competence and choose the Outcomes Achieved button.

Outcomes and Assessment Criteria

1. Choose Career Management -> Competencies in the Navigator.
2. Enter or query a unit standard competence.
3. Choose the Outcomes button.

P45 (Payroll) (UK)

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 Tax Information.

Or:

1. Choose FastPath -> UK P45 Form in the Navigator.

2. In the resulting Find window, query the person.

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.

Part Time Rebate (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an Establishment.
3. Choose the Others button and select Part Time Rebate.

Participant

1. Choose Total Compensation -> General Definitions -> Eligibility Profiles -> Participant in the Navigator.

Participation Eligibility Profiles

1. Choose Total Compensation -> General Definitions -> Eligibility Profiles -> Participation Eligibility Profiles

Or:

1. Choose Work Structures -> Collective Agreements -> Define Eligibility Profiles in the Navigator.

Participation Overrides (Advanced Benefits)

1. Choose People -> Total Comp Participation -> Participation Overrides in the Navigator.

Pattern (UK)

1. Choose SSP/SMP -> SSP Qualifying Patterns in the Navigator.

Pattern Time Units (UK)

1. Choose SSP/SMP -> Pattern Time Units in the Navigator.

Pay Adjustment (FD)

1. Choose Request for Personnel Action -> Salary Change -> Pay Adjustment.

Pay Advice Report (Payroll) (UK)

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 Statement of Earnings.

Or:

1. Choose FastPath -> Statement of Earnings in the Navigator.
2. In the resulting Find window, query the person.

Pay Plans (FD)

1. Choose Request for Personnel Action -> Federal Maintenance Forms -> Pay Plans.

Pay Scale

1. Choose Work Structures -> Grade -> Pay Scale 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.

Payroll

1. Choose Payroll -> Description in the Navigator.

Payroll Balances (UK)

1. Choose Work Structures -> Organization -> Description in the Navigator
2. Enter or query a Business Group
3. Choose the Others button and select Payroll Balances

Payroll Elements (UK)

1. Choose Work Structures -> Organization -> Description in the Navigator
2. Enter or query a Business Group
3. Choose the Others button and select Payroll Elements

Payroll Processes (Payroll)

1. Choose View -> Payroll Process Results in the Navigator.

Pension Provider (for a Company) (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Company.
3. Choose the Others button and select Pension Provider.

Pension Provider (for an Establishment)(France)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an Establishment.
3. Choose the Others button and select Pension Providers.

Pension Provider Information (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Pension Provider.
3. Choose the Others button and select Pension Provider Information.

Pension Schemes (Hungary)

1. Choose Total Compensation -> Basic in the Navigator.
2. Choose Pension Schemes.

People

1. Choose People -> Enter and Maintain in the Navigator.

People Folder

1. Choose View -> Lists -> People Folder in the Navigator.

People Management Configurator (formerly Forms Configurator)

1. Choose Security -> People Management Configurator in the Navigator.

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:

1. 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

1. Choose Other Definitions -> Time Periods in the Navigator.

Person Benefits Assignment

1. Choose People -> Total Comp Participation -> Person Benefits Assignment

Person Benefits Balances

1. Choose People -> Total Comp Participation -> Person Benefits Balances in the Navigator.

Person Changes

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 Define Person Change button.

Person Changes Cause Life Events

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)

1. Choose People -> Total Comp Enrollment -> Enrollment Process -> Person Communications in the Navigator.

Person Enrollment Action Items (Advanced Benefits)

Do one of the following:

1. Choose People -> Total Comp Enrollment -> Enrollment Process -> Person Enrollment Action Items in the Navigator.

Or:

1. Choose People -> Total Comp Enrollment -> Benefits Enrollment -> Flex Program in the Navigator.
2. Query a person.
3. Choose the Action Items button.

Person Enrollment Certificates (Advanced Benefits) (CA)

1. Choose People -> Enrollment Process -> Person Enrollment Certificates in the Navigator.

Person Enrollment Certifications (Advanced Benefits)

Do one of the following:

1. Choose People -> Total Comp Enrollment -> Enrollment Process -> Person Enrollment Certifications in the Navigator.

Or:

1. Choose People -> Total Comp Enrollment -> Benefits Enrollment -> Flex Program in the Navigator.
2. Query a person.
3. Choose the Certifications button.

Person Life Events

Person Life Events

1. Choose People -> Total Comp Enrollment -> Benefits Enrollment -> Person Life Events

Or (Advanced Benefits):

Choose People -> Total Comp Enrollment -> Enrollment Process -> Person Life Events

Person Primary Care Provider

1. Choose People -> Total Comp Enrollment -> Benefits Enrollment -> Person Primary Care Provider in the Navigator.

Person Summary (FD)

1. Choose Person Summary

Person Types

1. Choose Other Definitions -> Person Types in the Navigator.

Person Type Usage

1. 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.
2. Query or enter a program.
3. Choose the Plan and Plan Types button.

Plan Design Copy

1. Choose Total Compensation -> Programs and Plans -> Plan Design Copy in the Navigator.

Plan Design Wizard

1. Choose Total Compensation - > Programs and Plans -> Plan Design Wizard

Plan Enrollment Requirements

1. Choose Total Compensation -> Programs and Plans -> Plan Enrollment Requirements in the Navigator.

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

1. Choose Total Compensation -> General Definitions -> Programs and Plans -> Plan Reimbursement 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

1. Choose Total Compensation -> Programs and Plans -> Plan Types in the Navigator.

Plans

1. Choose Total Compensation -> Programs and Plans -> Plans in the Navigator.

Position

1. Choose Work Structures -> Position -> Description in the Navigator.

Position (FD)

1. Choose Work Structures -> Position -> Description

Position Abolish (FD)

1. Choose Request for Personnel Action -> Federal Position -> Abolish

Position Change (FD)

1. Choose Request for Personnel Action -> Federal Position Change

Position Copy

1. Choose Work Structures -> Position -> Position Copy in the Navigator.

Position Copy (FD)

1. Choose Work Structures -> Position -> Description

Position Description (FD)

1. Choose Federal Position Description in the Navigator.

Position Description Routing History (FD)

1. Choose Position Description -> Reference button

Position Establish (FD)

1. Choose Request for Personnel Action -> Federal Position -> Establish

Position Evaluation

1. Choose Work Structures -> Position -> Description in the Navigator.
2. Enter or query a position.
3. Choose the Evaluation button.

Position Hierarchy

1. Choose Work Structures -> Position -> Hierarchy in the Navigator.

Position Hierarchy

1. Choose Work Structures -> Position -> Diagrammer 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.

Position Review (FD)

1. Choose Request for Personnel Action -> Federal Position -> Review

Position Transaction

1. Choose Work Structures -> Position -> Position Transaction in the Navigator.

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

1. Choose Total Compensation -> General Definitions -> Eligibility/Rate Factors -> Postal/Zip in the Navigator.

Previous Employment

1. Choose People -> Enter and Maintain in the navigator
2. Query a person.
3. Choose the Others button.
4. Select Previous Employment.

Previous Services Validation pages (France)

1. Choose People ->Services Validation in the Navigator

Primary Care Providers

Do one of the following:

1. 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.

Prior Employment SSP (SSP1L) (UK)

1. Choose SSP/SMP ->Person Details in the Navigator.
2. Enter or query a person.
3. Choose the SSP1L button.

Process Log

1. Choose Processes and Reports -> Process Log in the Navigator.

Program/Plan Years

1. Choose Total Compensation -> General Definitions -> Additional Setup -> Program/Plan Years in the Navigator.

Programs

1. Choose Total Compensation -> Programs and Plans -> Programs in the Navigator.

Program Enrollment Requirements

1. 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.

Promotion (FD)

1. Choose Request for Personnel Action -> Salary Change -> Promotion

Provincial Employment Standard (CA)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an Organization.

3. Position the cursor in the Organization Classifications Name field.
4. Select the Business Group from the List of Values.
5. Position the cursor in the field with the entry Business Group.
6. Choose the Others button.
7. Select Provincial Employment Standard and click OK.
8. Double-click in the FlexField to display the window.

Provincial Reporting Info. (CA)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an Organization.
3. Position the cursor in the Organization Classifications Name field.
4. Select GRE/Legal Entity from the List of Values.
5. Position the cursor in the field with the entry GRE/Legal Entity.
6. Choose the Others button.
7. Select Provincial Reporting Info and click OK.
8. Double-click in the FlexField to display the window.

Provincial Tax Information <Employee> (CA)

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 Tax Information button.
5. Select the Provincial Tax Information region.

Or:

1. Choose People -> Fastpath -> Tax Sign-up in the Navigator.
2. In the resulting Find window, query an employee.
3. Select the Provincial Tax Information region.

Qualification Competencies

1. Choose Career Management -> Qualification Types in the Navigator.
2. Enter or select a Qualifications Framework qualification.
3. Choose the Competencies button.

Qualification Types

1. Choose Career Management -> Qualification Types in the Navigator.

Qualifications

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query a person.
3. Choose the Others button and select Qualifications.

Or:

1. Choose Fastpath -> Qualifications in the Navigator.

Quality Increase (FD)

1. Choose Request for Personnel Action -> Salary Change -> Quality Increase

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)

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

1. Choose Career Management -> Rating Scales in the Navigator.

Realignment (FD)

1. Choose Request for Personnel Action -> Realignment

Reassignment (FD)

1. Choose Request for Personnel Action -> Reassignment

Record Continuing Benefits Payments

1. Choose People -> Total Comp Contribution -> Record Continuing Benefits Payments in the Navigator.

Record Layout Advanced Conditions (US, UK)

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.

Record Layout Include Conditions

1. Choose Mass Information eXchange -> System 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 Include Conditions button.

Recruit / Fill (FD)

1. Choose Request for Personnel Action -> Recruit / Fill

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

1. Choose Recruitment -> Recruitment Activity in the Navigator.

Reduction in Force Retention Register (FD)

1. Choose Reduction in Force (RIF).

Registered Employer Information (NZ)

1. Choose Work Structures -> Organization -> Hierarchy.
2. Enter or query an organization.
3. Select GRE/Legal Entity in the Organization Classification region.
4. Choose Others -> Registered Employer.

Regulations

1. 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)

1. Choose People -> Total Comp Distribution -> Reimbursements Requests in the Navigator.

Related Person Changes

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 Define Related Person Change button.

Related Person Changes Cause Life Events (Advanced Benefits)

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.

Remark Codes and Descriptions (FD)

1. Choose Request for Personnel Action -> Federal Maintenance Forms -> Remark Codes and Descriptions.

Reporting Categories (CA)

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

1. Choose Total Compensation -> General Definitions -> Additional Setup -> Reporting Groups in the Navigator.

Reporting Statuses (CA)

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.

Representative Body

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a representative body.
3. Choose the Others button and select Representative Body.

Representative Body (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a representative body.
3. Choose the Others button and select Representative Body.

Request for Personnel Action (FD)

1. Choose Request for Personnel Action

Request Letter

1. Choose Recruitment -> Request Recruitment Letter in the Navigator.

Request Set

1. Choose Security -> Report Sets in the Navigator.

Requisition and Vacancy

1. Choose Recruitment -> Requisition and Vacancy in the Navigator.

Restricted Form Process Methods (FD)

1. Choose Request for Personnel Action -> Federal Maintenance Forms -> Short Form / Restricted Data.

RetroPay Set (Payroll)

1. Choose Payroll -> RetroPay Set in the Navigator.

Return to Duty (FD)

1. Choose Request for Personnel Action -> Return to Duty

Reverse Payroll Run (Payroll)

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.

RIF Exception (FD)

1. Choose Request for Personnel Action -> RIF Exception.

Robien Rebate (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an Establishment.
3. Choose the Others button and select Robien Rebate.

Roles

1. Choose Transaction Maintenance Forms -> Roles in the Navigator.

Routing

1. Choose Work Structures -> Position -> Position Transaction in the Navigator.
2. Choose Save from the File menu.

Or:

1. Choose Work Structures -> Budget -> Budget Worksheet in the Navigator.
2. Choose Save from the File menu.
3. Choose Save from the File menu.

Routing Group and Groupbox Details (FD)

1. Choose Request for Personnel Action -> Federal Maintenance Forms -> Routing Groups and Groupboxes.

Routing Group and Routing List Details (FD)

1. Choose Request for Personnel Action -> Federal Maintenance Forms -> Routing Lists.

Routing History (FD)

Do one of the following:

1. Choose Request for Personnel Action -> Reference button.

Or

Open the Workflow inbox and select a notification.

2. Choose Routing History button.

Routing Lists

1. Choose Transaction Maintenance Forms ->Routing Lists in the Navigator.

Rows

1. Choose Other Definitions -> Table Structure in the Navigator.
2. Enter or query a table.
3. Choose the Rows button.

Run QuickPaint Report

1. 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

1. 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

1. Choose People -> Salary Management in the Navigator.

Salary Surveys

1. Choose Total Compensation -> Basic -> Salary Survey in the Navigator.

Salary Tax Info (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.

Savings Plan

1. Choose People -> Total Comp Enrollment -> Benefits Enrollment -> Savings Plan in the Navigator.

Savings Plan (UK)

1. Choose People -> Total Comp Enrollment -> Benefits Enrollment -> Savings Plan in the Navigator.
2. Choose the Record Layout tab and query or enter a record layout.
3. Select a Data Element and choose the Include Conditions button.

Scale Rate

1. Choose Work Structures -> Grade -> Point Values in the Navigator.

Schedules (UK)

1. Choose SSP/SMP -> SSP Qualifying Patterns in the Navigator.
2. Enter or query a pattern.
3. Choose the Calendars button.
4. Choose the Schedules button.

Schools and Colleges

1. 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 Groups (UK)

1. Choose Security -> Security Groups in the Navigator.

Security Profile

1. Choose Security -> Profile in the Navigator.

Seniority pages (France)

1. Choose Other Definitions -> Seniority in the Navigator

Separation (FD)

1. Choose Request for Personnel Action -> Separation

Service Areas

1. Choose Total Compensation -> General Definitions -> Eligibility/Rate Factors -> Service Areas in the Navigator.

Set of Books

1. Choose Customer and Supplier Maintenance -> Set of Books in the Navigator.

Sickness Control Rules (UK)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a Business Group

3. Choose the Others button and select Sickness Control Rules.

Sickness Evidence (UK)

1. Choose SSP/SMP -> Person Details in the Navigator.
2. Enter or query a person.
3. Choose the Absence button.
4. Enter or query a sickness absence.
5. Choose the Evidence button.

Sickness Pay (UK)

1. Choose SSP/SMP -> Person Details in the Navigator.
2. Enter or query a person.
3. Choose the Absence button.
4. Enter or query a sickness absence.
5. Choose the SSP/SMP button.

Social Insurance Information (Germany)

1. Choose People -> Enter and Maintain in the Navigator.
2. Choose the Assignments button.
3. Choose the Social Insurance Information button.

Social Security Information (Spain)

1. Choose People -> Enter and Maintain in the Navigator.
2. Choose the Assignments button.
3. Choose the Social Security Information button.

Or:

1. Choose Fastpath -> Social Security Information in the Navigator.
2. In the resulting Find window, query the person.

Social Security Rebate (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an Establishment.
3. Choose the Others button and select Social Security Rebate.

Sort

1. Choose Mass Information eXchange -> System 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 Information Types

1. Choose Other Definitions -> Special Information Types in the Navigator.

Special Rates

1. Choose People -> Total Comp Enrollment -> Benefits Enrollment -> Flex Program in the Navigator.
2. Query a person.
3. Choose the Special Rates button.

SQWL Employer Rules (1) (Payroll) (US)

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) (US)

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) (US)

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

SQWL State-Specific Transmitter Rules (Payroll) (US)

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

Standard Distributions/Contributions (US)

1. Choose Total Compensation -> General Definitions -> Rate/Coverage Definitions -> Standard Distributions/Contributions in the Navigator.

Standard Holiday Absences <Employee> (CA)

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. Select Standard Holiday Absences.

Or:

1. Choose People -> Fastpath -> Statutory Holidays in the Navigator.
2. In the resulting Find window, query an employee.

Standard Rates

1. Choose Total Compensation -> General Definitions -> Rate/Coverage Definitions -> Standard Rates in the Navigator.

Standard Holiday Absences (FR)

1. Choose FastPath -> Standard Holiday Absences

State Tax Rules (US)

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> (US)

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee or applicant.
3. Chose the Tax Information button.

4. Choose the Tax information button from the Federal Tax Rules <Employee> window.

Statement of Earnings (Payroll) (US)

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.

Statement of Earnings (AU)

1. Choose People -> Enter and Maintain.
2. Query a person.
3. Choose Assignment -> Others -> Statement of Earnings.

Or:

1. Choose People -> Enter and Maintain.
2. Query a person.
3. Choose Assignment -> Others -> QuickPay.
4. Choose View Results -> Statement of Earnings.

Or:

1. Choose FastPath -> Statement of Earnings.
2. Enter employee details.

Statement of Earnings (New Zealand) (NZ)

1. Choose People -> Enter and Maintain.
2. Query a person.
3. Choose Assignment -> Others -> Statement of Earnings.

Or:

1. Choose People -> Enter and Maintain.
2. Query a person.
3. Choose Assignment -> Others -> QuickPay.

4. Choose View Results -> Statement of Earnings.

Or:

1. Choose FastPath -> Statement of Earnings.
2. Enter employee details.

Statutory Holiday Absences

1. Choose FastPath -> Statutory Holiday Absences in the Navigator

Statutory Situations

1. Choose Work Structures -> Statutory Situations in the Navigator.

Step Adjustment (FD)

1. Choose Request for Personnel Action -> Salary Change -> Step Adjustment

Step Increase with Pay (FD)

1. Choose Request for Personnel Action -> Salary Change -> Step Increase with Pay

Submit a New Request

1. Choose Processes and Reports -> Submit Processes and Reports in the Navigator.
2. Select Single Request or a Request Set.

Superannuation Fund Information (AU)

1. Choose Work Structures -> Organization -> Description.
2. Enter or query an organization.
3. Select Payee Organization and choose the Others button.
4. Click in the blank field.

Supplementary Roles

1. Choose People -> Enter and Maintain in the Navigator.
2. Enter or query an employee.
3. Choose the Others button and select Supplementary Roles.

Supplier

1. Choose Customer and Supplier Maintenance -> Supplier in the Navigator.

System Options

1. Choose Customer and Supplier Maintenance -> System Options in the Navigator.

Table Event Updates (UK)

1. Choose Other Definitions -> Table Event Updates in the Navigator.

Table Structure

1. Choose Other Definitions -> Table Structure in the Navigator.

Table Values

1. Choose Other Definitions -> Table Values in the Navigator.

Taxation Information (New Zealand) (NZ)

1. Choose People -> Enter and Maintain.
2. Enter or query an employee.
3. Choose the Assignment button.
4. Choose the Entries button.
5. Select PAYE Information in the Element Name column.
6. Click on the Entry Values button.

Tax Information (Germany)

1. Choose People -> Enter and Maintain in the Navigator.
2. Choose the Assignments button.
3. Choose the Tax Information button.

Tax Information (Ireland)

1. Choose People -> Enter and Maintain in the Navigator.
2. Choose the Assignments button.
3. Choose the Tax Information button.

Tax Information (Spain)

Do one of the following:

1. Choose People -> Enter and Maintain in the Navigator.
2. Choose the Assignments button.
3. Choose the Tax Information button.

Or:

1. Choose Fastpath -> Tax Information in the Navigator.
2. In the resulting Find window, query the person.

Terminate

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.

Terminate Applicant

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.

Termination of Grade Retention (FD)

1. Choose Request for Personnel Action -> Salary Change -> Termination of Grade Retention

Termination of Interim WGI (FD)

1. Choose Request for Personnel Action -> Salary Change -> Termination of Interim WGI

Termination Payments (AU)

1. Choose FastPath -> Termination Payments.

Transaction Categories

1. Choose Transaction Maintenance Forms -> Transaction Categories in the Navigator.

Transaction Category Wizard

1. Choose Maintenance Forms -> Transaction Category Wizard.

Transaction Status

1. Choose Security -> Transaction Status in the Navigator

Transaction Templates

1. Choose Transaction Maintenance Forms ->Transaction Templates in the Navigator.

Transport Tax Info (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an Establishment.
3. Choose the Others button and select Transport Tax Info.

Unions Processing

1. Choose Total Compensation -> Basic -> Union Element Creation Template.

Update Payroll Run (Payroll)

1. Choose Payroll -> Update Payroll Run in the Navigator.

URSSAF Center Information (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query a URSSAF Center.
3. Choose the Others button and select URSSAF Center Information.

URSSAF Information (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an Establishment.
3. Choose the Others button and select URSSAF.

User Types and Statuses

1. 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

1. Choose Total Compensation -> General Definitions -> Rate/Coverage Definitions -> Variable Rate Profiles in the Navigator.

VETS-100 Filing (US)

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.

Vehicle Data Entry (UK)

1. Choose Total Compensation -> Basic -> Vehicle Data Entry in the Navigator.

View Absence History

1. Choose View -> Histories -> Absence in the Navigator.

View Earnings and Deductions Balances (US, CA)

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 (US)

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

1. Choose View -> Grade Comparatio in the Navigator.

View Enrollment Results

1. Choose People -> Total Comp Enrollment -> Benefits Enrollment Enrollment -> View Enrollment Results in the Navigator.

View Participation Information (Advanced Benefits)

1. Choose People -> Total Comp Participation -> View Participation Information in the Navigator.

View Program Structure

1. Choose Total Compensation -> Programs and Plans -> View Program Structure in the Navigator.

View Run Messages (Payroll)

1. Choose View -> System Messages in the Navigator.

View Tax Balances (US, CA)

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

1. Choose View -> Vacancies in the Navigator.

Visa Data Template

1. Choose People -> Maintain Using Templates -> Maintain Visa Information

W2 Reporting Rules (US)

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) (US)

1. Choose View -> Tax Information-> Form 941 Information in the Navigator

Wage Attachment Earnings Rules (US)

1. Choose Total Compensation -> Wage Attachment -> Earnings Rules in the Navigator.

Wage Attachment Exemption Rules (US)

1. Choose Total Compensation -> Wage Attachment -> Exemption Rules in the Navigator.

Wage Attachment Limit Rules (US)

1. Choose Total Compensation -> Wage Attachment -> Limit Rules in the Navigator.

Waive Participation (Advanced Benefits)

1. Choose People -> Total Comp Participation -> Waive Participation in the Navigator.

Waiving

1. Choose Total Compensation -> Programs and Plans -> Plans in the Navigator.
2. Query or enter a plan.
3. Choose the Waiving button.

WC Codes and Rates (US)

1. Choose Work Structures -> Job -> Workers Compensation Rates in the Navigator

Welfare Tax Info (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an Establishment.
3. Choose the Others button and select Welfare Tax Info.

What-if Eligibility (Advanced Benefits)

1. Choose People -> Total Comp Participation -> What-if Eligibility in the Navigator.

Work Accident Info (France)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an Establishment.
3. Choose the Others button and select Work Accident Info.

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 Incident

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 Work Incidents.

Or:

1. Choose Fastpath -> Work Incidents in the Navigator.
2. In the resulting Find window, query the person.

Work Schedule (US, CA)

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 (US)

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 (US)

1. Choose Work Structures -> Job -> Workers Compensation Codes in the Navigator

Worksheet

1. Choose Work Structures ->Budget ->Worksheet in the Navigator.

2. Define the properties of the worksheet.
3. Choose the Create Worksheet button.

Worksheet Characteristics

1. Choose Work Structures ->Budget ->Worksheet in the Navigator.

ZA ACB Installation Information (South Africa)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an Organization.
3. In Organization Classification, select Business Group.
4. Choose the Others button and select ZA ACB Installation Information.

ZA Tax File Creator Information (South Africa)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an Organization.
3. In Organization Classification, select Business Group.
4. Choose the Others button and select ZA Tax File Creator Info.

ZA Tax Information (South Africa)

1. Choose Work Structures -> Organization -> Description in the Navigator.
2. Enter or query an Organization.
3. In Organization Classification, select GRE/Legal Entity.
4. Choose the Others button and select ZA Tax Information.

B

Reports and Processes in Oracle HRMS

This section shows the default reports and processes in Oracle HRMS as they are supplied. The responsibility that you use determines which reports you can use and how you access them.

The reports are divided into functional areas, as follows:

- Organization Structures, page B- 2
- Jobs and Positions, page B- 2
- People Budgets and Costing, page B- 4
- Employment Agreements and Legal Compliance, page B- 6
- Recruiting and Hiring, page B-10
- People Management, page B-21
- Competencies, Qualifications and Development, page B-40
- Learning Management, page B-41
- General Compensation Structures, page B-46
- Salary and Grade Related Pay and Progression, page B-47
- Compensation and Awards Management, page B-53
- Leave and Absence Management, page B-54
- Health and Welfare Management, page B-57
- Other Payroll Earnings and Deductions, page B-57
- Payrolls, page B-58
- Payroll Payment and Distributions, page B-58
- Payroll Statutory Deductions and Reporting, page B-61
- Payroll Processing and Analysis, page B-66
- Payroll Event Rules, page B-71
- Deploy Self Service Capability, page B-71
- Workforce Intelligence, page B-71

This is followed by the list of processes, page B-71.

Reports

Organization Structures

Location Occupancy Report (FD)

Lists all employees that currently or have at one time occupied a Location from the date you specify to the date the report is run

Organization Hierarchy Report

The organizations and optionally their managers below a selected position in a particular hierarchy.

Organization Workforce Report (HRMSi)

This report investigates the performance of your organizations as measured by the increase and decrease in workforce over a selected time period. Click on the organization name in the table to investigate the workforce changes for a particular organization, using the Workforce Summary Analysis report.

Jobs and Positions

Employee Job and Position Detail – Employee Work Choices by Job

This worksheet enables you to analyze deployment factors for jobs, people in specific jobs, and job applicants.

Employee Job and Position Detail – Employee Work Choices by Position

This worksheet enables you to analyze deployment factors for positions, people in specific positions, and position applicants.

Employee Job and Position Detail – Employee by Job and Position

This worksheet enables you to analyze assignment details for employees within an organization by job and position.

Job and Position Special Information Detail – Job and Position Special Information

This worksheet enables you to analyze special information types associated with jobs and positions.

Job and Position Skills Matching Report

Lists of employees, applicants or both that meet some or all skill requirements of a job or position.

Mass Realignment Deselection (FD)

Lists employees deselected for realignment

Mass Realignment PA Listing for All (FD)

Notification of Personnel Action in list form for employees selected for a realignment.

Mass Realignment PA Listing for Employee (FD)

Notification of Personnel Action in list form for an individual employee selected for a realignment.

Mass Realignment Preview (FD)

Lists employees selected for a realignment

Mass Transfer In Deselection (FD)

Lists employees deselected for a Transfer In action

Mass Transfer In PA Listing for All (FD)

Notification of Personnel Action in list form for employees selected for a Transfer In action

Mass Transfer In PA List for Employee (FD)

Notification of Personnel Action in list form for an individual employee selected for a Transfer In action

Mass Transfer In Preview (FD)

Lists employees selected for a Transfer In action

Mass Transfer Out Deselection (FD)

Lists employees deselected for a Transfer Out action

Mass Transfer Out PA Listing for All (FD)

Notification of Personnel Action in list form for employees selected for a Transfer Out action

Mass Transfer Out PA List for Employee (FD)

Notification of Personnel Action in list form for an individual employee selected for a Transfer Out action

Mass Transfer Out Preview (FD)

Lists employees selected for a Transfer Out action

Organization Separation Report (HRMSi)

This report investigates the performance of your best and worst organizations based on the workforce separation. This can be an absolute figure or a percentage of the workforce for the organization. If you click on the organization name in the table you can investigate the workforce changes for an organization.

Position Description (FD)

Lists the details of an approved position classification

Position Hierarchy Report

The positions and optionally their holders below a selected position in a particular hierarchy.

Pre Hire Report (Payroll) (France)

This report has to be delivered to an establishment's local URSSAF center when a person is about to become a new employee in that establishment.

Reduction in Force Retention Register (FD)

Lists selected employees

Re-integration Actions Report (Netherlands)

Lists all re-integration actions for employees.

People Budgets and Costing

Budget Period Position Detail Report

Lists the status of all Positions that are part of a specific Budget.

Employee Budget (Non Positional Control) Status – by Grade (HRMSi)

This report investigates the difference between budgeted and actual workforce for different grades in your enterprise.

Employee Budget (Non Positional Control) Status – by Job (HRMSi)

This report investigates the difference between budgeted and actual workforce for different jobs for your enterprise.

Employee Budget (Non Positional Control) Status – by Organization (HRMSi)

This report investigates the difference between budgeted and actual workforce for your enterprise.

Employee Budget (Non Positional Control) Status – by Position (HRMSi)

This report investigates the difference between budgeted and actual workforce for different positions for your enterprise.

Employee Budget Trend – by Grade (HRMSi)

This report investigates the difference between budgeted and actual workforce for different grades in your enterprise.

Employee Budget Trend – by Job (HRMSi)

This report investigates the difference between budgeted and actual workforce for different jobs for your enterprise.

Employee Budget Trend – by Organization (HRMSi)

This report investigates the difference between budgeted and actual workforce for your enterprise.

Employee Budget Trend – by Position (HRMSi)

This report investigates the difference between budgeted and actual workforce for different positions for your enterprise.

Entity Element Summary

Use this report if you administer position control budgets. The report lists the budget status for a pay element and entity for a specified time interval.

Headcount Budget Trend (HRMSi, DBI)

This report shows changes in actual and budgeted employee headcount over time for the selected top line manager.

Organization Budget (Non-Position Control) Report (HRMSi)

This report investigates the performance of your best and worst organizations. Performance can be measured by a variety of indicators, but for this report, performance is judged by the variance between the budgeted and actual workforce in each organization. Top organizations are those with the largest variance. Bottom organizations are those with the least variance.

> **Note:** Non-Position Control reports are based on the budget scheme in use prior to 11i.PER.G mini-pack.

Organization Budget (Position Control) Report (HRMSi)

This report investigates the performance of your best and worst organizations. Performance can be measured by a variety of indicators, but for this report, performance is judged by the variance between the budgeted and actual workforce in each organization. Top organizations are those with the largest variance. Bottom organizations are those with the least variance.

> **Note:** Position Control reports are based on the budget scheme in use since the 11i.PER.G mini-pack.

Organizational Position Summary Report

Lists the budget status for all positions within a Position Control Organization.

Position Element Detail Report

Lists the budget status for all budgeted elements for a specific Position and Organization.

Position Element Summary Report

Lists the budget status for an element for all positions in the Business Group.

Position Summary Report

Lists the budget status of all Positions in a specific Organization.

Report Under Budgeted Entities

Run this report if you administer position control budgets. The report lists the positions that are under budgeted for the selected organization and all subordinate organizations in the organization hierarchy.

Report Under Budgeted Positions (Salary)

HRMS still supports this report, run in previous versions for administering position control budgets. The report lists the positions that are under budgeted for the organization you select, and all subordinate organizations in the organization hierarchy. Oracle recommends you use Report Under Budgeted Entities, which adds the ability to report on organizations, jobs, and grades, as well as positions.

Social Security Affiliation Archiver (MX)

Mandatory statutory Social Security report that compiles a list of all employee status changes for a GRE during a reporting period.

Social Security Affiliation Reports (MX)

Arranges the data generated by the Social Security Affiliation Archiver report into a format suitable for electronic submission to the Mexican Social Security agencies.

Staffing Budget Details Report

Compares actual staffing level with budgeted levels over a specified period.

Workforce Budget (Non-Position Control) Report (HRMSi)

This report compares the amount of workforce you have budgeted for against the amount of workforce that actually exists. The report enables you to review all the organizations within a budget. You can select the time period you want to analyze.

Workforce Budget (Position Control) Report (HRMSi)

This report compares the amount of workforce you have budgeted for against the amount of workforce that actually exists. The report enables you to review all the organizations within a budget. You can select the time period you want to analyze.

Employment Agreements and Legal Compliance

AA/EEO Breakdown Report (FD)

Government required ethnicity and gender breakdown report by Occupational Category or Pay Plan

AAP Reports (US)

Provides Job group analysis and workflow analysis reports.

ADA Reports (US)

Shows how your enterprise is responding to the requests of employees with disabilities.

Attestation ASSEDIC Report (Payroll) (FR)

A mandatory report given to an employee on leaving the company. It details specific information about their employment.

Bilan Social Report (Payroll) (France)

A statutory report that lists a large number of HR and Payroll related indicators in order to provide a summary of many aspects affecting a company or establishment's human resources in a year.

Compliance (Person, United States Specific) Detail – Detailed Special Information (US)

This Discoverer worksheet enables you to view special employee information for employees within your organization.

Compliance (Person, United States Specific) Detail – Disabilities (US)

This Discoverer worksheet enables you to view special information concerning employees with disabilities within your organization.

Compliance (Person, United States Specific) Detail – Disability Accommodations (US)

This Discoverer worksheet enables you to view details about accommodations made for employees with disabilities across your organization.

Compliance (Person, United States Specific) Detail – OSHA Incidents (US)

This Discoverer worksheet enables you to view details associated with recorded OSHA incidents within your organization.

CPDF Dynamics Report (FD)

Record of the personnel data changes that occurred for the employee during a reporting period

CPDF Dynamics Report Transmittal Form (FD)

Transmittal form that accompanies the CPDF Dynamics Report

CPDF OCT Report Transmittal Form (FD)

Transmittal form that accompanies the Organization Component Tracking Report

CPDF Organization Component Tracking Report (FD)

Record of the organizational codes, titles, and hierarchical relationships for organizations within an agency as of the last day of the quarterly reporting period

CPDF Status Report (FD)

Record of each employee's personnel data as of the ending date of a fiscal quarter

CPDF Status Report Transmittal Form (FD)

Transmittal form that accompanies the CPDF Status Report

EEO-1 Reports (US)

The Equal Employment Opportunity reports include the EEO Individual Establishment Report, the EEO Headquarters Report, the EEO Establishment Employment Listing, the EEO Consolidated Report, and the EEO-1 Exception Report.

EEO4 Reports (US)

Run this report for state and local governments.

EEO5 Reports (US)

Run this report for the school system or district.

Electronic EEO-1 Report (US)

Generates Equal Employment Opportunity (EEO) reports for your establishment hierarchy formatted for submission on magnetic media.

Electronic VETS-100 Report (US)

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 Vietnam era veterans.

Employee Equal Opportunity by Job (Multiple Hierarchies, United States Specific) Comparison – by Establishment Hierarchy (HRMSi)

The Establishment Hierarchy worksheet enables you to report on the number of employee primary assignments (male, female, total) for your reporting establishments by ethnic origin, location, and job name.

Employee Equal Opportunity by Job (Multiple Hierarchies, United States Specific) Comparison – by Organization Hierarchy (HRMSi)

The Organization Hierarchy worksheet enables you to report on the number of employee primary assignments (male, female, total) for your reporting establishments by ethnic origin, organization and job name.

Employee Equal Opportunity Exceptions (United States Specific) Detail – Employees Outside Establishment Hierarchy (US)

The Employees Outside an Establishment Hierarchy worksheet enables you to analyze which employees are at a location that is not in a defined Reporting Establishment Hierarchy, on a given effective date.

Employee Equal Opportunity Exceptions (United States Specific) Detail – Employees with Missing Equal Opportunity Data (US)

This Discoverer worksheet enables your organization to discover which employee primary assignments have missing Ethnic Origin information on a given effective date. For example, the report will show if an employee is missing data for employment category or ethnic origin.

Employee Equal Opportunity Exceptions (United States Specific) Detail – Employees Without a Location (US)

The Employees Without a Location Worksheet enables you to analyze which employee primary assignments are not assigned a location on a given effective date.

Employee Equal Opportunity for New Hires (Multiple Hierarchies, United States Specific) Detail – by Establishment Hierarchy (US)

This Discoverer worksheet enables you to list employee new hires within a given period. The workbook output includes the following employee primary assignment details: Job Name, Employee Number, Ethnic Origin, Hire Date, Age at Hire, Date Hired, Annual Salary, and Current Annual Salary. The list of employees is for a given establishment hierarchy.

Employee Equal Opportunity for New Hires (Multiple Hierarchies, United States Specific) Detail – by Organization Hierarchy (US)

This Discoverer worksheet enables you to list employee new hires within a given period. The workbook output includes the following employee primary assignment details: Job Name, Employee Number, Ethnic Origin, Hire Date, Age at Hire Date, Hired Annual Salary, and Current Annual Salary. The list of employees is for a given organization hierarchy.

Employee Equal Opportunity for Separations (Multiple Hierarchies, United States Specific) Detail – by Establishment Hierarchy (US)

The Establishment Hierarchy workbook enables you to report on employee separations for a given period. The workbook output includes the following employee primary assignment details: Job Name, Employee Number, Gender, Hire Date, Actual Separation Date, and Separation Reason. The worksheet shows a list of employees for a given establishment hierarchy.

Employee Equal Opportunity for Separations (Multiple Hierarchies, United States Specific) Detail – by Organization (US)

This workbook enables you to report on employee separations within a given period. The workbook output includes the following employee primary assignment details: Job Name, Employee Number, Gender, Hire Date, Actual Separation Date, and Separation Reason. The worksheet shows a list of employees for a given Organization Hierarchy.

Employee Equal Opportunity with Salary (Multiple Hierarchies, United States Specific) Detail – by Establishment Hierarchy (US)

This Discoverer worksheet enables your organization to list employee primary assignment details including, Job Name, Employee Number, Gender, Ethnic Origin, Hire date and Salary. The list of employees is for a given Establishment Hierarchy.

Employee Equal Opportunity with Salary (Multiple Hierarchies, United States Specific) Detail – by Organization Hierarchy (US)

This Discoverer worksheet enables your organization to list employee primary assignment details including, Job Name, Employee Number, Gender, Ethnic Origin, Hire date and Salary. The list of employees is for a given Organization Hierarchy.

French D2 Report (Declaration Annuelle Obligatoire D'emploi des Travailleurs Handicapes, de Mutiles de Guerre et Assimiles) (Payroll) (France)

A mandatory report that all establishments with more than 20 employee's must submit each year. It contains details about the number of people employed by the establishment who are disabled.

IPEDS Reports (Payroll) (US)

The Integrated Post-secondary Education Data System (IPEDS) reports are submittted to the National Center for Educational Statistics (NCES). The type of institution determines which reports you must run.

Mouvements de Main d'Oeuvre Report (Payroll) (France)

A mandatory report that must be produced by each establishment every month. It lists the people that have joined or left the establishment during that time.

OSHA Reports (US)

Report on work related injuries or illness.

Saudi Disabled Employee Report (SA)

The Saudi Disabled Employee Report creates a list of all the disabled employees in your organization.

SF-113A Federal Civilian Employment Report (FD)

Summary of federal civilian employment, payroll, and turnover

VETS-100 Reports (US)

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 Vietnam era veterans.

Work Incidents Report (Germany)

The Work Incidents Report enables you to print out a formatted copy of the information entered in the Work Incidents window.

Recruiting and Hiring

Applicant Detail – Address (iRecruitment)

The Address Worksheet enables you to report on the addresses of your job applicants.

Applicant Detail – by Grade (iRecruitment)

The By Grade Worksheet enables you to report on the applicants who have applied to a specific grade. Grade Name is a page item on this worksheet so you can group your results by the grades for which your applicants have applied.

Applicant Detail – by Job (iRecruitment)

The By Job Worksheet enables you to report on the applicants that have applied for a specific job. Job Name is a page item on this worksheet so you can group your results by the jobs for which your applicants have applied.

Applicant Detail – by Location (iRecruitment)

The By Location Worksheet enables you to report on the applicants who have applied to a specific location. Location Name is a page item on this worksheet so you can group your results by the locations to which applicants have applied.

Applicant Detail – by Organization (iRecruitment)

The By Organization Worksheet enables you to report on the applicants who have applied to a specific organization. Organization Name is a page item on this worksheet so you can group your results by organization.

Applicant Detail – by Position (iRecruitment)

The By Position Worksheet enables you to report on the applicants who have applied for a specific position. Position Name is a page item on this worksheet so you can group your results by the positions for which your applicants have applied.

Applicant Detail – by Source Type (iRecruitment)

The By Source Type Worksheet enables you to report where applicants have indicated they saw the advertisement for your job. Source Type is a page item on this worksheet so you can group your results by the source type the applicant indicated.

Applicant Detail – by Vacancy (iRecruitment)

The By Vacancy worksheet enables you to report the applicants who have applied for a particular vacancy as of the date you select as your effective date. Vacancy Name is a page item on this worksheet so you can group your results by the vacancy for which the applicant has applied.

Applicant Detail – Competence (iRecruitment)

The Competence Worksheet enables you to report on the competencies your applicants have indicated they possess. Competencies are entered by your applicants as 'skills' as part of their account.

Applicant Detail – Detail (iRecruitment)

The Detail worksheet enables you to report on the details of your applicants based on the parameters you set for the report.

Applicant Detail – Phone (iRecruitment)

The Phone Worksheet enables you to report on the phone numbers of your job applicants.

Applicant Detail – Qualification (iRecruitment)

The Qualification Worksheet enables you to report on the qualifications your applicants have.

Applicant Detail – School College Attendance (iRecruitment)

The School College Attendance Worksheet enables you to report on the schools and colleges your job applicants have attended.

Applicant Efficiency (Hires – Manager Hierarchy) PMV report (iRecruitment)

This PMV report measures the average amount of time it takes to fill a vacancy, and also the average time from filling the vacancy to the employee starting, for employees starting in the selected reporting period, for hires within a hiring manager hierarchy.

Applicant Efficiency (Hires – Organization Hierarchy) PMV report (iRecruitment)

This PMV report measures the average amount of time it takes to fill a vacancy, and also the average time from filling the vacancy to the employee starting, for employees starting in the selected reporting period, for hires within an organization hierarchy.

Applicant Fill to Start (Hires – Manager Hierarchy) PMV report (iRecruitment)

This PMV report measures the days between the date that the vacancy was filled and the date on which the successful applicant becomes an employee for employees starting in the reporting period, for hires within a hiring manager hierarchy.

Applicant Fill to Start (Hires – Organization Hierarchy) PMV report (iRecruitment)

This PMV report measures the days between the date that the vacancy was filled and the date on which the successful applicant becomes an employee for employees starting in the reporting period, for hires within an organization hierarchy.

Applicant Time to Fill (Manager Hierarchy) Status PMV report (iRecruitment)

This PMV report measures the number of days between the start date of the vacancy and the date upon which the vacancy is filled for employees starting in the reporting period for vacancies that are filled in the reporting period, within a hiring manager hierarchy.

Applicant Time to Fill (Organization Hierarchy) Status PMV report (iRecruitment)

This PMV report measures the number of days between the start date of the vacancy and the date upon which the vacancy is filled for employees starting in the reporting period for vacancies that are filled in the reporting period, within an organization hierarchy.

Applicant Time to Start (Manager Hierarchy) Status PMV report (iRecruitment)

This PMV report measures the average number of days between the start of the vacancy and the date upon which the successful applicant becomes an employee, for employees starting in the reporting period, within a hiring manager hierarchy.

Applicant Time to Start (Organization Hierarchy) Status PMV report (iRecruitment)

This PMV report measures the average number of days between the start of the vacancy and the date upon which the successful applicant becomes an employee, for employees starting in the reporting period, within an organization hierarchy.

Applicant Time to Start Comparison – by Ethnic Origin (United States Specific) (HRMSi) (US)

This worksheet analyses the days required to fill vacancies within a recruitment activity for ethnic groups in the United States.

Applicant Time to Start Comparison – by Ethnic Origin (United Kingdom Specific) (HRMSi) (UK)

This worksheet analyses the days required to fill vacancies within a recruitment activity for ethnic groups in the United Kingdom.

Applicant Time to Start Comparison – by Gender (HRMSi)

This worksheet analyses the days required to fill vacancies within a recruitment activity by gender.

Applicant Time to Start Comparison – by Grade (HRMSi)

This worksheet analyses the days required to fill vacancies within a recruitment activity by grade.

Applicant Time to Start Comparison – by Job (HRMSi)

This worksheet analyses the days required to fill vacancies within a recruitment activity by job.

Applicant Time to Start Comparison – by Location (HRMSi)

This worksheet analyses the days required to fill vacancies within a recruitment activity by location.

Applicant Time to Start Comparison – by Organization (HRMSi)

This worksheet analyses the days required to fill vacancies within a recruitment activity by organization.

Applicant Time to Start Comparison – by Vacancy (HRMSi)

This worksheet analyses the days required to fill vacancies within a recruitment activity by vacancy.

Application Status – Age Analysis (HRMSi)

This worksheet enables you to investigate the current age of applicants for a particular vacancy.

Application Status – Applicant Statuses (HRMSi)

This worksheet enables you to investigate the applications that exist for a Business Group, requisition, and recruiter.

Application Status – Recruitment Activity Summary (HRMSi)

This worksheet enables you to investigate recruitment activities within your Business Group. You can analyze the current status of recruitment activities, for example, the number of new applicants, the number of offers made, and the number of terminated applicants. You can view recruitment activity information for a Business Group, requisition, vacancy, and recruitment type.

Application Status – Vacancy Summary (HRMSi)

This worksheet enables you to investigate vacancies within your Business Group. You can analyze the current status of vacancies, for example, the number of remaining applicants, the number of new applicants, and the number of terminated applicants. You can view vacancy information for a Business Group, recruitment type, and recruitment activity.

Application Termination Detail – Termination Details

This Worksheet investigates the reasons your enterprise has terminated applications.

Application Termination Detail – Termination Reasons by Vacancy

This Worksheet investigates the reasons why job applicants have terminated applications within your enterprise.

Candidate Detail – Address (iRecruitment)

The Address Worksheet enables you to report on the addresses of your candidates.

Candidate Detail – Competency (Skill) (iRecruitment)

The Competency (Skill) Worksheet enables you to report on the competencies of your candidates. It also includes their level of proficiency. Competencies are entered by your candidates as 'skills' as part of their account

Candidate Detail – Education (iRecruitment)

The Education Worksheet enables you to report on which schools and colleges your candidates have attended and the qualifications they have achieved.

Candidate Detail – Employment History (iRecruitment)

The Employment History Worksheet enables you to report on the previous and current employers of your candidates.

Candidate Detail – Job Search Views (iRecruitment)

The Job Search Views Worksheet enables you to report on the saved job searches your candidates have set up.

Candidate Detail – Personal Detail (iRecruitment)

The Personal Detail Worksheet enables you to report on the details that your candidates have entered as part of their iRecruitment account.

Candidate Detail – Phone (iRecruitment)

The Phone Worksheet enables you to report on the phone numbers of your candidates.

Candidate Detail – Qualification (iRecruitment)

The Qualification Worksheet enables you to report on the level of qualifications that your candidates have.

Job Posting Content – Posting Detail (iRecruitment)

The Posting Detail worksheet enables you to report on the details of the job postings that have been created for your vacancies; for example, job title, job description, and job requirements.

Recruitment by Authorizer Analysis – Average Days to Recruit by Organization (HRMSi, EDW)

The Average Days to Recruit by Organization worksheet measures both the average number of days from the vacancy start date to hire and from the application date to hire; average values for both measures are given for each organization and overall. This information is reported for each recruitment authorizer within all top-level employing organizations during a specific calendar year (the year the applicant was hired).

Recruitment by Authorizer Analysis – Average Days to Recruit by Stage and Job Category (HRMSi, EDW)

The Average Days to Recruit by Stage and Job Category worksheet measures the average number of days from the start of the application to each recruitment stage (end of application, first interview, second interview, offer, acceptance, and hire). This is reported for each job category and each recruitment authorizer, during a specified calendar year (the year the applicant was hired).

Recruitment by Authorizer Analysis – Average Days to Recruit by Stage and Job (HRMSi, EDW)

The Average Days to Recruit by Stage and Job worksheet measures the average number of days from the start of the application to each recruitment stage (end of application, first interview, second interview, offer, acceptance, and hire). This is reported for each job and for a specified recruitment authorizer, during a specified calendar year (the year the applicant was hired).

Recruitment by Authorizer Analysis – Average Days to Recruit Over Time (HRMSi, EDW)

The Average Days to Recruit Over Time worksheet measures the average number of days from both vacancy start date to hire and application date to hire, for the past three calendar years and the current calendar year; average values for both measures are also given. This information is reported for each recruitment authorizer within a specified top-level employing organization.

Recruitment by Authorizer Analysis – Average Days to Recruit (HRMSi, EDW)

The Average Days to Recruit worksheet measures the average number of days from both the vacancy start date to hire and the application date to hire; average values for both measures are also shown. This information is given for each recruitment authorizer within a specified top-level employing organization during a specified calendar year in which the applicant was hired.

Recruitment by Authorizer Analysis – Vacancy Activity (HRMSi, EDW)

The Vacancy Activity worksheet provides information for a specified authorizer on the status of each vacancy. It reports the number of openings, vacancy start and end dates, the number of applicants at each recruitment stage, the average days from vacancy start and application to hire, and the number of openings remaining.

Recruitment by Recruiter Analysis – Average Days to Recruit by Organization (HRMSi, EDW)

The Average Days to Recruit by Organization worksheet measures both the average number of days from the vacancy start date to hire and from the application date to hire; average values for both measures are given for each organization and overall. This information is reported for each recruiter within all top-level employing organizations during a specific calendar year (the year the applicant was hired).

Recruitment by Recruiter Analysis – Average Days to Recruit by Stage and Job Category (HRMSi, EDW)

The Average Days to Recruit by Stage and Job Category worksheet measures the average number of days from the start of the application to each recruitment stage (end of application, first interview, second interview, offer, acceptance, and hire). This is reported for each job category and each recruiter, during a specified calendar year (the year the applicant was hired).

Recruitment by Recruiter Analysis – Average Days to Recruit by Stage and Job (HRMSi, EDW)

The Average Days to Recruit by Stage and Job worksheet measures the average number of days from the start of the application to each recruitment stage (end of application, first interview, second interview, offer, acceptance, and hire). This is reported for each job and for a specified recruiter, during a specified calendar year (the year the applicant was hired).

Recruitment by Recruiter Analysis – Average Days to Recruit Over Time (HRMSi, EDW)

The Average Days to Recruit Over Time worksheet measures the average number of days from both vacancy start date to hire and application date to hire, for the past three calendar years and the current calendar year; average values for both measures are also given. This information is reported for each recruiter within a specified top-level employing organization.

Recruitment by Recruiter Analysis – Average Days to Recruit (HRMSi, EDW)

The Average Days to Recruit worksheet measures the average number of days from both the application date to hire and the vacancy date to hire; average values for both measures are also shown. This information is given for each recruiter within a specified top-level employing organization during a specified calendar year in which the applicant was hired.

Recruitment by Recruiter Analysis – Vacancy Activity (HRMSi, EDW)

The Vacancy Activity worksheet provides information for a specified recruiter on the status of each vacancy within a specified period. It reports the number of openings, vacancy start and end dates, the number of applicants at each recruitment stage, the average days from vacancy start and application to hire, and the number of openings remaining.

Recruitment Efficiency Comparison – Hires vs. Openings Summary (HRMSi)

This worksheet shows the rate of hires in your organization compared to job openings.

Recruitment Efficiency Comparison – Recruitment Activity Ratios (HRMSi)

This worksheet investigates the cost of your recruitment activities.

Recruitment Efficiency Comparison – Vacancy Ratios by Recruitment Activity (HRMSi)

This worksheet investigates how successful specific recruitment activities have been.

Recruitment Efficiency Comparison – Vacancy Ratios (HRMSi)

This worksheet investigates how successful your recruitment has been.

Recruitment Success Report (HRMSi)

This report provides a trend analysis showing the changes in recruitment success over a selected period of time. You can analyze the total number of openings recorded for vacancies, the total number of openings that have been filled, and the Performance Management Framework recruitment success targets.

Requisition Summary Report

Applicants and their interview schedules for a selection of vacancies.

Vacancy Ageing (Manager Hierarchy) Status PMV report (iRecruitment)

This PMV report measures the number of days between the start of the vacancy and the current date, for vacancies within a hiring manager hierarchy.

Vacancy Ageing (Organization Hierarchy) Status PMV report (iRecruitment)

This PMV report measures the number of days between the start of the vacancy and the current date, for vacancies within an organization hierarchy.

Vacancy Detail – by Grade (iRecruitment)

The By Grade worksheet enables you to report on the vacancies that exist with a specific grade. Grade Name is a page item on this worksheet so you can group your results by the vacancy grade.

Vacancy Detail – by Hiring Manager (iRecruitment)

The By Hiring Manager worksheet enables you to report on the vacancies associated with each hiring manager. Hiring Manager Name is a page item on this worksheet so you can group your results by vacancy hiring manager.

Vacancy Detail – by Job (iRecruitment)

The By Job worksheet enables you to report on the vacancies that exist for a specific job. Job Name is a page item on this worksheet so you can group your results by the vacancy job.

Vacancy Detail – by Location (iRecruitment)

The By Location worksheet enables you to report on the vacancies available at each location. Location Name is a page item on this worksheet so you can group your results by the location of the vacancy.

Vacancy Detail – by Organization (iRecruitment)

The By Organization worksheet enables you to report on the vacancies that are available in each of your organizations.

Vacancy Detail – by Position (iRecruitment)

The By Position worksheet enables you to report on the vacancies that exist for a specific position. Position Name is a page item on this worksheet so you can group your results by vacancy position.

Vacancy Detail – by Recruiter (iRecruitment)

The By Recruiter worksheet enables you to report on the vacancies associated with each recruiter. Recruiter Name is a page item on this worksheet so you can group your results by vacancy recruiter.

Vacancy Detail – by Vacancy Status (iRecruitment)

The By Vacancy Status worksheet enables you to report on the vacancies with each vacancy status. Vacancy Status is a page item on this worksheet so you can group your results by vacancy status.

Vacancy Detail – Detail (iRecruitment)

The Detail Worksheet enables you to report on the details of the vacancies in your organization hierarchy.

Vacancy Hire Success (Organization Hierarchy) Template Analytics by Year (HRMSi)

This worksheet enables you to see vacancy success for each year. The template worksheets provide a starting point for developers to create analytic reports.

Vacancy Hire Success (Organization Hierarchy) Template Analytics Detail (HRMSi)

This worksheet calculates the vacancy success rates for vacancies with the same opening and closing dates, for each organization, location, job, grade, and position. The template worksheets provide a starting point for developers to create analytic reports.

Vacancy Status (System Defaults – Manager Hierarchy) Status PMV report (iRecruitment)

This PMV report measures the number of vacancies at each vacancy status as of the current date, within a hiring manager hierarchy. These reports only include the vacancy statuses supplied with the application. Any vacancy statuses you have added will not be taken into account by these reports.

Vacancy Status (System Defaults – Organization Hierarchy) Status PMV report (iRecruitment)

This PMV report measures the number of vacancies at each vacancy status as of the current date, within an organization hierarchy. These reports only include the vacancy statuses supplied with the application. Any vacancy statuses you have added will not be taken into account by these reports.

Vacancy Success (Organization Hierarchy) Trend Analytics By Bi Month (HRMSi)

This worksheet provides a trend analysis showing the changes in vacancy success over a selected period of time group by bimonthlies.

Vacancy Success (Organization Hierarchy) Trend Analytics By Month (HRMSi)

This worksheet provides a trend analysis showing the changes in vacancy success over a selected period of time group by months.

Vacancy Success (Organization Hierarchy) Trend Analytics By Quarter (HRMSi)

This worksheet provides a trend analysis showing the changes in vacancy success over a selected period of time group by quarters.

Vacancy Success (Organization Hierarchy) Trend Analytics By Semi Year (HRMSi)

This worksheet provides a trend analysis showing the changes in vacancy success over a selected period of time group by semi-years.

Vacancy Success (Organization Hierarchy) Trend Analytics By Year (HRMSi)

This worksheet provides a trend analysis showing the changes in vacancy success over a selected period of time group by years.

Vacancy Success (Organization Hierarchy) Status Analytics by Geography Area (HRMSi)

This worksheet provides a trend analysis showing the changes in vacancy success across geographical areas.

Vacancy Success (Organization Hierarchy) Status Analytics by Organization (HRMSi)

This worksheet provides a trend analysis showing the changes in vacancy success across organizations in your enterprise.

Vacancy Time from Fill to Start (Manager Hierarchy) Status (iRecruitment)

This PMV report measures the average number of days between filling a vacancy and the employee starting, for vacancies that started in the reporting period, and vacancies within a hiring manager hierarchy.

Vacancy Time from Fill to Start (Organization Hierarchy) Status (iRecruitment)

This PMV report measures the average number of days between filling a vacancy and the employee starting, for vacancies that started in the reporting period, and vacancies within an organization hierarchy.

Vacancy Time to Start (Manager Hierarchy) Status PMV report (iRecruitment)

This PMV report measures the average number of days between the start of the vacancy and the date upon which the successful applicant becomes an employee, for vacancies that start in the reporting period, and vacancies within a hiring manager hierarchy.

Vacancy Time to Start (Organization Hierarchy) Status PMV report (iRecruitment)

This PMV report measures the average number of days between the start of the vacancy and the date upon which the successful applicant becomes an employee, for vacancies that start in the reporting period, and vacancies within an organization hierarchy.

Workforce Recruitment Stage Analysis – Average Days to Recruit by Stage and Job Category (HRMSi, EDW)

The Average Days to Recruit by Stage and Job Category worksheet provides recruitment information for each job category in a top-level employing organization within a specified calendar year. It reports the average number of days from application to termination (the date the application was ended by the employer or applicant), first interview, second interview, offer, acceptance, and hire.

Workforce Recruitment Stage Analysis – Average Days to Recruit by Stage and Job (HRMSi, EDW)

The Average Days to Recruit by Stage and Job worksheet provides recruitment information for each job (for example, Line Manager or Sales Person) in a top-level employing organization within a specified calendar year. You can report on the average number of days from application to termination (the date the application was ended by the employer or applicant), first interview, second interview, offer, acceptance, and hire.

Workforce Recruitment Stage Analysis – Efficiency (Average Days) (HRMSi, EDW)

The Efficiency (Average Days) worksheet provides information concerning the recruitment efficiency of each top-level employing organization for a specified calendar year. It reports the average number of days from application to termination (the

date the application was ended by the employer or applicant), first interview, second interview, offer, acceptance, and hire.

Workforce Recruitment Stage Analysis – Recruitment by Age Band (HRMSi, EDW)

The Recruitment by Age Band worksheet provides a recruitment summary by age band for a selected top-level employing organization. You can report on the following measures: head count, full time equivalent, average number of days between application and hire for each assignment by organization and year, and average number of days between vacancy start and hire for each assignment by organization and year.

Workforce Recruitment Stage Analysis – Recruitment by Disability Status (HRMSi, EDW)

The Recruitment by Disability Status worksheet provides a recruitment summary by disability status (disabled, not disabled, or undefined) for a selected top-level employing organization. You can report on the following measures: head count, full time equivalent, average number of days between application and hire for each assignment by organization and year, and average number of days between vacancy start and hire for each assignment by organization and year.

Workforce Recruitment Stage Analysis – Recruitment by Gender (HRMSi, EDW)

The Recruitment by Gender worksheet provides a recruitment summary by gender for a selected top-level employing organization. You can report on the following measures: head count, full time equivalent, average number of days between application and hire for each assignment by organization and year, and average number of days between vacancy start and hire for each assignment by organization and year.

Workforce Recruitment Stage Analysis – Recruitment by Location (HRMSi, EDW)

The Recruitment by Location worksheet provides a recruitment summary by location for a selected top-level employing organization. You can report on the following measures: head count, full time equivalent, average number of days between application and hire for each assignment by organization and year, and average number of days between vacancy start and hire for each assignment by organization and year.

Workforce Recruitment Stage Analysis – Recruitment by Organization (HRMSi, EDW)

The Recruitment by Organization worksheet provides a recruitment summary for a specified top-level employing organization. You can report on the following measures: head count, full time equivalent, average number of days between application and hire for each assignment by organization and year, and average number of days between vacancy start and hire for each assignment by organization and year.

Workforce Recruitment Stage Analysis – Vacancy Activity by Job (HRMSi, EDW)

The Vacancy Activity by Job worksheet provides information for a specified top-level employing organization and job on the status of each vacancy; for example, the number of openings, vacancy start and end dates, the number of applicants at each recruitment stage, the average days from vacancy start and application to hire, and the number of openings remaining.

Workforce Recruitment Stage Analysis – Vacancy Activity (HRMSi, EDW)

The Vacancy Activity worksheet provides information for a specified top-level employing organization on the status of each vacancy; for example, the number of

openings, vacancy start and end dates, the number of applicants at each recruitment stage, the average days from vacancy start and application to hire, and the number of openings remaining.

People Management

Annualized Turnover (HRMSi, DBI)

This report displays the annualized employee headcount turnover for the selected top line manager.

Annualized Turnover Status (HRMSi, DBI)

The report displays the percentage-annualized turnover for the top line manager. You access this report from the Total column in the Annualized Turnover report.

Annualized Turnover Trend (HRMSi, DBI)

This report shows changes in the annualized employee headcount turnover over time for the selected top line manager. The report categorizes turnover into voluntary and involuntary separations.

Assignment Status Report

All employees, applicants or both assigned to selected work structures.

Company Certificate Report (Spain)

Contains the personal, employment, and social security information of an employee who is terminated or on leave such as maternity leave or leave due to suspended assignment.

Employee Anniversary and Birthday (Multiple Hierarchies) Detail – by Organization Hierarchy

The Organization Hierarchy worksheet allows you to report on employee anniversaries (total service) and birth date (in the format DD-MON). Employees are listed by organization. Total and current service calculations are in respect of the system date (SYSDATE).

Employee Anniversary and Birthday (Multiple Hierarchies) Detail – by Supervisor Hierarchy

The Supervisor Hierarchy worksheet enables you to report on employee anniversaries (total service) and birth date (in the format DD-MON).

Employee by Supervisor (Multiple Hierarchies) Status – by Organization Hierarchy

The Organization Hierarchy worksheet enables you to report on the supervisor hierarchy and salary details for your employees, by organization.

Employee by Supervisor (Multiple Hierarchies) Status – by Supervisor Hierarchy

The Supervisor Hierarchy worksheet enables you to report on the supervisor hierarchy and salary details for your employees by supervisor.

Employee Composition Detail – by Assignment Details

This worksheet enables you to analyze workforce assignment details by organization, job, position, or grade.

Employee Composition Detail – by Salary Band

This worksheet enables you to analyze the distribution of employees within an organization by length of service.

Employee Composition Detail – by Time In Service Band

This worksheet enables you to analyze the distribution of employees within an organization by length of service.

Employee Hired or Terminated Detail for Organization Hierarchy

This worksheet enables you to report on employees who terminated or were hired within two specified dates for a given organization and its subordinate organizations.

Employee Mailing Address (Multiple Hierarchies, United Status Specific) Detail – by Organization Hierarchy (US)

The Organization Hierarchy worksheet enables you to report on employee current primary addresses in a United States legislation specific address format, for a given organization and its subordinate organizations.

Employee Mailing Address (Multiple Hierarchies, United Status Specific) Detail – by Supervisor Hierarchy (US)

The Supervisor Hierarchy worksheet enables you to report on employee current primary addresses in a United States legislation specific address format, for a given supervisor and his/her subordinates.

Employee Mailing Address (Multiple Hierarchies) Detail – by Organization Hierarchy

This Worksheet enables you to report on current employee primary addresses in a non-legislative specific address format, for a given organization and its subordinate organizations.

Employee Mailing Address (Multiple Hierarchies) Detail – Supervisor Hierarchy

This Worksheet enables you to report on current employee primary addresses in a non-legislative specific address format, for a given supervisor and his/her subordinates.

Employee Movement by Organization Analysis – Hires

This worksheet displays hire information in detail. The worksheet enables you to analyze hire information by job, position, assignment, or location. It enables you to analyze hire trends within an organization, and analyze skills required within an organization.

Employee Movement by Organization Analysis – Hires, Terminations and Transfers by Quarter (HRMSi)

This worksheet enables you to view high-level information about the value of hires, terminations, and transfers in all organizations within your Business Group, by year quarter. The resulting information allows you to analyze workforce changes by quarter, and compare workforce change across all organizations within a Business Group.

Employee Movement by Organization Analysis – Terminations

This worksheet enables you to analyze terminations within your organizations in detail. For each termination you can: Analyze employee termination across all organizations within a Business Group.

Employee Movement by Organization Analysis – Transfers In

This worksheet enables you to investigate the total budget value of people transferring into different organizations in your Business Group. For each transfer you can analyze the organization transferred from, the location transferred from, and the position/job transferred from.

Employee Movement by Organization Analysis – Transfers Out

This worksheet investigates the total budget value of people transferring out of different organizations in your Business Group. For each transfer out you can analyze the organization transferred to, the location transferred to, and the position/job transferred to.

Employee Organization Transfer (Multiple Hierarchies) Detail – by Organization Hierarchy

This worksheet enables you to report on employee primary assignment organization transfers during a given period for a given organization and its subordinate organizations. The worksheet output includes the employee primary assignment details before and after the transfer, including job name, organization name, and supervisor name.

Employee Organization Transfer (Multiple Hierarchies) Detail – by Supervisor Hierarchy

This worksheet enables you to report on employee primary assignment organization transfers during a given period for a given supervisor and his/her subordinates. The worksheet output includes the employee primary assignment details before and after the transfer, including job name, organization name, and supervisor name.

Employee Primary Assignment (Multiple Hierarchies) Detail – by Organization Hierarchy

The Organization Hierarchy worksheet enables you to report on basic employee details by employee primary assignment. Employees are listed for each organization and for subordinate organizations.

Employee Primary Assignment (Multiple Hierarchies) Detail – by Supervisor Hierarchy

The Supervisor Hierarchy worksheet enables you to report on basic employee details by employee primary assignment. Employees are listed for a given Supervisor and his/her subordinates.

Employee Primary Assignment Count (by Location and Employment Category, Multiple Hierarchies) Comparison – by Organization Hierarchy (HRMSi)

The Organization Hierarchy worksheet enables you to calculate employee primary assignment numbers by location for a given organization. You can use the worksheet parameters to include specific assignment statuses or exclude particular person types to suit your requirements.

Employee Primary Assignment Count (by Location and Employment Category, Multiple Hierarchies) Comparison – by Supervisor Hierarchy (HRMSi)

The Supervisor Hierarchy worksheet enables you to calculate employee primary assignment numbers by location for a given supervisor. You can use the worksheet parameters to include specific assignment statuses or exclude particular person types to suit your requirements.

Employee Primary Assignment Count (by Location and Employment Category, Multiple Hierarchies) Comparison – by Without Organization Hierarchy (HRMSi)

The Without Organization Hierarchy worksheet enables you to calculate employee primary assignment numbers by location without using organization or supervisor hierarchies. You can use the worksheet parameters to include specific assignment statuses or exclude particular person types to suit your requirements.

Employee Primary Assignment Count (by Organization and Employment Category, Multiple Hierarchies) Comparison – by Organization Hierarchy (HRMSi)

The Organization Hierarchy worksheet enables you to report on employee primary assignment numbers for a given organization. The worksheet parameters enable you customize the worksheet output to suit your own requirements; for example, you can choose assignment types to include or person types to exclude from the worksheet.

Employee Primary Assignment Count (by Organization and Employment Category, Multiple Hierarchies) Comparison – by Organization Hierarchy (Rollup) (HRMSi)

The Organization Hierarchy (Rollup) worksheet allows you to report on employee primary assignment numbers by Organization Rollup for a given organization. The worksheet parameters enable you customize the worksheet output to suit your own requirements; for example, you can choose assignment types to include or person types to exclude from the worksheet.

Employee Primary Assignment Count (by Organization and Employment Category, Multiple Hierarchies) Comparison – by Supervisor Hierarchy (HRMSi)

The Supervisor Hierarchy worksheet enables you to report on employee primary assignment numbers by organization for a given supervisor. The worksheet parameters enable you customize the worksheet output to suit your own requirements; for example, you can choose assignment types to include or person types to exclude from the worksheet.

Employee Separation (Organization Hierarchy) Template Analytics by Year, Organization and Separation Category (HRMSi)

This investigates separations from the workforce for different organizations and different leaving reasons over yearly periods. The template worksheets provide a starting point for developers to create analytic reports.

Employee Separation (Organization Hierarchy) Template Analytics Details (HRMSi)

This worksheet tells you how separations from your workforce vary across different groups within your organization, such as organization, job, and location. For any date, you can see how many separations have occurred within each organization, location, job, grade, position, separation category, and separation reason. The template worksheets provide a starting point for developers to create analytic reports.

Employee Separation by Competence (Organization Hierarchy) Status Analytics by Geography Area (HRMSi)

This worksheet compares employee competencies to separations across geographical areas.

Employee Separation by Competence (Organization Hierarchy) Status Analytics by Organization (HRMSi)

This worksheet compares employee competencies to separations across organizations.

Employee Separation by Competence (Organization Hierarchy) Status Analytics by Rank Level (HRMSi)

This worksheet enables you to see the number of people who have separated from the workforce who hold competencies at a specific rank level.

Employee Separation by Competence (Organization Hierarchy) Status Analytics by Scale Level (HRMSi)

This worksheet enables you to see the number of people who have separated from the workforce who hold competencies at a specific scale level.

Employee Separation by Competence (Organization Hierarchy) Trend Analytics by Bi Month (HRMSi)

This worksheet compares employees' competencies, to the rate of separation, grouped by bimonthlies.

Employee Separation by Competence (Organization Hierarchy) Trend Analytics by Month (HRMSi)

This worksheet compares employees' competencies to the rate of separation, grouped by months.

Employee Separation by Competence (Organization Hierarchy) Trend Analytics by Quarter (HRMSi)

This worksheet compares employees' competencies to the rate of separation, grouped by quarters.

Employee Separation by Competence (Organization Hierarchy) Trend Analytics by Semi Year (HRMSi)

This worksheet compares employees' competencies, to the rate of separation, grouped by semi-years.

Employee Separation by Competence (Organization Hierarchy) Trend Analytics by Year (HRMSi)

This worksheet compares employees' competencies, to the rate of separation, grouped by years.

Employee Separation by Length of Work (Organization Hierarchy) Status Analytics by Geography Area (HRMSi)

This worksheet compares employees' length of service within each geographical area.

Employee Separation by Length of Work (Organization Hierarchy) Status Analytics by Organization (HRMSi)

This worksheet compares employees' length of service within each organization.

Employee Separation by Length of Work (Organization Hierarchy) Status Analytics by Separation Category & Reason (HRMSi)

This worksheet compares the length of service of employees who have separated from your enterprise, grouped by separation category and reason.

Employee Separation by Length of Work (Organization Hierarchy) Trend Analytics by Bi Month (HRMSi)

This worksheet compares the amount of time people have been with your enterprise, to the separation rate over time, within each bimonthly.

Employee Separation by Length of Work (Organization Hierarchy) Trend Analytics by Month (HRMSi)

This worksheet compares the amount of time people have been with your enterprise, to the separation rate over time, within each month.

Employee Separation by Length of Work (Organization Hierarchy) Trend Analytics by Quarter (HRMSi)

This worksheet compares the amount of time people have been with your enterprise, to the separation rate over time, within each quarter.

Employee Separation by Length of Work (Organization Hierarchy) Trend Analytics by Semi Year (HRMSi)

This worksheet compares the amount of time people have been with your enterprise, to the separation rate over time, within each semi-year.

Employee Separation by Length of Work (Organization Hierarchy) Trend Analytics by Year (HRMSi)

This worksheet compares the amount of time people have been with your enterprise, to the separation rate over time, within each year.

Employee Separation by Reason (Organization Hierarchy) Status Analytics by Geography Area (HRMSi)

This worksheet investigates the different reasons for separations within geographical areas. You can determine if employees in different areas leave your enterprise for different reasons.

Employee Separation by Reason (Organization Hierarchy) Status Analytics by Organization (HRMSi)

This worksheet investigates the different reasons for separations within organizations. You can determine if employees in different organizations leave your enterprise for different reasons.

Employee Separation by Reason (Organization Hierarchy) Status Analytics by Separation Category (HRMSi)

This worksheet investigates the different reasons employees leave your enterprise within each separation category.

Employee Separation by Reason (Organization Hierarchy) Trend Analytics by Bi Month (HRMSi)

This worksheet enables you to investigate the different reasons why your enterprise is losing workforce over time, grouped by bimonthly.

Employee Separation by Reason (Organization Hierarchy) Trend Analytics by Month (HRMSi)

This worksheet enables you to investigate the different reasons why your enterprise is losing workforce over time, grouped by month.

Employee Separation by Reason (Organization Hierarchy) Trend Analytics by Quarter (HRMSi)

This worksheet enables you to investigate the different reasons why your enterprise is losing workforce over time, grouped by quarter.

Employee Separation by Reason (Organization Hierarchy) Trend Analytics by Semi Year (HRMSi)

This worksheet enables you to investigate the different reasons why your enterprise is losing workforce over time, grouped by semi-year.

Employee Separation by Reason (Organization Hierarchy) Trend Analytics by Year (HRMSi)

This worksheet enables you to investigate the different reasons why your enterprise is losing workforce over time, grouped by year.

Employee Summary Report

Addresses, contacts, periods of service, assignments, special information, personal payment methods and element entries for a selected employee.

Employee Termination (Organization Hierarchy) Detail – Detail

This worksheet enables you to report on employees that have separated within a specified time period. Employees are listed for a given organization and its subordinate organizations.

Employee Termination with Comments (Organization Hierarchy) Detail – Detail

This worksheet enables you to report on the employees that have separated within a specified time period. Employees are listed for a given organization and its subordinate organizations.

Employment Certification Report (Hungary)

Contains the personal, job, and pension information of a terminated employee.

Employment Equity Report

Outlines the required information needed for the Employment Equity report required by Canadian Employment Equity Act.

Employment Equity Templates (Payroll) (South Africa)

Outlines the required information needed for Employment Equity as defined by the Department of Labour.

Employment Equity Workforce Profile Report (Payroll) (South Africa)

Outlines the required information needed for Employment Equity as defined by the Department of Labour.

Full Applicant Details

Applications and applicant interviews for one applicant.

Full Assignment Details

Assignment information including periods of service, payment methods, and element entries for one employee.

Full Person Details

Addresses and information entered in the Person window such as name, date of birth, nationality and work telephone number for one employee.

Full Personal Details Report Set

Person details, applicant details, assignment details and work details for one employee.

Full Work Details

Miscellaneous work information including special information, absences, recruitment activities and contacts for one employee.

Head Count Detail Report

The number and type of workers within an organization, as well as attrition rate data.

Headcount (HRMSi, DBI)

This report displays the total employee headcount of the direct reports of the selected top line manager.

Headcount by Country Trend (HRMSi, DBI)

This report shows changes in headcount over time for the four countries with the highest head count for the selected top line manager.

Headcount Transfer (Plus) Detail (HRMSi, DBI)

The report displays the employee records that comprise the total value you drilled from in the head count report, including transfers and reorganizations. You access this report from the Plus-Transfer column in the parent head count report.

Headcount Hire Detail (HRMSi, DBI)

This report lists the records that comprise the Plus-Hire value you drilled from in the Headcount report, including hires, re-hires and secondary assignment starts. You access this report from the Plus-Hire column in the Headcount report.

Headcount Termination Detail (HRMSi, DBI)

The report displays the employee records that make up the total value you drilled from in the Headcount report. The report lists employees who have terminated from the manager's hierarchy in the given period, together with supporting details.

Headcount Transfer (Minus) Detail (HRMSi, DBI)

The report displays the employee records that comprise the total value you drilled from the Headcount report, including transfers and reorganizations. The report provides information about employees who have moved out of the selected manager's hierarchy.

HRMS Profile Options Report

Use this report to list the values of the profile options for your HRMS installation. The report also identifies which profile options have not been set for your installation.

Human Resource Setup Detail – Employee Anniversary Birthdays

This worksheet enables you to view employee birthdays and start dates. The worksheet also enables you to view other employee information, for example, length of service, employee number, and supervisor name.

Human Resource Setup Detail – Employee Assignment by Organization

This worksheet enables you to report on the assignments within an organization, by choosing a top organization and including subordinates.

Human Resource Setup Detail – Employee Assignment by Organization Rollup

This worksheet enables you emulate the rollup flexibility of HRMSi Reports by using an organization hierarchy to control the information displayed.

Human Resource Setup Detail – Employee Job History

This worksheet enables you to view employee job history across your organization.

Human Resource Setup Detail – Employee List with Length of Work

This worksheet enables you to analyze deployment factors associated with positions, people in specific positions, and position applicants.

Human Resource Setup Detail – Employee Separation with Equal Opportunity (United States Specific)

This worksheet enables you to analyze terminations with ethnic origin over a specific time period.

Human Resource Setup Detail – Person Home Address

This worksheet enables you to view the primary addresses of employees.

Invalid Address Report

Lists employee address information inconsistencies.

Law SAMEN Report (Organization Structure)and Law SAMEN Report (Dutch Region) (Netherlands)

The Law SAMEN report (Organization Structure) reports on employees within an organization structure. The Law SAMEN Report (Dutch Region) reports on employees within a specific Dutch region.

National Defense Report (Hungary)

Contains a list of male employees who are available to perform a national defense role.

New Hire State Magnetic Media Report (US)

Report on newly hired and rehired employees using magnetic media.

New Hire State Report (US)

Report on newly hired or rehired employees.

Period of Service Reports (Germany)

Generates reports of an employee's periods of service using selected criteria.

Person/Assignment History Detail – Application

This worksheet enables you to analyze an applicant's assignment record between the start and end of an application. For each employee you can examine the total number

of applications, the number of successful applications, and the length of time between different application stages.

Person/Assignment History Detail – Employee Separation

This worksheet enables you track termination reasons by type, date, and length of service, allowing you to spot trends among leavers. For each termination, you can compare termination reasons to discover trends, and compare the length of time in an organization against time in a job.

Person/Assignment History Detail – Person Assignment

This worksheet enables you to analyze an employee's assignment history between specific dates. For each employee you can examine the current assignment, and details of previous assignments.

Person Full History Report

This report lists the personal and professional details of the employees and contingent workers in your enterprise, including assignments, salary, and contact details.

Person Synchronization Report

This report shows details of any person in your current business group who also has a record in another business group on the specified date.

RED System : New Hires, Leavers, and Contract Changes Report (Spain)

This report contains information about the workforce and contract changes within an enterprise.

Saudi Contract Expiry Report (SA)

The Saudi Contract Expiry Report creates a list of all the contracts that will expire in a user specified period of time.

Saudi Iqama Expiry Report (SA)

The Saudi Iqama Expiry Report creates a list of all the iqamas that will expire in a user specified period of time.

Saudi Passport Expiry Report (SA)

The Saudi Passport Expiry Report creates a list of all the passports that will expire in a user specified period of time.

Separations By Competence Report (HRMSi)

This report is run from the Separations by Leaving Reason report. When employees leave your enterprise you lose the competencies they possess. This can become a problem if you continue to lose people with the same abilities. This report investigates the competencies and levels of proficiency you are losing.

Separations By Leaving Reason Report (HRMSi)

This report is run from the Workforce Losses report. This report enables you to investigate the different reasons why your enterprise is losing workforce. It only

includes the workforce that has left your enterprise. It does not include workforce that has transferred to a different area of your enterprise or assignments that have ended or been suspended.

Separations By Service Bands Report (HRMSi)

This report is run from the Separations by Leaving Reason report. This report investigates the relationship between the reasons people give for leaving and the amount of time they have been with your enterprise.

Separations Trend by Leaving Reason Report (HRMSi)

Use this report to investigate the trends in why people are leaving your enterprise. This report runs from the Workforce Losses report.

Separations Trend by Service Band Report (HRMSi)

Use this report to investigate the trends in the length of time employees remain with your enterprise. This report runs from the Workforce Losses report.

Social Health Insurance Report (Netherlands)

Employees who have started and/or ended the social health insurance within a date range.

Tenure Notification Reports (including Tenured Status, Non-Tenured Status, Tenure Track Status and Tenure Review) (US)

These notification reports are available for you to send to faculty members and their academic manager during the Tenure process

Terminations Report

The number of employees from selected organizations leaving your enterprise within a particular period, and the reason for leaving.

Terminations with Active Support Order Report (US)

Run this report to view employees with an active support order at the time of termination.

Turnover Detail (HRMSi, DBI)

This report lists the ex-employees who comprise the value you drilled from the Annualized Turnover Status report. The report is the sum of the headcount of assignment ends that occur at the same time as a termination.

Worker Organization Movements Report

New starters, terminations, transfers in, and transfers out of a selected organization or organization hierarchy.

Workforce Assignment Activity Analysis – Grade Changes (HRMSi, EDW)

The Grade Changes worksheet provides a summary of the head count or full time equivalent, or the average number of months between grade changes, for a specified

top-level employing organization within a particular calendar year, for employees changing grade.

Workforce Assignment Activity Analysis – Location Changes (HRMSi, EDW)

The Location Changes worksheet provides a summary of the head count or full time equivalent for people changing locations for a specified top-level employing organization within a specified calendar year.

Workforce Assignment Activity Analysis – Organization Changes (HRMSi, EDW)

The Organization Changes worksheet provides a summary of the head count or full-time equivalent for employees changing organizations within a specified calendar year. Initially only the top-level employing organizations are displayed; you need to drill down to see transfers between organizations further down the organizational hierarchy.

Workforce Comparison Report (HRMSi)

The workforce assigned to different types of jobs can vary over time. This report compares the workforce assigned to up to three job categories over time. For example, you could compare the number of managers against the number of technical staff you employed last year.

Workforce Composition Analysis – Composition by Age Band (HRMSi, EDW)

The Composition by Age Band worksheet provides a summary of person head count or full-time equivalent by employee age band for a specified top-level employing organization and a specified period of time. All workforce composition data collected in that period will be included.

Workforce Composition Analysis – Composition by Disability Status (HRMSi, EDW)

The Composition by Disability Status worksheet provides a summary of person head count or full-time equivalent by disability status (disabled, not disabled, or undefined) for a specified top-level employing organization within a specified period of time. All workforce composition data collected in that period will be included.

Workforce Composition Analysis – Composition by Gender (HRMSi, EDW)

The Composition by Gender worksheet provides a summary of person head count or full-time equivalent by gender for a specified top-level employing organization and a specified period of time. All workforce composition data collected in that period will be included.

Workforce Composition Analysis – Composition by Location (HRMSi, EDW)

The Composition by Location worksheet provides a summary of person head count or full-time equivalent, by location, for a specified top-level employing organization within a specified period of time. All workforce composition data collected in that period will be included.

Workforce Composition Analysis – Composition by Period of Service (HRMSi, EDW)

The Composition by Period of Service worksheet provides a summary of person head count or full-time equivalent by period of service for a specified top-level employing organization and a specified period of time. All workforce composition data collected in that period will be included.

Workforce Composition Analysis – Composition Summary (HRMSi, EDW)

The Composition Summary worksheet provides a summary of person head count or full-time equivalent for top-level employing organizations and for a specified period of time. All workforce composition data collected within that period will be included.

Workforce Count (Organization Hierarchy) Template Analytics by Year (HRMSi)

This worksheet analyses how your workforce fluctuates over time. The template worksheets provide a starting point for developers to create analytic reports.

Workforce Count (Organization Hierarchy) Template Analytics Detail (HRMSi)

This worksheet tells you how your workforce fluctuates across different groups within your organization, such as organization, job, and location. You view the detail for one year at a time. The template worksheets provide a starting point for developers to create analytic reports.

Workforce Count (Organization Hierarchy) Trend Analytics by Bi Month (HRMSi)

This worksheet calculates the Workforce Measurement Value (Head Count or FTE) of your workforce for each time period within the given date range grouped by bimonthlies.

Workforce Count (Organization Hierarchy) Trend Analytics by Month (HRMSi)

This worksheet calculates the Workforce Measurement Value (Head Count or FTE) of your workforce for each time period within the given date range grouped by months.

Workforce Count (Organization Hierarchy) Trend Analytics by Quarter (HRMSi)

This worksheet calculates the Workforce Measurement Value (Head Count or FTE) of your workforce for each time period within the given date range grouped by quarters.

Workforce Count (Organization Hierarchy) Trend Analytics by Semi Year (HRMSi)

This worksheet calculates the Workforce Measurement Value (Head Count or FTE) of your workforce for each time period within the given date range grouped by semi-years.

Workforce Count (Organization Hierarchy) Trend Analytics by Year and Geography (HRMSi)

This worksheet calculates the Workforce Measurement Value (Head Count or FTE) of your workforce for each time period within the given date range grouped by year and geography.

Workforce Count (Organization Hierarchy) Trend Analytics by Year and Organization (HRMSi)

This worksheet calculates the Workforce Measurement Value (Head Count or FTE) of your workforce for each time period within the given date range grouped by year and organization.

Workforce Count (Organization Hierarchy) Trend Analytics by Year (HRMSi)

This worksheet calculates the Workforce Measurement Value (Head Count or FTE) of your workforce for each time period within the given date range grouped by years.

Workforce Count by Job Category (Organization Hierarchy) Trend Analytics by Bi Month (HRMSi)

This worksheet calculates the Workforce Measurement Value (Head Count or FTE) of your workforce, broken down by job category, for each bimonthly within the given date range.

Workforce Count by Job Category (Organization Hierarchy) Trend Analytics by Month (HRMSi)

This worksheet calculates the Workforce Measurement Value (Head Count or FTE) of your workforce, broken down by job category, for each month within the given date range.

Workforce Count by Job Category (Organization Hierarchy) Trend Analytics by Quarter (HRMSi)

This worksheet calculates the Workforce Measurement Value (Head Count or FTE) of your workforce, broken down by job category, for each quarter within the given date range.

Workforce Count by Job Category (Organization Hierarchy) Trend Analytics by Semi Year (HRMSi)

This worksheet calculates the Workforce Measurement Value (Head Count or FTE) of your workforce, broken down by job category, for each semi-year within the given date range.

Workforce Count by Job Category (Organization Hierarchy) Trend Analytics by Year (HRMSi)

This worksheet calculates the Workforce Measurement Value (Head Count or FTE) of your workforce, broken down by job category, for each year within the given date range.

Workforce Count Change (Organization Hierarchy) Status Analytics by Geography Area (HRMSi)

This worksheet calculates the Workforce Measurement Value (Head Count or FTE) of your workforce grouped by geographical area.

Workforce Count Change (Organization Hierarchy) Status Analytics by Organization (HRMSi)

This worksheet calculates the Workforce Measurement Value (Head Count or FTE) of your workforce grouped by organization.

Workforce Count Change (Organization Hierarchy) Status Analytics by Separation Category (HRMSi)

This worksheet calculates the Workforce Measurement Value (Head Count or FTE) of your workforce grouped by separation category.

Workforce Count Change by Job Category (Organization Hierarchy) Status Analytics by Geography Area (HRMSi)

This worksheet calculates the Workforce Measurement Value (Head Count or FTE) of your workforce, broken down by job category, and grouped by geographical area.

Workforce Count Change by Job Category (Organization Hierarchy) Status Analytics by Grade (HRMSi)

This worksheet calculates the Workforce Measurement Value (Head Count or FTE) of your workforce, broken down by job category, and grouped by grade.

Workforce Count Change by Job Category (Organization Hierarchy) Status Analytics by Job (HRMSi)

This worksheet calculates the Workforce Measurement Value (Head Count or FTE) of your workforce, broken down by job category, and grouped by job.

Workforce Count Change by Job Category (Organization Hierarchy) Status Analytics by Organization (HRMSi)

This worksheet calculates the Workforce Measurement Value (Head Count or FTE) of your workforce, broken down by job category, and grouped by organization.

Workforce Count Change by Job Category (Organization Hierarchy) Status Analytics by Position (HRMSi)

This worksheet calculates the Workforce Measurement Value (Head Count or FTE) of your workforce, broken down by job category, and grouped by position.

Workforce Count KPI Status (HRMSi)

This Performance Management Viewer report provides you with a view of the Workforce Full Time Equivalent and Workforce head count KPI data, including target and actual values. The report displays table data by default; you can optionally display the data as a chart.

Workforce Count Report

The number and type of workers within an organization, as well as attrition rate data, in summary form.

Workforce Count Report (Spread Sheet Version)

The number and type of workers within an organization, as well as attrition rate data, in summary form. This version of the workforce count reports enables you to open the report in a spreadsheet format.

Workforce Gain (Organization Hierarchy) Status Analytics by Geography Area (HRMSi)

This worksheet lists the total losses that occurred within a given time period, grouped by geographical area.

Workforce Gain (Organization Hierarchy) Status Analytics by Grade (HRMSi)

This worksheet lists the total losses that occurred within a given time period, grouped by organization.

Workforce Gain (Organization Hierarchy) Status Analytics by Job (HRMSi)

This worksheet lists the total losses that occurred within a given time period, grouped by job.

Workforce Gain (Organization Hierarchy) Status Analytics by Organization (HRMSi)

This worksheet lists the total losses that occurred within a given time period, grouped by organization.

Workforce Gain (Organization Hierarchy) Status Analytics by Position (HRMSi)

This worksheet lists the total losses that occurred within a given time period, grouped by grade.

Workforce Gain (Organization Hierarchy) Template Analytics by Year and Organization (HRMSi)

This worksheet analyses how workforce gains have occurred, and compares the gains over time and across organizations. The template worksheets provide a starting point for developers to create analytic reports.

Workforce Gain (Organization Hierarchy) Template Analytics Detail (HRMSi)

This worksheet tells you how the gains occurred and how the gains have been deployed within the workforce. The template worksheets provide a starting point for developers to create analytic reports.

Workforce Gain (Organization Hierarchy) Trend Analytics by Bi Month (HRMSi)

This worksheet lists the total gains that occurred within a given date range grouped by bimonthlies.

Workforce Gain (Organization Hierarchy) Trend Analytics by Month (HRMSi)

This worksheet lists the total gains that occurred within a given date range grouped by months.

Workforce Gain (Organization Hierarchy) Trend Analytics by Quarter (HRMSi)

This worksheet lists the total gains that occurred within a given date range grouped by quarter years.

Workforce Gain (Organization Hierarchy) Trend Analytics by Semi Year (HRMSi)

This worksheet lists the total gains that occurred within a given date range grouped by semi-years.

Workforce Gain (Organization Hierarchy) Trend Analytics by Year (HRMSi)

This worksheet lists the total gains that occurred within a given date range grouped by years.

Workforce Gains Report (HRMSi)

Organizations within your enterprise may be gaining workforce for different reasons. This report investigates whether your workforce is increasing because of any of the following reasons: new employees are being hired by your enterprise, existing employees are being given new assignments in different parts of your enterprise, existing employees are transferring assignments to different parts of your enterprise, or employees' assignments are being re-activated from suspended to active.

Workforce Loss (Organization Hierarchy) Status Analytics by Geography Area (HRMSi)

This worksheet lists the total losses within a given time period, grouped by geographical area.

Workforce Loss (Organization Hierarchy) Status Analytics by Grade (HRMSi)

This worksheet lists the total losses within a given time period, grouped by grade.

Workforce Loss (Organization Hierarchy) Status Analytics by Job (HRMSi)

This worksheet lists the total losses within a given time period, grouped by job.

Workforce Loss (Organization Hierarchy) Status Analytics by Organization (HRMSi)

This worksheet lists the total losses within a given time period, grouped by organization.

Workforce Loss (Organization Hierarchy) Status Analytics by Position (HRMSi)

This worksheet lists the total losses within a given time period, grouped by Position.

Workforce Loss (Organization Hierarchy) Template Analytics by Year and Organization (HRMSi)

This worksheet analyses when and where workforce gains occur, and compares the gains over time and across organizations. The template worksheets provide a starting point for developers to create analytic reports.

Workforce Loss (Organization Hierarchy) Template Analytics Detail (HRMSi)

This worksheet tells you how losses occurred and where losses occurred within the workforce. The template worksheets provide a starting point for developers to create analytic reports.

Workforce Loss (Organization Hierarchy) Trend Analytics by Bi Month (HRMSi)

This worksheet lists the total losses that occurred within a given date range, grouped by bimonthly.

Workforce Loss (Organization Hierarchy) Trend Analytics by Month (HRMSi)

This worksheet lists the total losses that occurred within a given date range, grouped by month.

Workforce Loss (Organization Hierarchy) Trend Analytics by Position (HRMSi)

This worksheet lists the total losses that occurred within a given date range, grouped by position.

Workforce Loss (Organization Hierarchy) Trend Analytics by Quarter (HRMSi)

This worksheet lists the total losses that occurred within a given date range, grouped by quarter.

Workforce Loss (Organization Hierarchy) Trend Analytics by Semi Year (HRMSi)

This worksheet lists the total losses that occurred within a given date range, grouped by semi-year.

Workforce Loss (Organization Hierarchy) Trend Analytics by Year (HRMSi)

This worksheet lists the total losses that occurred within a given date range, grouped by year.

Workforce Losses Report (HRMSi)

This report investigates the different reasons you are losing workforce within your enterprise. Are you losing workforce because the workforce is transferring to different parts of your enterprise, because current employee assignments are ending, because employee assignments are being suspended, or because employees are leaving your enterprise?

Workforce Planning Summary Analysis – Composition by Location (HRMSi, EDW)

The Composition by Location worksheet provides a summary of person head count or full-time equivalent, by location, for a specified top-level employing organization and a specified period of time. All data collected in that period will be included.

Workforce Planning Summary Analysis – Composition Summary (HRMSi, EDW)

The Composition Summary worksheet provides a summary of workforce composition for a top-level employing organization for a specified period of time. All data collected within that period will be included.

Workforce Planning Summary Analysis – Organization Changes (HRMSi, EDW)

The Organization Changes worksheet provides a summary of the head count or full time equivalent for employees changing organizations within a specified calendar year. Initially only the top-level employing organizations are displayed; you need to drill down to see transfers between organizations further down the organizational hierarchy.

Workforce Planning Summary Analysis – Recruitment by Organization (HRMSi, EDW)

The Recruitment by Organization worksheet gives you a recruitment summary by top-level employing organization. You can report on the following measures: head count, full-time equivalent, average number of days between application and hire, and average number of days between vacancy start and hire.

Workforce Planning Summary Analysis – Recruitment Efficiency (Average Days) (HRMSi, EDW)

The Recruitment Efficiency (Average Days) worksheet provides information concerning efficiency of recruitment for a specified calendar year (based on the date employment started) for each top-level employing organization. You can report on the average number of days from application to termination (the date the application was ended by the employer or the applicant), first interview, second interview, offer, acceptance, and hire.

Workforce Planning Summary Analysis – Separation by Organization (HRMSi, EDW)

The Separation by Organization worksheet provides a summary of person head count or full-time equivalent by top-level employing organization.

Workforce Planning Summary Analysis – Voluntary/Involuntary Separation (HRMSi, EDW)

The Voluntary/Involuntary Separation worksheet provides a summary of person head count or full-time equivalent for a selected top-level employing organization by loss type (voluntary or involuntary) for the last 3 years and the current year.

Workforce Ratio Report (HRMSi)

The workforce assigned to different types of jobs can vary over time. This report compares the percentage of workforce assigned to up to three job categories over time. If you want to investigate the absolute number of employees for different job categories rather than the percentage of employees, you can run the related Workforce Comparison report from this report.

Workforce Separation Analysis – Separation by Age Band (HRMSi, EDW)

The Separation by Age band worksheet provides a summary of person head count or full-time equivalent by employee age band for a selected top-level employing organization.

Workforce Separation Analysis – Separation by Disability Status (HRMSi, EDW)

The Separation by Disabled Status worksheet provides a summary of person head count or full-time equivalent by disability status (disabled, not disabled, or undefined) for a selected top-level employing organization.

Workforce Separation Analysis – Separation by Gender (HRMSi, EDW)

The Separation by Gender worksheet provides a summary of person head count or full-time equivalent by gender for a selected top-level employing organization.

Workforce Separation Analysis – Separation by Organization (HRMSi, EDW)

The Separation by Organization worksheet provides a summary of the person head count or full-time equivalent by top-level employing organization.

Workforce Separation Analysis – Separation by Period of Service (HRMSi, EDW)

The Separation by Period of Service worksheet provides a summary of person head count or full-time equivalent by period of service for a selected top-level employing organization.

Workforce Separation Analysis – Separation by Period of Service and Reason (HRMSi, EDW)

The Separation by Period of Service and Reason worksheet provides a summary of person head count or full-time equivalent by period of service and separation reason for a selected top-level employing organization and calendar year (based on the year separation occurred).

Workforce Separation Analysis – Separation Reasons by Age Band, Disability Status, and Gender (HRMSi, EDW)

The Separation Reasons by Age Band, Disability Status, and Gender worksheet provides a summary of person head count or full-time equivalent by separation reason for a selected top-level employing organization, by age band, disability status, or gender.

Workforce Separation Analysis – Separation Reasons by Organization (HRMSi, EDW)

The Separation Reasons by Organization worksheet provides a summary of person head count or full-time equivalent for a selected top-level employing organization, by separation type (voluntary or involuntary) and separation reason (for example, disability, poor performance, end of contract etc.).

Workforce Separation Analysis – Voluntary/Involuntary Separation (HRMSi, EDW)

The Voluntary/Involuntary Separation worksheet provides a summary of person head count or full-time equivalent for a specified top-level employing organization by voluntary or involuntary separation type.

Workforce Separation by Rolling Month – Status PMV Report (HRMSi)

This report helps you monitor monthly FTE and head count separation. It provides a view of the Workforce FTE Separation and Workforce head count Separation Key Performance Indicator data, including target and actual values.

Workforce Summary Analysis Report (HRMSi)

This report is the first in a suite of reports that enables you to investigate workforce in your enterprise. You can review the losses, gains and total workforce you have in different organizations within your enterprise.

Competencies, Qualifications and Development

Competence (Skill) Development Detail – Competence Delivered by Training Activity

This worksheet enables you to view competencies delivered by training activities and events. The resulting information allows you to compare the competencies delivered by training to those required, and to analyze training efficiency.

Competence (Skill) Development Detail – Competence Requirement

This worksheet displays competence requirements for all organizations within a Business Group. The worksheet enables you to analyze competence requirements for Business Groups, organizations, jobs, positions, and grades. For each requirement you can investigate the competencies needed for a particular job, and the skills shortages within an organization.

Competence (Skill) Development Detail – Person Competence Profile

This worksheet enables you to analyze employee competency profiles by type. It allows you to view employees with similar competencies, and compare employees of similar grade.

Competence Levels

This report displays the proficiency levels of employees or applicants for a competence.

Competence Levels (Organization Hierarchy) Detail Analytics by Person with Rank (HRMSi)

This worksheet lists each individual that has the selected competence, and shows you both the proficiency level they have achieved, and the proficiency level translated into a proficiency rank.

Competence Levels (Organization Hierarchy) Detail Analytics by Person (HRMSi)

This worksheet lists the individuals who hold a selected competence and their proficiency levels for that competence.

Competence Match (Organization Hierarchy) Status Analytics by Organization and Location (HRMSi)

This worksheet enables you to see the each person's level of proficiency for the competencies for their job, grouped by organization and location.

Competence Match (Organization Hierarchy) Status Analytics by Person (HRMSi)

This worksheet enables you to see individuals' proficiency levels.

Competence Match (Organization Hierarchy) Status Analytics by Person Graph (HRMSi)

This worksheet breaks down each competence relevant to the selected job into percentages below, within, and above the required proficiency ranges for the job. It shows how an individual's competencies map to the requirement range.

Competence Match (Organization Hierarchy) Status Analytics Compare to Minimum Proficiency (HRMSi)

This worksheet compares people's proficiency levels with the minimum proficiency requirement for each competence relevant to their job.

Competence Match (Organization Hierarchy) Status Analytics Compare to Range (HRMSi)

This worksheet compares people's proficiency levels to the required proficiency range for each competence relevant to their job.

Group Competencies Report (HRMSi)

For each job and grade this report displays the proficiency levels for your employees or applicants in each required competence.

Individual Competencies Report (HRMSi)

This report is run from the Group Competencies report. This report compares an individual's competencies against the required competencies for the job and grade they hold. If your employee does not have the proficiency level you require, a training course may exist to help. By clicking on a competence, you can run the Training Classes By Competence report to display courses that offer the selected competence.

Learning Management

Delegate Chargeback (Training Center Hierarchy) Detail – Delegate Chargeback (OLM)

This worksheet investigates the amount transferred between two cost centers within an enterprise for internal student enrollments.

Employee Training Attendance Success (Organization Hierarchy) Status Analytics by Geography Area (HRMSi)

This worksheet investigates how successfully employees in different geographical areas are attending training courses.

Employee Training Attendance Success (Organization Hierarchy) Status Analytics by Organization (HRMSi)

This worksheet investigates how successfully employees in different organizations are attending training courses.

Employee Training Attendance Success (Organization Hierarchy) Template Analytics by Year (HRMSi)

This worksheet enables you to see training success for each year. The template worksheets provide a starting point for developers to create analytic reports.

Employee Training Attendance Success (Organization Hierarchy) Template Analytics Detail (HRMSi)

This worksheet calculates the training success rates for training events with the same start and end dates, for attendees in each organization, location, job, grade, and position. The template worksheets provide a starting point for developers to create analytic reports.

Employee Training Attendance Success (Organization Hierarchy) Trend Analytics By Bi Month (HRMSi)

This worksheet investigates how successfully employees are attending training courses, grouped by bimonthlies.

Employee Training Attendance Success (Organization Hierarchy) Trend Analytics By Month (HRMSi)

This worksheet investigates how successfully employees are attending training courses, grouped by months.

Employee Training Attendance Success (Organization Hierarchy) Trend Analytics By Quarter (HRMSi)

This worksheet investigates how successfully employees are attending training courses, grouped by quarters.

Employee Training Attendance Success (Organization Hierarchy) Trend Analytics By Semi Year (HRMSi)

This worksheet investigates how successfully employees are attending training courses, grouped by semi-years.

Employee Training Attendance Success (Organization Hierarchy) Trend Analytics By Year (HRMSi)

This worksheet investigates how successfully employees are attending training courses, grouped by years.

Event Player Progress – by Player Status (OLM)

This worksheet investigates the progress of your Oracle Learning Management hosted training events by the number of delegates at each Player Status. The Player Status categories are Completed, Passed, Incomplete, Not Attempted, and Failed.

Event Player Progress – by Total Time Taken Status (OLM)

This worksheet investigates the progress of your Oracle Learning Management hosted training events by the total time that delegates have been playing content of a course within the OLM player.

Event Player Progress – Completion Summary (OLM)

This worksheet presents all relevant completion details for OLM training events.

Event Ranking Status – by Attendance (HRMSi)

This worksheet enables you to analyze the popularity of training events by ranking them by course attendance.

Event Ranking Status – by Event Days (HRMSi)

This worksheet enables you to investigate the popularity of training events by ranking them by event days.

Event Resource (Training Center Hierarchy) Detail – Booked Resources per Event

This worksheet enables you to analyze the resources booked for specific training events.

Event Resource (Training Center Hierarchy) Detail – Event Enrollments

This worksheet enables you to investigate the number of students who enroll on an event, and the number of students who successfully attend the event.

Event Resource (Training Center Hierarchy) Detail – Events Without Trainer

This worksheet enables you to investigate the training events that have no associated trainer.

Event Resource (Training Center Hierarchy) Detail – Events Without Venue

This worksheet enables you to investigate training events that have no associated venue.

Event Resource (Training Center Hierarchy) Detail – Overbooked Resources

This worksheet enables you to analyze overbooked resources.

Event Resource (Training Center Hierarchy) Detail – Required Resources Missing

This worksheet enables you to investigate the resources that are required but have not been booked for a training event.

Event Resource (Training Center Hierarchy) Detail – Resource Checklist

This worksheet displays the list of resources required to successfully run a training event activity.

Event Resource (Training Center Hierarchy) Detail – Resource Schedule

This worksheet enables you to view the schedule for each training resource, to ensure that resources are not booked for more than one event at any one time.

Event Resource (Training Center Hierarchy) Detail – Suppliable Resources

This worksheet enables you to analyze the cost and availability of suppliable resources for your training event.

Event Resource (Training Center Hierarchy) Detail – Training Events

This worksheet enables you to investigate the location, start date, and duration of specific training events.

Player Progress Detail – by Player Status (OLM)

This worksheet enables you to analyze the progress of delegates on your OLM hosted training events by Player Status.

Player Progress Detail – by Total Time Taken Status (OLM)

This worksheet investigates the progress of individual delegates on your OLM hosted training events, by the total time they have been playing content using the OLM player.

Student Attendance (Internal) Detail – Attendance Summary

This worksheet enables you to analyze the number of internal students attending training events. You can view internal student attendance by activity type, analyze success rates and information about failures.

Student Success (External) Status – by Company (HRMSi)

This worksheet enables you to analyze the success of training hours delivered to external students for a company. You can investigate this for a business group and year.

Student Success (External) Status – by Company and Year (HRMSi)

This worksheet enables you to analyze the success of training hours delivered to external students for a company, for different years. You can investigate this for a Business group and each company.

Student Success (Internal) Trend – by Job and Year (HRMSi)

This worksheet enables you to analyze the number of training hours delivered to internal students for a job by year, and the success of these hours. You can investigate student success rates for a Business Group and organization within your enterprise.

Student Success (Internal) Trend – by Job Category and Year (HRMSi)

This worksheet enables you to analyze the number of training hours delivered to internal students each year for a job by category, and the success of these hours. You can investigate student success rates for a Business Group and organization within you enterprise.

Student Success (Internal) Trend – by Location and Year (HRMSi)

This worksheet enables you to analyze the number of training hours delivered to internal students for a location each year, and the success of these hours. You can investigate student success rates for a Business Group and organization within your enterprise.

Student Success (Internal) Trend – by Organization and Year (HRMSi)

This worksheet enables you to analyze the number of training hours delivered to internal students each year, and the success of these hours. You can investigate student success rates for a Business Group and organization within your enterprise.

Training Classes by Competence (HRMSi)

This report is run from the Individual Competencies report. This report enables you to investigate training classes that provide a selected competence. The report displays the course time, the competence level delivered, the dates the course is run , the class title and status, the number of class places, the class venue and the cost.

Training Cost and Revenue Analysis – by Competence (HRMSi)

This worksheet enables you to analyze the cost and revenue of training activities by the competence achieved if a student successfully completes the activity.

Training Cost and Revenue Analysis – by Sponsoring Organization (HRMSi)

This worksheet enables you to analyze the cost and revenue of training events for different organizations, by Business group and year.

Training Cost and Revenue Analysis – by Sponsoring Organization and Year (HRMSi)

This worksheet enables you to analyze the costs and revenue associated with training for different years. You can investigate costs and revenue for a Business Group and sponsoring organization.

Training Cost and Revenue Analysis – by Training Activity (HRMSi)

This worksheet enables you to analyze the cost and revenue generated by training events. You can investigate training activities for a specific Business Group, sponsoring organization and year.

Training Cost and Revenue Analysis – by Training Activity and Year (HRMSi)

This worksheet enables you to analyze the cost and revenue of training activities for different years, by Business group and sponsoring organization.

Training Cost and Revenue Analysis – by Training Category (HRMSi)

This worksheet enables you to analyze the cost and revenue of training events for a training category. You can investigate costs and revenue for a Business group, sponsoring organization, and year.

Training Cost and Revenue Analysis – by Training Center (HRMSi)

This worksheet enables you to analyze the costs and revenue of a training event for a training center, by Business Group, sponsoring organization and year.

Training Cost and Revenue Analysis – by Training Center and Year (HRMSi)

This worksheet enables you to analyze the cost and revenue of training activities for different years. You can investigate by Business group, sponsoring organization, and training center.

Training Cost and Revenue Analysis – by Training Category and Year (HRMSi)

This worksheet enables you to analyze the cost and revenue of training events in different years. You can investigate costs and revenue for a Business Group, sponsoring organization, and training category.

Training Cost and Revenue Analysis – Competence by Year (HRMSi)

This worksheet enables you to analyze the cost and revenue of training activities by competence and year.

Training Course Ranking by Amount Status – Course Ranking by Amount (HRMSi)

This report investigates the total amount of money generated by enrollments on each training event, and allows training events to be ranked by the enrollment amount generated.

Training Success (HRMSi)

This report enables you to investigate how successfully employees are attending training courses for a particular organization, location, job, and job category. You can also display your PMF targets by selecting a business plan.

Training Success Analysis – by Competence (HRMSi)

This worksheet enables you to investigate the success rate of a training activity by competencies. You can investigate competencies for a sponsoring organization and year.

Training Success Analysis – by Sponsoring Organization (HRMSi)

This worksheet enables you to investigate the training success rate of training events for different sponsoring organizations.

Training Success Analysis – by Training Activity (HRMSi)

This worksheet enables you to investigate the success rate of different training activities. You can investigate training activities by year and sponsoring organization.

Training Success Analysis – by Training Category (HRMSi)

This worksheet enables you to investigate the training success rate of events by training category. You can investigate different training categories for a Business Group and year.

Training Success Analysis – by Training Center (HRMSi)

This worksheet enables you to investigate the training success rate of different training centers, by Business Group and year.

Training Success Analysis – for a Competence by Year (HRMSi)

This worksheet enables you to investigate the training success rate of training activities for a competence over a number of years. You can investigate a competence for each sponsoring organization.

Training Success Analysis – for a Sponsor Organization by Year (HRMSi)

This worksheet enables you to investigate the training success rate of training events for a sponsoring organization for each year.

Training Success Analysis – for a Training Activity by Year (HRMSi)

This worksheet enables you to investigate the success rate of training activities each year. You can investigate training activities by Business Group and activity.

Training Success Analysis – for a Training Category by Year (HRMSi)

This worksheet enables you to investigate the training success rate of a training event in different years. You can analyze training success for a Business Group and training category.

Training Success Analysis – for a Training Center by Year (HRMSi)

This worksheet enables you to investigate the training success rate of a training center over a number of years. You can analyze success by Business Group and training center.

General Compensation Structures

Element Link Details Report (Payroll)

The eligibility criteria for an element or group of elements.

Salary and Grade Related Pay and Progression

Average Salary By Group Report (HRMSi)

This report enables you to investigate the average salaries for different groups of employees. You can also select which area of your enterprise you want to investigate.

Average Salary Trend Report (HRMSi)

This report reviews salary trends in different areas of your enterprise. It displays the average salary of all your employees who match the selection criteria. You can investigate the trends in average salaries for different organizations, jobs, grades, and locations. You can also choose the currency you want to view the salaries in, and include or exclude salaries that are not paid in your chosen currency.

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.

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.

Employee Primary Assignment with Salary and Grade Rates (Multiple Hierarchies, United States Specific) Detail – by Organization Hierarchy (US)

This worksheet enables you to report on employee details, based on the employee primary assignment in the United States legislation, for a given organization and its subordinate organizations.

Employee Primary Assignment with Salary and Grade Rates (Multiple Hierarchies) (United States Specific) Detail – by Supervisor Hierarchy (US)

This worksheet enables you to report on employee details based on the employee primary assignment in the United States legislation, for a given supervisor and his/her subordinates.

Employee Primary Assignment with Salary and Grade Rates (Multiple Hierarchies) Detail – by Organization Hierarchy

This worksheet enables you to report on employee details based on the employee primary assignment (in a non-legislative specific format) for a given organization and its subordinate organizations.

Employee Primary Assignment with Salary and Grade Rates (Multiple Hierarchies) Detail – by Supervisor Hierarchy

This worksheet enables you to report on employee details based on the employee primary assignment (in a non-legislative specific format) for a given supervisor and his/her subordinates.

Employee Primary Assignment with Salary (Multiple Hierarchies) Detail – by Organization Hierarchy

This worksheet enables you to report on employee details based on employee primary assignment, in a non-legislative specific format, for a given organization and its subordinate organizations.

Employee Primary Assignment with Salary (Multiple Hierarchies) Detail – by Supervisor Hierarchy

This worksheet enables you to report on employee details based on employee primary assignment, in a non-legislative specific format, for a given supervisor and his/her subordinates.

Employee Salary (Organization Hierarchy) Trend Analytics by Bi Month (HRMSi)

This worksheet lists the average salaries of employees, within a given date range, grouped by bimonthly.

Employee Salary (Organization Hierarchy) Trend Analytics by Month (HRMSi)

This worksheet lists the average salaries of employees, within a given date range, grouped by month.

Employee Salary (Organization Hierarchy) Trend Analytics by Month and Organization (HRMSi)

This worksheet lists the average salaries of employees, within a given date range, grouped by month and organization.

Employee Salary (Organization Hierarchy) Trend Analytics by Quarter (HRMSi)

This worksheet lists the average salaries of employees, within a given date range, grouped by quarter.

Employee Salary (Organization Hierarchy) Trend Analytics by Quarter and Organization (HRMSi)

This worksheet lists the average salaries of employees, within a given date range, grouped by quarter and organization.

Employee Salary (Organization Hierarchy) Trend Analytics by Semi Year (HRMSi)

This worksheet lists the average salaries of employees, within a given date range, grouped by semi-year.

Employee Salary (Organization Hierarchy) Trend Analytics by Year and Organization (HRMSi)

This worksheet lists the average salaries of employees, within a given date range, grouped by year and organization.

Employee Salary (Organization Hierarchy) Trend Analytics by Year (HRMSi)

This worksheet lists the average salaries of employees, within a given date range, grouped by year.

Employee Salary and Grade Range (Organization Hierarchy) Trend Analysis Full Details (HRMSi)

This worksheet compares employees' salaries to their grade minimum, mid, and maximum points, and displays the value required for the employee's salary to reach the next point in the grade. It also includes details of employees' organization, location, job, and position.

Employee Salary and Grade Range (Organization Hierarchy) Trend Analysis Graph (HRMSi)

This worksheet displays a table and a chart that compare each employee's salary to the minimum, mid, and maximum points for their grade.

Employee Salary by Group (Organization Hierarchy) Status Analytics by Age Band (HRMSi)

This worksheet enables you to investigate the average salaries of different groups of employees, grouped by Age Band.

Employee Salary by Group (Organization Hierarchy) Status Analytics by GB Ethnic Group (HRMSi) (UK)

This worksheet enables you to investigate the average salaries of different groups of employees, grouped by UK ethnic group.

Employee Salary by Group (Organization Hierarchy) Status Analytics by Gender (HRMSi)

This worksheet enables you to investigate the average salaries of different groups of employees, grouped by gender. Employee Salary by Group (Organization Hierarchy) Status Analytics by US Ethnic Group Worksheet (HRMSi) (US) This worksheet enables you to investigate the average salaries of different groups of employees, grouped by US ethnic group.

Employee Salary by Group (Organization Hierarchy) Status Analytics by Grade (HRMSi)

This worksheet enables you to investigate the average salaries of different groups of employees, grouped by grade.

Employee Salary by Group (Organization Hierarchy) Status Analytics by Job (HRMSi)

This worksheet enables you to investigate the average salaries of different groups of employees, grouped by job.

Employee Salary by Group (Organization Hierarchy) Status Analytics by Length of Work Band (HRMSi)

This worksheet enables you to investigate the average salaries of different groups of employees, grouped by Length of Work Band.

Employee Salary by Group (Organization Hierarchy) Status Analytics by Location (HRMSi)

This worksheet enables you to investigate the average salaries of different groups of employees, grouped by location.

Employee Salary by Group (Organization Hierarchy) Status Analytics by Organization (HRMSi)

This worksheet enables you to investigate the average salaries of different groups of employees, grouped by organization.

Employee Salary by Group (Organization Hierarchy) Status Analytics by Performance Rating (HRMSi)

This worksheet enables you to investigate the average salaries of different groups of employees, grouped by performance rating.

Employee Salary by Group (Organization Hierarchy) Status Analytics by Position (HRMSi)

This worksheet enables you to investigate the average salaries of different groups of employees, grouped by position.

Employee Salary by Group (Organization Hierarchy) Status Analytics by US Ethnic Group (HRMSi) (US)

This worksheet enables you to investigate the average salaries of different groups of employees, grouped by US ethnic group.

Employee Salary by Job and Grade (Multiple Hierarchies) Status – by Organization Hierarchy (HRMSi)

This worksheet enables you to compare employee salaries for each job and grade. For a given organization and its subordinate organizations, the average, minimum, and maximum employee salaries for jobs and grades are shown.

Employee Salary by Job and Grade (Multiple Hierarchies) Status – by Supervisor Hierarchy (HRMSi)

This worksheet enables you to compare employee salaries for each job and grade. For a given supervisor and his/her subordinates, the average, minimum, and maximum employee salaries for jobs and grades are shown.

Employee Salary Change (Multiple Hierarchies) Detail – by Organization Hierarchy

This worksheet enables you to report on employee salary change details by organization for a given time period.

Employee Salary Change (Multiple Hierarchies) Detail – by Supervisor Hierarchy

This worksheet enables you to report on employee salary change details by supervisor for a given time period.

Employee Salary Change Detail – by Gender

This worksheet enables you to analyze salary change within your organization, by gender. It allows you to analyze differences in salary changes between male and female employees across organizations.

Employee Salary Change Detail – by Performance Rating

This worksheet enables you to investigate the effects of performance ratings on employee salary change across organizations. It allows you to ensure employees are rewarded for performance.

Employee Salary Change Detail – by Person

This worksheet enables you to investigate salary changes for individual employees.

Employee Salary Change Detail – by Years of Service

This worksheet displays salary change information by years of service across organizations. The resulting information allows you to compare salary change across Business Groups and organizations, and view salary change information by length of service.

Employee Salary Change Detail – Summary

This worksheet enables you to view information about salary changes within your organization. The resulting information allows you to analyze salary changes across all organizations in a Business Group.

Employee Salary Component (Organization Hierarchy) Trend Analytics by Bi Month (HRMSi)

Use this worksheet to investigate the cost of salary changes for each change component across different bimonthlies.

Employee Salary Component (Organization Hierarchy) Trend Analytics by Month (HRMSi)

Use this worksheet to investigate the cost of salary changes for each change component across different months.

Employee Salary Component (Organization Hierarchy) Trend Analytics by Quarter (HRMSi)

Use this worksheet to investigate the cost of salary changes for each change component across different quarters.

Employee Salary Component (Organization Hierarchy) Trend Analytics by Semi Year (HRMSi)

Use this worksheet to investigate the cost of salary changes for each change component across different semi-years.

Employee Salary Component (Organization Hierarchy) Trend Analytics by Year (HRMSi)

Use this worksheet to investigate the cost of salary changes for each change component across different years.

Employee Salary Spread (Organization Hierarchy) Detail Analytics by Age (HRMSi)

This worksheet investigates the spread of salaries across employee ages.

Employee Salary Spread (Organization Hierarchy) Detail Analytics by Grade (HRMSi)

This worksheet investigates the spread of salaries within grades.

Employee Salary Spread (Organization Hierarchy) Detail Analytics by Job (HRMSi)

This worksheet investigates the spread of salaries within jobs.

Employee Salary Spread (Organization Hierarchy) Detail Analytics by Length of Service (HRMSi)

This worksheet investigates the spread of salaries within Length of Service bands.

Employee Salary Spread (Organization Hierarchy) Detail Analytics by Location (HRMSi)

This worksheet investigates the spread of salaries within locations.

Employee Salary Spread (Organization Hierarchy) Detail Analytics by Organization (HRMSi)

This worksheet investigates the spread of salaries within organizations.

Employee Salary Spread (Organization Hierarchy) Detail Analytics by Performance Rating (HRMSi)

This worksheet investigates the spread of salaries across performance ratings.

Employee Salary Spread (Organization Hierarchy) Detail Analytics by Position (HRMSi)

This worksheet investigates the spread of salaries within positions.

Employee with Tenure (Multiple Hierarchies) Detail – by Organization Hierarchy

This worksheet enables you to report on employee tenure details (based on the employee primary assignment in a non-legislative specific format) for a given organization and its subordinate organizations.

Employee with Tenure (Multiple Hierarchies) Detail – by Supervisor Hierarchy

This worksheet enables you to report on employee tenure details (based on the employee primary assignment in a non-legislative specific format) for a given supervisor and his/her subordinates.

Headcount and Salary Trend (HRMSi, DBI)

This report shows changes in head count and salaries over time for the selected top line manager.

Headcount and Salary by Country (HRMSi, DBI)

This report displays the total employee head count, percentage headcount change, average salary and percentage average salary change for the countries with the highest head count for the selected top line manager.

Headcount and Salary Detail (HRMSi, DBI)

This report lists the employees and their salary that comprise the Total Salary value you drilled from the Salary by Job Family Status report. This report displays the salaries in both their local currency and in the DBI primary or the global currency.

Salary (HRMSi, DBI)

The Salary report displays the employee total salary, average salary, and salary change percent of all direct reports for the selected top line manager.

Salary by Job Function Status (HRMSi, DBI)

This report is similar to the Salary report, except that it presents a view of the selected manager's employees by job function. You can access this report from the Total Salary column in the parent Salary report.

Salary by Job Family Status (HRMSi, DBI)

This report is similar to the Salary report, except that it presents a view of the selected manager's employees by job family. You can access this report from the Job Function names in the Salary by Job Function report.

Salary and Grade Range Report (HRMSi)

Using Oracle HRMS you can define the minimum, mid points and maximum salaries for different grades in your enterprise. This report enables you to investigate how salaries relate to grade rates, including which employees are paid more than the maximum for their grade, which employees are paid below the mid point or maximum for their grade and by how much, and what would be the cost of increasing a group of employees to the mid point or maximum for their grade.

Salary Component Trend Report (HRMSi)

The amount your enterprise spends on salaries is likely to change over time. Oracle HRMS enables you to record a reason for each salary increase you give to an employee. Use the Salary Component Trend report to investigate the total cost of salary changes for each change component you have identified.

Salary Distribution Within Grade Range PMV Report (HRMSi)

This report provides a view of the Workforce Below Grade Mid Point and Workforce Above Grade Mid Point Key Performance Indicator data. The report displays table data by default; you can optionally display the chart.

Salary Review Report

Current, past and proposed salaries for a selected list of employees.

Salary Spread Report (HRMSi)

Within your enterprise it is useful to know the salary ranges for different groups of employees. This report investigates the spread of salaries by four different criteria: age (in years), length of service (in years), grade, and Performance Rating.

Salary Survey Comparison – Salary Survey Mappings (HRMSi)

This worksheet enables you to analyze salary surveys, which have been mapped to particular jobs or positions.

Salary to Grade Range Mid Point Variance PMV Report (HRMSi)

This report provides a view of the Salaries Varying From Grade Mid Point Key Performance Indicator data. The report displays table data by default; you can optionally display the chart.

Compensation and Awards Management

Compensation Workbench Progress Report

This report checks the progress of the compensation cycle for an availability period and plan that you select. If you run the report after the Compensation Workbench Pre-Process, it provides information about employee eligibility. If you run the report after the Compensation Workbench Post Process, it summarizes the rates assigned to each employee.

Mass Awards Deselection (FD)

Lists employees deselected for a mass award

Mass Awards Listing by Employees (FD)

Notification of Personnel Action in list form for an individual employee selected for a mass award

Mass Awards NPA Listing for All Employees (FD)

Notification of Personnel Action in list form for employees selected for a mass award

Mass Award Preview (FD)

Lists employees selected for a mass award

Mass Salary Deselection (FD)

Lists employees deselected for a salary adjustment

Mass Salary PA Listing for All (FD)

Notification of Personnel Action in list form for employees selected for a salary adjustment

Mass Salary PA Listing for Employee (FD)

Notification of Personnel Action in list form for an individual employee selected for a salary adjustment

Mass Salary Preview (FD)

Lists employees selected for a salary adjustment

Leave and Absence Management

Absence Action List Report

Details the re-integration actions to be performed for employees.

Absence Hours Report (HRMSi)

This report investigates the absence hours recorded for employees in your enterprise. You can select the employees you want to run the report for by organization, location, job category, job, and grade. You can also run the report for the time period of your choice.

Absence Report (FR)

Lists the details regarding the employer, absences and the salaries received by the employee over a reference period for reporting to the French Local Social Security (CPAM).

Absence Report (HU)

Lists the normal and sickness holiday days an employee is entitled to annually.

Absences Report

Absence details for an employee or organization, for some or all absence types.

Daily Sick and Recovery Report (Netherlands)

Details all new instances of sick employees and all employees who have recovered from an illness.

Employee Absence Hours (Organization Hierarchy) Trend Analytics by Bi Month (HRMSi)

This worksheet investigates the absence hours recorded for employees in your enterprise over time, grouped by bimonthly.

Employee Absence Hours (Organization Hierarchy) Trend Analytics by Month (HRMSi)

This worksheet investigates the absence hours recorded for employees in your enterprise over time, grouped by month.

Employee Absence Hours (Organization Hierarchy) Trend Analytics by Quarter (HRMSi)

This worksheet investigates the absence hours recorded for employees in your enterprise over time, grouped by quarter.

Employee Absence Hours (Organization Hierarchy) Trend Analytics by Semi Year (HRMSi)

This worksheet investigates the absence hours recorded for employees in your enterprise over time, grouped by semi- year.

Employee Absence Hours (Organization Hierarchy) Trend Analytics by Year (HRMSi)

This worksheet investigates the absence hours recorded for employees in your enterprise over time, grouped by year.

Employee Hours Worked (Organization Hierarchy) Trend Analytics by Payroll Period (HRMSi)

This worksheet investigates the number of overtime and regular hours worked. The worksheet displays the number of hours worked for each overtime band you use in your enterprise, such as double time or time-and-a-half.

Employees on Leave (Multiple Hierarchies) Detail – by Organization Hierarchy

This worksheet enables you to report on employees who are on leave on the effective date chosen. Employees are listed for a given organization and its subordinate organizations.

Employees on Leave (Multiple Hierarchies) Detail – by Supervisor Hierarchy

This worksheet enables you to report on employees who are on leave on the effective date chosen. Employees are listed for a given supervisor and his/her subordinates.

Hours Worked Report (HRMSi)

This report investigates the number of overtime and regular hours worked. The report displays the number of hours worked for each overtime band you use in your enterprise, such as double time or time-and-a-half. You can run the report for a selected time period.

Leave Details Report (Payroll) (South Africa)

This report is used for monitoring and analyzing employee absences (sample report).

Leave Liability Report (Payroll) (AU)

Displays leave balances for employees.

Leave Liability Report (NZ)

Displays the accrued debt owed by an organization for the leave balances of their employees.

Leave Liability Report (Payroll) (South Africa)

Calculates monetary value of accrued leave (sample report).

Maximum SSP Weeks Report (UK)

Provides details of employees who have had absences for 22 weeks or longer, enabling you to monitor long periods of incapacity for work (PIWs) which have reached, or are approaching, the maximum number of weeks that SSP can be paid.

Open Sickness Absences Report (UK)

Provides information on current sickness absences.

SAP Element Results Report (UK)

Lists and sums all the run results processed for the statutory pay element for a specified payroll period, and displays them by individual assignment or employee.

SMP Element Results Report (UK)

Lists and sums all the run results processed for the statutory pay element for a specified payroll period, and displays them by individual assignment or employee.

SPP Adoption Element Results Report (UK)

Lists and sums all the run results processed for the statutory pay element for a specified payroll period, and displays them by individual assignment or employee.

SPP Birth Element Results Report (UK)

Lists and sums all the run results processed for the statutory pay element for a specified payroll period, and displays them by individual assignment or employee.

SSP Element Result Listing (UK)

Lists and sums all the run results processed for the statutory pay element for a specified payroll period, and displays them by individual assignment or employee.

Statutory Adoption Pay Report (UK)

Provide information on the statutory payment history for a specified period, for each employee included in the report.

Statutory Maternity Pay Report (UK)

Provide information on the statutory payment history for a specified period, for each employee included in the report.

Statutory Paternity Birth Pay Report (UK)

Provide information on the statutory payment history for a specified period, for each employee included in the report.

Statutory Paternity Adoption Pay Report (UK)

Provide information on the statutory payment history for a specified period, for each employee included in the report.

Statutory Sick Pay Report (UK)

Provide information on the statutory payment history for a specified period, for each employee included in the report.

Health and Welfare Management

COBRA Benefit Initial Information (US)

This report--typically sent to employee new hires--provides general information about COBRA.

COBRA Benefits Notification Letter (US)

This report provides electable choice information to persons who are eligible for COBRA.

COBRA Coverage or Payments Report (US)

Coverage of payments report.

COBRA Standard Letters (including Expiration and Grace Period Expiration) (US)

Publish a standard COBRA letter.

COIDA Report (Payroll) (South Africa)

Compensation for Occupational Injuries & Diseases Act report.

Eligibility and Enrollment List

Run this report to list the total number of eligible and enrolled participants in plans you administer for Standard and Advanced Benefits, Individual Compensation Distribution, and Compensation Workbench. The report also lists newly ineligible and de-enrolled participants.

HIPAA Dependent Letter (US)

Run this report to generate a HIPAA certificate for qualified dependents only, such as for instances where a dependent ages out of a plan.

HIPAA Letter (US)

Run this report to generate a HIPAA certificate for qualified participants and their dependents

Life Events Summary Report

Run this report to analyze life events that occur to your compensation and benefits participants. The report lists the total number of potential and active life events, and their status, for a specified period.

Premium Reconciliation Report

Run this report to support the monthly benefits billing reconciliation process. This report compares monthly premium amounts to standard rates and element entries by pay period, for all participants enrolled during the reporting period.

Other Payroll Earnings and Deductions

Union Deductions Report (Payroll) (UK)

Total deductions that your employees pay to unions.

Payrolls

Payroll Statutory Calendar Report (Payroll) (UK)

The sequence of regular payment dates for each payroll and the numbers of assignments completed, pre-paid and paid within a run.

Payroll Report (Check list for Unemployment Insurance) (Payroll) (Japan)

This is a list to check details of unemployment insurance insured employee

Payroll Report to Create File-Notification Change Address for Welfare Pension Insurance (Payroll) (Japan)

This notification file is submitted by the business proprietor to the social insurance office when an insured employee's address is changed.

Payroll Report to Create File-Notification of Disqualification for Welfare Pension Insurance (Payroll) (Japan)

This notification file is submitted by the business proprietor to the social insurance office when the insured employee loses qualification because of some reason (termination, death, etc.)

Payroll Report to Create File-Notification of Geppen for Welfare Pension Insurance (Payroll) (Japan)

This notification file is submitted by the business proprietor to the social insurance office when an employee's social insurance premiums are changed without waiting for the following regular determination because of rise in pay etc.

Payroll Report to Create File-Notification of Qualification for Welfare Pension Insurance (Payroll) (Japan)

This notification file is submitted by the business proprietor to the social insurance office when the person applicable to Article 9 of Welfare Pension Insurance Law or the 10th article is employed.

Payroll Report to Create File-Notification of Santei for Welfare Pension Insurance (Payroll) (Japan)

This notification file is submitted by the business proprietor to the social insurance office when an employee's social insurance premiums in and after October of the year are determined based on their earnings.

Payroll Payment and Distributions

Advance Pay Listing (Payroll) (UK)

Details of the advance pay periods for employees due to receive advance pay.

Cheque Listing (Payroll) (South Africa)

Cheque payments made to employees.

Coinage Analysis Report (Payroll) (South Africa)

A cash analysis which provides a breakdown of the cash required.

Credit Transfer Payments Report (Payroll) (South Africa)

Paid/unpaid cheque values per bank branch.

Deduction Register Report (Payroll) (South Africa)

Deductions per element per employee.

Deposit Schedule Report (Payroll) (South Africa)

For credit transfer payments into bank accounts.

Employment Equity Income Differential Report (Payroll) (South Africa)

Outlines the required information needed for Employment Equity as defined by the Department of Labour.

Gross to Net Summary (Payroll) (UK)

Details of total earnings and deductions summarized for a specified payroll and payroll period.

Gross to Net Summary (Payroll) (US)

Details of total earnings and deductions summarized for a specified payroll and payroll period.

Manual Payments Report (Payroll) (South Africa)

Manual payments made for selected payruns and assignments.

Pay Advice (Payroll) (AU)

Generates pay advice for all employees for a specified payroll and period.

Pay Advice (Payroll) (Singapore)

Provides pay advice details in a customizable format, either for single assignments or all assignments on a payroll, after PrePayments process is complete for the payroll.

Pay Advice (Payroll) (South Africa)

A sample pay advice.

Pay Advice (Payroll) (France)

Presents Pay Advice details in a customizable format, either for single assignments or for all assignments on a payroll after PrePayments process is complete for the payroll.

Pay Advice (Payroll) (NZ)

Generates pay advice for all employees for a specified payroll and period.

See: *Oracle HRMS for New Zealand User Supplement.*

Pay Advice (Payroll) (Hong Kong)

Details about employees' income and deductions.

Pay Advice (Payroll) (UK)

Pay advice details in a customizable format, either for single assignments or for all assignments on a payroll after PrePayments process is complete for the payroll.

Payment Output File (Dutch)

Run this report to initiate the creation of the EFT Payment file. Produced in the format required by the official body Interpay, the EFT Payment file enables you to send employee payment details to your bank on magnetic tape.

RSC Levy Report (Payroll) (South Africa)

The amount of levies to be paid per RSC region.

Saudi Payment Output File (Payroll) (SA)

Run this report to initiate the creation of the EFT Payment file. The EFT Payment file enables you to send employee payment details to your bank on magnetic tape.

Saudi Payslip Report (Payroll) (SA)

Use this report to generate both online and printed payslips for employees. Online payslips enable employees to view their payslips information online, and helps reduce overheads, administration, and maintenance costs.

Skills Development Levy Report (Payroll) (South Africa)

Skills development levy per SETA or per organization within SETA.

Statement of Earnings (Payroll) (US)

Check writer process produces paychecks with statement of earnings.

Separation Pay E-file Report (Payroll Korea)

Oracle Payroll generates a report about separation pay, based on the Separation Pay Archive. Once generated, the employer can view, and print the report, and store it on magnetic tape to send to National Tax Service (NTS).

Separation Pay Slip Report (Payroll Korea)

Run this report to generate a pay slip with the earnings and deductions summary for all employees who left the enterprise, for a specified payroll and period. This generated pay slip report is then submitted to the National Tax Service (NTS).

Separation Pay Tax Receipt Report (Payroll Korea)

Run this report to generate the separation pay tax receipt for all employees who left the enterprise, for a specified payroll and period, and submit the generated report to the National Tax Service (NTS). The report contains detailed information like income tax and resident tax for received payments at the time the employee leaves the enterprise.

Additional Wages CPF Capping Report (Payroll Singapore)

The Additional Wages CPF Capping report shows whether an employee has overpaid or underpaid their Central Provident Fund (CPF) contributions on additional wages. Employees who have overpaid CPF are eligible to claim this amount from the Central Provident Fund Board.

Payroll Statutory Deductions and Reporting

Archive P11D (HR and Payroll) (UK)

Runs the Legislative Report Generator to generate details of Class 1A NICs for reporting to the Inland Revenue.

Deduction Report (Payroll) (US)

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

Employee Income Payment Detail Report (China)

Contains detailed information for the summarized information provided in the Individual Income Tax Withholding report.

Employee Listing (Hong Kong)

List of current employees with information such as employee name, identity card number, passport number, work permit number and expiry date, and the date an employee joined the company.

Employer Monthly Schedule Report (New Zealand) (NZ)

Lists the details of all employees and is submitted to Inland Revenue.

FBT Report (Australia) (AU)

Displays Fringe Benefits Tax information for a cost center.

Individual Income Tax Withholding Report (China)

Provides summarized information for all tax group rates separately.

Inland Revenue Arrears Payment Report (NZ)

Lists employees who are required to pay student loans or child support arrears to Inland Revenue.

Inland Revenue Form IR21 (Payroll) (Singapore)

Summarizes an employee's organization, personal details, and earnings and benefits in the two years prior to leaving the organization.

Inland Revenue Remittance Certificate Report (NZ)

Submitted to Inland Revenue by employers who are required to make PAYE payments, or employers who are Specified Superannuation Contribution Withholding Tax (SSCWT) payers.

IR56B Report (Payroll) (Hong Kong)

A statement of earnings for each employee used by the Inland Revenue to assess individual statements and forward an account to the employee for tax payable for the past financial year.

IR56E Report (Payroll) (Hong Kong)

Submitted for new hires, and includes information such as an employee's personal information, including their name, identification details, address, the employee's legal employer details and employment information.

IR56F Report (Payroll) (Hong Kong)

A notification by the employer about an employee who is leaving the enterprise but intending to stay in Hong Kong.

IR56G Report (Payroll) (Hong Kong)

A notification by the employer about an employee who is leaving the enterprise and also departing from Hong Kong.

IRP5 Tax Certificate (Payroll) (South Africa)

Tax certificates for employees who have paid tax during this tax year.

IT3(a) Tax Certificate (Payroll) (South Africa)

Tax certificates for employees who have paid no tax during this tax year.

MPF Remittance Report (Payroll) (Hong Kong)

A contribution report submitted to the Mandatory Provident Fund (MPF) Trustee detailing contributions for the period.

National Service In-Camp Training Computation (Payroll) (Singapore)

Calculates the pay amount that an employer can claim from the Ministry of Defence for an employee who is attending mandatory National Service In-Camp Training.

Health Insurance Premium Adjustment Annual Earnings Archive Process (Payroll Korea)

Stores information about the employees' previous year's earnings and the number of months worked in the previous year, and to produce an E-file that will be sent to the National Health Insurance Corporation (NHIC).

Health Insurance Adjustment Report for Leaving Employees (Payroll Korea)

The Health Insurance Adjustment for Leaving Employees report is run for all the employees leaving the enterprise and the report is then sent to National Health Insurance Corporation (NHIC). The report contains information such as the employees' previous year's income and the number of months the employee was employed in the enterprise.

NHIC uses this information to calculate and adjust the premium amount an employee must pay before leaving the enterprise.

National Pension Adjustment Annual Earnings Archive Process (Payroll Korea)

Stores information about the employees' earnings and the number of months worked in the previous year, and to produce an E-file that will be sent to the National Pension Corporation (NPC)

NPC uses this information to recalculate the pension and notify the enterprise about the new pension due for the current year.

National Pension Adjustment Report (Payroll Korea)

The National Pension Adjustment report is run for all the employees whose status has changed (newly hired or terminated workers) since the last report, and then send the report to the National Pension Corporation (NPC).

The NPC uses this information to calculate and adjust a new premium for the worker.

Statutory Deduction Adjustment Information - Upload Process (Payroll Korea)

You upload payroll adjustment information sent by the National Pension Corporation (NPC) and the National Health Insurance Corporation (NHIC) by uploading the text file and placing it in a directory where it can be read by the upload process. The application reads the data and loads into the Batch Element Entry (BEE) tables. These agencies send your enterprise these details as a text file.

NI Car Detail Report (Payroll) (UK)

All the NI Y amounts due from employees on a given payroll who have company car benefits.

NICable Benefits Summary Report (UK)

Lists the employee benefits for which the employer is liable for NI contributions.

P30 Report (Payroll) (Ireland)

PAYE and PRSI information for issue to the tax office each calendar month.

P35 Report (UK)

PAYE and PRSI information for all employees including leavers for issue to the tax office at the end of the tax year.

P45 Alignment Report (Payroll) (UK)

Draft printer alignment for P45 reports.

P45 Report (Payroll) (UK)

P45 details for terminated employees for issue to the tax office and the leaver; P45 details for current employees for issue to different tax offices.

P45(3) & P46 Exceptions Report (UK)

Enables you to identify those employees for whom a P45(3) or P56 has not been created, yet have been paid since their initial hire date.

P46 (P160) Pension Notification (UK)

Enables you to provide information on recipients of taxable pensions, and those gaining extra income while collecting a pension.

P60 Report (Payroll) (UK)

P60 details for employees employed by the business at the end of the tax year.

Quarterly Employment Survey (NZ)

Extracts information to enable the Statistics New Zealand quarterly employment survey to be completed.

Report on Hirings (CA)

You submit this monthly report to Human Resources Development Canada (HRDC) as part of a government insurance program designed to deter and detect overpayments.

Saudi Monthly Contributions Report (Payroll) (SA)

Use this report to create a list of employers' (on behalf of employees) contributions to GOSI for the contributory month. This enables the GOSI office to keep track of employee head count and their contributions to GOSI.

Saudi New and Terminated Workers Report (Payroll) (SA)

Use this report to provide monthly updates to the GOSI office about new and terminated employees for the specified month.

Saudi Workers Movement Report (Payroll) (SA)

Use this report to create a list of employees' movement for the specified month. This enables the GOSI office to keep track of newly hired employees, (with and without GOSI number) and terminated employees.

Summary of Tax Certificates (Payroll) (South Africa)

Summary of totals for each SARS code per preprocess.

Superannuation Contribution Report (AU)

Identifies monthly figures for superannuation salary and employer superannuation guarantee contributions.

Tax Certificate Number Report (Payroll) (South Africa)

Lists the generated tax certificate numbers and their assignment details, and the number of tax certificates issued and reissued.

Tax Office Report for Manual Completion (NL)

Enables you to generate the tax office report, print it out, and manually complete the remaining sections before sending it out to your tax office.

Tax Payments Listing (Payroll) (UK)

Details of employees' PAYE and National Insurance deductions.

Tax Register Report (Payroll) (South Africa)

Tax-related information and balances for current employees and ex-employees.

File-Tax Withheld Report (Payroll) (Japan)

This notification file details the total income tax withheld from an employee's earnings. Created by the legal employer to send the relevant local government.

Final Notice of Fixed Labor Insurance Fee Report (Payroll) (Japan)

This is the total list of wages for employees with breakdown of each month, and is submitted by the business proprietor to the relevant Labor Standards Inspection Office in May.

Local Tax Withheld Report (Payroll) (Japan)

This report details the total income tax withheld from an employee's earnings. The amount of tax withheld is forwarded by the legal employer to the relevant local government.

Notification Change Address for National Pension Type 3 Insured Report (Payroll) (Japan)

This notification is submitted by the business proprietor to the social insurance office when an employee's insured dependent's (=National Pension Type 3rd insured's) address is changed.

Notification to Change Address for Welfare Pension Insurance Report (Payroll) (Japan)

This notification is submitted by the business proprietor to the social insurance office when an insured employee's address is changed.

Notification to Change Address for Welfare Pension Insurance Report (Payroll) (Japan)

This notification is submitted by the business proprietor to the social insurance office when an insured employee's address is changed.

Payroll Report (Notification for Geppen) (Payroll) (Japan)

This notification is submitted by the business proprietor to the social insurance office when an employee's social insurance premiums are changed without waiting for the following regular determination because of rise in pay etc.

Payroll Report (Notification for Santei) (Payroll) (Japan)

This notification is submitted by the business proprietor to the social insurance office when an employee's social insurance premiums in and after October of the year are determined based on their earnings.

Payroll Report (Notification of Deduction for Dependents) (Payroll) (Japan)

This notification details employee's dependents so that he/she can receive deduction of a tax reduction for spouses, allowance for dependent, credit for handicapped person, etc. The legal employer receives this from employees before YEA period and must keep this in case the tax authority asks to present.

Payroll Report (Notification of Deduction for Ins Premiums, Spouse) (Payroll) (Japan)

This notification details employee's premiums of life and nonlife insurances so that he/she can receive insurance premium deduction and special exemption for spouse. The legal employer receives this from employees before YEA period and must keep this in case the tax authority asks to present.

Payroll Report (Notification of Dependents for Health Insurance / Notification of Type 3 Insured for National Pension) (Payroll) (Japan)

This notification is submitted by the business proprietor to the social insurance office when the details of insured employee's dependents is changed.

Payroll Report (Notification of Disqualification for Health Ins/Welfare Pension Insurance) (Payroll) (Japan)

This notification is submitted by the business proprietor to the social insurance office when the insured employee loses qualification because of some reason like termination, and death.

Payroll Report (Notification of Qualification for Health Ins/Welfare Pension Insurance) (Payroll) (Japan)

This notification is submitted by the business proprietor to the social insurance office when the person applicable to Article 9 of Welfare Pension Insurance Law or the 10th article is employed.

Salary Payment Summary Report (Payroll) (Japan)

This report details the total income tax withheld from all employees' total earnings. The amount of tax withheld is forwarded by the legal employer to the relevant local government.

Si FD Report (Payroll) (Japan)

This is a request set to execute line#2-#6 at once.

Tax Withheld Report (Payroll) (Japan)

This report details the total income tax withheld from an employee's earnings. The amount of tax withheld is forwarded by the legal employer to the relevant Japanese tax authority.

Total Income Tax Withheld Report (Payroll) (Japan)

This report details the total income tax withheld from all employees' total earnings. The amount of tax withheld is forwarded by the legal employer to the relevant Japanese tax authority.

Payroll Processing and Analysis

1099-R Exception Register (Payroll) (US)

Identifies employees who:have negative box 1 totals on the Form 1099-R, or have a zero box 1 total on the Form 1099-R, but have other negative 1099-R box totals.

1099-R Forms (Payroll) (US)

Provides for printing of retiree 1099-R at an individual level as well as all employees in a GRE.

1099-R Information Return (Payroll) (US)

Allows printing a single 1099-R or a range of 1099-Rs that you define. Sort options give you further flexibility in 1099-R distribution.

1099-R Register (Payroll) (US)

Allows viewing the amounts reported in each box of the Form 1099-R for all employees in a particular GRE for a given year.

1099-R Register Totals (Payroll) (US)

You can choose to view only the box totals for all selected employees in the report; individual employees will not be included in the report. Or you can choose to view box totals in the report for selected individual employees, as well as the totals for these employees.

Alien Retro Benefits Loss (Payroll) (US)

The Alien Retro Benefits Loss report identifies employees who have earned treaty benefits that are then revoked.

Alien Retro Benefits Projection (Payroll) (US)

The Alien Retro Benefits Projection identifies employees who are earning alien tax treaty benefits that could be subject to a retroactive loss at some point in the future.

Annual Unemployment Insurance (Form 940) Information (Payroll) (US)

Provides numbers for annual 940 filing.

Annual FUTA Tax Return (Payroll) (US)

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.

Audit Report (Payroll)

Selects person, employee or applicant, assignment, element, recurring or non-recurring status. Shows Business Group, GRE (US only), 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.

Cost Breakdown Report for Costing Run (Payroll)

Summarized costing totals for an individual costing.

Cost Breakdown Report for Date Range (Payroll)

Summarized costing totals for all costing runs within a given date range.

Earnings Audit (Payroll) (US)

Report detailing all employees with a particular element being processed in a given pay period.

Element Result Listing (Payroll)

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.

Employee Payroll Movements Report (Payroll)

New hires, terminations, transfers in and transfer out of a selected payroll.

Employee Run Results (Payroll) (CA, US)

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.

Employee Run Results Summary Report (Payroll) (UK)

Includes all assignments, gross pay, PAYE, employee's NI contribution, employer's NI contribution, other deductions, total deductions, net pay and total pay for the payroll.

Federal 1099-R (magnetic media) (Payroll) (US)

Creation of Federal 10999R magnetic media.

Federal and State Tax Remittance Reporting (Payroll) (US)

This report shows the federal and state balances summarized for a particular range of check dates.

Federal W-2 (magnetic media) (Payroll) (US)

Creation of Federal W-2 magnetic media and summary totals.

GRE Totals (Payroll) (US)

Reconciliation report to be used to assist in period end processing balancing purposes. This report shows Federal and State level taxable balances and withholdings.

Local Tax Remittance Reporting (Payroll) (US)

This report shows the local tax balances summarized for a particular range of check dates.

Multiple Assignments Report (Payroll) (UK)

Lists employees who have been marked for multiple assignment processing and indicates where Priority Processing Type is not set and cannot be defaulted.

Multiple Worksite Report (US)

Reports on wages and locations of employees in all the multiple locations across all SUIs and other GREs.

NACHA (magnetic media) (Payroll) (US)

Provides for creation of employee NACHA information to be submitted.

NACHA Report (Payroll) (US)

Detail of employee NACHA information.

Over Limit Reporting (Payroll) (US)

The Over Limit Report identifies employees who have had taxes withheld in excess of the legal limit.

Pay Advice Alignment Report (Payroll) (UK)

Draft printer alignment for your sample pay advice.

Payment Register (Payroll) (South Africa)

Payment elements per employee.

Payment Register Detail and Summary Reports (Payroll) (US)

Detail and summary reports listing payments made to employees, listing payment method, check number, and amount.

Payments Summary Report (Payroll) (UK)

Payments totalled by payment method type and organizational payment method for a specified payroll and payroll period. Account details for each organizational payment method are also listed.

Payroll Activity Report (Payroll) (US)

The Payroll Activity report shows employee and group level payroll details.

Payroll Message Report (Payroll)

Display messages for processes connected to specified payrolls.

Payroll Reconciliation Payment Summary Report (Australia)(AU)

Generates payroll reconciliation or end of year processing and for all the legal employers in that period.

Payroll Reconciliation Summary Report (Australia)(AU)

Generates payroll reconciliation summary report for a specific payroll or quick-pay run, or for a specific period.

Payment Summary Self Printed Report (AU)

This report enables employers to self print payment summaries on plain paper. This feature is only available to employers who submit their Payment Summary data to the ATO electronically.

Payment Summary Validation Report (AU)

This report obtains all information from the archive tables and can be run several times in a year, against archived data, for data validation. The report lists details that are normally printed on the Payment Summary.

Payroll Tax Report (Australia)

Run this report to generate a payroll tax report detailing employer's liability for payroll tax contributions for a specified month and for a specified Australian state. You must run your payroll before running this report.

Payroll Reconciliation Report (New Zealand) (NZ)

Generates a payroll reconciliation for a specified payroll period.

Payroll Register (Payroll) (US)

Payroll Register Reporting is used to show employee and group level payroll details

Retro Notifications Report

Generates an assignment set containing retroactive changes applying to a period for which payroll processing has already taken place.

Saudi Payroll Register Report (Payroll) (SA)

Use this report to create payroll information for each employee for each payroll period, and store information for payroll verification, validation, and auditing purposes.

Start of Year: Records Unprocessed Report (Payroll) (UK)

Valid records on the Inland Revenue P9 tape that do not fully match your database records after running the Start of Year process.

UIF Report (Payroll) (South Africa)

Employee and employer contributions made to the Unemployment Insurance Fund.

W-2 Forms (Payroll) (US)

Prints employee W-2s at an individual level, thus allowing W-2s to be created as employees terminate, or for an entire GRE.

Year End Negative Balance Reports (Payroll) (US)

Report listing any negative balances found due to user adjustments or conversion issues.

Year End Adjustment e-File Report (Payroll) (Korea)

The generated report is about Year End Adjustment, based on the year end balance adjustment and archive process to view, and print the report, and store it on magnetic tape, and send the generated magnetic file to the local tax offices upon their request.

Year End Adjustment Ledger Report (Payroll) (Korea)

Generates the YEA Ledger using Oracle Reports for all three YEA types, Normal, Interim and Re. You can generate the ledger using three different criteria:

- Business Place
- Payroll Action
- Assignment Action

Year End Adjustment Reclaim Sheet (Payroll) (Korea)

Generates a record with details about YEA tax exemptions and deductions. Oracle Payroll bases this information on the date the employer enters in the Year End Adjustment Information window. The enterprise uses it to claim YEA and keeps the record as documentation for National Tax Services.

Year End Adjustment Tax Receipt Report (Payroll) (Korea)

Generates a YEA tax receipt with details like housing pre-tax deduction and insurance exemption for a particular payroll action, business place or an assignment set.

Year End Adjustment Tax Summary Report (Payroll) (Korea)

View the summarized YEA tax details for a business place and period in the generated report.

IR8S Ad Hoc Printed Archive Report (Payroll) (Singapore)

Generates an IR8S report for validation purposes, before submitting the report to the IRAS.

Payroll Event Rules

Void Payments (Payroll)

Details of cancelled cheque payments

Deploy Self Service Capability

Notification of Personnel Action (SF 50) (FD)

Prints the standard Notification of Personnel Action for an approved Request for Personnel Action

Request for Personnel Action (SF-52) (FD)

Prints the contents of the employee's Request for Personnel Action

Workforce Intelligence

Dutch Assignment SCL FLexfield Upgrade Report (Netherlands)

Run this report to view the information removed and moved by the Dutch Assignment SCL Flexfield upgrade script.

Processes

A8A File (Payroll) (Singapore)

Creates a file that includes the details of any benefits-in-kind provided to your employees, for example, car-related benefits, or the cost of running a fax machine. The process also creates a report for you to view the contributions that are included in the file.

A8B File (Payroll) (Singapore)

Creates a file that records details of any stock options granted to an employee, and any stock options exercised during a financial period.

ACB Process (Payroll) (South Africa)

Setting up and running ACB.

Advance Pay Batch Setup (South Africa) (Payroll) (South Africa)

Advance Pay Batch Setup.

Advance Pay Process (Payroll) (UK)

Allows you to pay employees in advance for holidays or other events.

Annual and Long Service Leave Liability Process (Australia) (AU)

Extracts information used in the Leave Liability Report.

ASB CSV Direct Credit Process (New Zealand) (NZ)

Details of all employees that use the direct credit as the payment method.

Audit Trail Update Tables Process

This process is used to set up audit trail on selected tables.

Audit Trail Update Datetracked Tables Process

This process is used to set up audit trail on selected datetracked tables.

BACS Process (Payroll) (UK)

Summarized totals for BACS tape amounts including consolidated totals for multi-day and multi-file formats.

Batch Print Notification of Personnel Action (FD)

Prints Notifications of Personnel Action (SF-50s) in batch mode.

BEE Batch Process (Purge)

This process is used to delete a batch from the BEE tables on completion of the concurrent request.

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

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.

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.

Bulk Compile Formulas

Run this process to compile all of your formulas.

Calculate Commitment

Run this process to calculate the projected expenditures for a budget over a given period. You can calculate commitments for an entire budget or for a single position in a budget.

Calculate FTE for Assignments page (UK)

This process is used to populate the Assignment Budget Window with FTE values.

Cash Process (Payroll only) (UK)

Enables you to use cash as a payment method and record cash payments to employee assignments.

CDV Bank Name User Table Setup (Payroll) (South Africa)

Creates the CDV Bank Name User Table.

CDV Data Load Process (Payroll) (South Africa)

Loads CDV data.

Change Person Numbering to Automatic

Run this to process to change the method by which you identify your employees from manual to automatic number generation

Check Writer Process

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

Check Writer Process (Payroll) (US)

This process is used to write sequences of checks for your payroll run.

Cheque Writer Process (Payroll) (South Africa)

Produces cheque payments.

Cheque Writer Process (Payroll)

This process is used to write sequences of cheques for your payroll run.

This process is used to populate the Assignment Budget Window with FTE values.

Child Sequence Generator Process (Germany)

This process generates the sequence number for children. The sequence number is used in the calculation of the local cost-of-living allowance.

Close Action Items Process (Advanced Benefits)

Run this process before the Close Enrollments Process to close any open action items that are required or optional for the persons you select.

Close Enrollments Process (Advanced Benefits)

Run this process to close a person's enrollment after elections have been made.

Collective Agreement Entitlement Evaluation

Run this process to evaluate and apply collective agreement entitlements for an employee.

Commitment GL Posting

You run the Commitment GL Posting batch process to transfer budget commitments from Oracle HRMS to Oracle General Ledger.

Communications Triggers Process (Advanced Benefits)

Use the communications triggers process to generate communications for persons who meet the selection criteria that you specify.

Compensation Workbench Back-Out Life Events Process

Run this process to remove the results of the Participation Process: Compensation for a life event associated with Compensation Workbench.

Compensation Workbench Close Enrollment Process

Run this process to close the life event for a Compensation Workbench plan.

Compensation Workbench Post Process

Run this process *after* all worksheet allocations have been approved.

Costing Process (Payroll)

Generates journal entries for your ledgers and costing information relating to labor costs.

CPFLine (Payroll) (Singapore)

Creates a file that you submit each month to the CPF Board for every legal entity in your enterprise. The report that is produced enables you to view the CPF contributions that are included in the file

Create and Maintain Company Cost Centers with Existing Organizations

This process creates company cost center organizations for each unique company cost center combination that has been defined in GL. This process is also available as part of the Synchronize GL Company Cost Centers with HR request set.

Create Federal HR Valid Combinations for the Grade KF (FD)

Federal Concurrent Manager process that supplies the predefined valid grade and pay plan combinations for the grade key flexfield.

Create Federal Special Info Types (FD)

Federal Concurrent Manager process that supplies the Federal Special Information types for the Person Special Information.

Credit Transfer Process (Payroll) (South Africa)

Marks employees with this payment method as paid.

Credit Transfer Cheque Payments Process (Payroll) (South Africa)

Produces an aggregated cheque per bank branch to be submitted with Deposit Schedules.

Default Enrollment Process (Advanced Benefits)

Run this process to enroll participants into the default benefit plan when participants have not made an election.

Direct Deposit (Singapore IBG Format) (Payroll) (Singapore)

Creates a payment file and report, run after PrePayments is complete for the payroll.

Direct Deposit Process (China - CCBS Format) (Payroll China)

This report produces a deposit advice in the correct format. This process generates two outputs:

- A hard copy called "Bank Transfer Report". This output provides a list of employees who had been processed in the Direct Deposit Process.
- A magnetic file for submission to the bank

Once the advice is transferred to the bank, the bank deposits the payments directly into the worker's account.

Bank Transfer Report (Payroll Korea)

This report produces a deposit advice in the correct format. This process generates two outputs, a hard copy and a magnetic file for submission to the bank. Once you transfer the advice to the bank, the bank deposits the payments directly into the worker's account.

Direct Entry (Australian BECS Format) Process (AU)

Produces a payment file for all employees.

Direct Entry (Reconciliation Report) (AU)

Produces a payment file for all employees. This file is the output version of the magtape sent to the government.

Electronic Lodgement of TFN Declaration report (.mf) (AU)

The Electronic Lodgement of TFN Declaration process allows you to produce a report for any new or changed TFN details for the employees in an organization. This file is the binary magtape file that is used for uploading to the government.

Electronic Lodgement of TFN Declaration report (.out) (AU)

The Electronic Lodgement of TFN Declaration process allows you to produce a report for any new or changed TFN details for the employees in an organization. This file is the output version of the magtape file that is sent to the government.

Download HRMS Taskflows Process

Run this process to export a task flow from your database to a flat file that you can then import to another database.

Duty Station Conversion Process (FD)

Moves employees from an old to a new Location

Electronic Tax File Process (Payroll) (South Africa)

Produces tax files in ASCII format.

Electronic UIF File Preprocess (South Africa)

This preprocess archives UIF information for the Electronic UIF File.

Electronic UIF File Process (South Africa)

The Electronic UIF File must be submitted on a monthly basis.

Enable Multiple Security Groups Process

Run this process when you first set up security groups enabled security.

End of Year Process (Payroll) (UK)

Produces statutory End of Year return to the Inland Revenue for employees in your enterprise.

Export GL Company Cost Center Process

The process is run for your current business group and writes information about GL company cost center combinations for companies that you have previously defined for your business group to a tab delimited file. It creates a record in the file for each unique company cost center combination that has been defined in GL.

Extract Definition Download to Data File

Copies a system extract definition to a file for upload to another business group or Oracle HRMS database.

Extract Definition Upload to Data File

Imports a copy of a system extract definition to a new business group or Oracle HRMS database.

Extract Process (Advanced Benefits)

Run the extract process to save the output of your system extract to the directory and file that you specified in your extract definition.

Extract Results Data Purge

On a periodic basis, run the purge process to free table space in the system extract results tables.

Extracting Information to Appear on the Payslip

Enables you to access the latest data relevant to the payslip, and copy it to archive tables.

Federal Benefits - TSP Conversion of Benefits (FD)

This process migrates converts the existing records for employees participating in TSP to the Benefits model.

Federal Benefits - TSP Catchup Conversion of Benefits (FD)

This process converts the existing records for employees participating in TSP Catch-Up to the Benefits model.

Forms Configurator – Download Template

Run this process to download one or more people management templates to a data file.

Forms Configurator – Upload Template

Run this process to upload a template to enable you to use it with the People Management Configurator (Forms Configurator) tool.

French PTO Accruals – Create Entitlements Process

Enables you to create entitlements from accruals, so that holidays may be spent.

French PTO Accruals – Obsolete Entitlements Process

Enables you to obsolete unspent entitlement.

Full Settlement Process (France) (Payroll)

This produces a letter in duplicate stating that the employee agrees that their termination has been concluded correctly.

Generate Overtime Payment Mapping Process (Payroll) (France)

Allows you to associate your overtime scheme with a payroll calendar.

Generate Secure User Process (SECGEN)

Run this process when you create a new security profile that references a reporting user.

Grant Permissions to Roles Process (ROLEGEN)

Dynamically grants select permissions on Oracle HRMS tables and views to the HR_REPORTING_USER role.

IR56B Archive Process (Payroll)(Hong Kong)

The IR56B Annual Employers Return Archive process stores employee and balance information, which is used in the IR56B Report and the Magnetic Tape process.

IR56B Magnetic Tape Process (Payroll) (Hong Kong)

The IR56B Magnetic Tape process produces the end of year magnetic tape from the Archived Information.

IR8A File (Payroll) (Singapore)

Creates a file that includes your includes your employees' earnings for a specific tax year and legal entity. The process also creates a report for you to view the contributions that are included in the file.

IR8S File (Payroll) (Singapore)

Creates a file that includes your employees' and employers' earnings for a specific tax year and legal entity. The process also creates a report for you to view the contributions that are included in the file.

IRAS Line Archive (Payroll) (Singapore)

Archives the data that will later be used to create the year-end magnetic tapes.

Maintain Designee Eligibility (Advanced Benefits)

Run this process for those benefit plans that include an age factor in determining dependent eligibility.

Maintain Participant Eligibility Process (Standard Benefits)

Run this process if you license Standard Benefits and you want to determine benefits eligibility for a segment of your employee population. This process also de-enrolls currently enrolled participants who lose benefits eligibility and ends their associated benefits coverage and activity rate.

Manual Credit Transfer Cheque Payments (Payroll) (South Africa)

Updates system with cheque number of manually issued cheques.

Manual Payments (Payroll) (South Africa)

Updates system with manual payments made to employees.

Manually Issued Tax Certificates (Payroll) (South Africa)

Updates system with manually issued tax certificates numbers.

NACHA Process (Payroll) (US)

Produces files that you load on magnetic tape and despatch to banks for direct deposit payments.

P11D Benefits and Expenses Report (HR and Payroll) (UK)

Takes a P11D archive request ID and prints a selection of Class 1A benefits and expenses.

P11D Gaps and Overlaps Report (HR and Payroll) (UK)

Identifies a taxable benefit that is spread over multiple periods with a gap between each period, and also identifies taxable benefits of the same type that overlap each other within the same period.

P11D Magtape (HR and Payroll) (UK)

Generates a magnetic tape containing details of Class 1A NICs for reporting to the Inland Revenue.

Partial Period Accrual Calculation Process (Core Payroll, and enabled localizations)

Run this process to calculate accruals when the end of your accounting period occurs part way through a payroll period.

Participation Batch Process: Grade Step

Run this process to determine eligibility and electable choices for employees whom you want to progress using Grade/Step Progression.

Participation Batch Process: Life Event (Advanced Benefits)

Run this process to determine eligibility and electable choices for benefits participants based on a life event you select.

Participation Batch Process: Scheduled (Advanced Benefits)

Run this process to determine eligibility and electable choices for benefits participants based on a scheduled enrollment event.

Participation Batch Process: Selection (Advanced Benefits)

Run this process to determine eligibility for benefits participants. This process does not create electable choices.

Participation Process: Compensation

Run this process for Compensation Workbench prior to the availability of a plan for budget and worksheet entry.

Pay Advice Generation – Self Service (South Africa) (South Africa)

Archives balances and elements you define and other pay advice related information.

Payroll Run (Payroll) (France)

The Payroll Run is the regular method to process employee pay.

Payslip Generation – Self Service (UK)

Generate payslips for employees to view online through Oracle Self-Service.

Payslip Generator – Statement of Earnings (Payroll) (France)

This process generates pay advice data for all employees for a specified payroll and period.

Pension Extracts

These processes enable you to extract employee pension plan-related data for transfer to third-party providers.

Pension Extracts (Electronic Notification) (Netherlands)

This process extracts the pensions and social insurance data you require for the monthly notification report to ABP and UWV USZO.

Periodic Tax Filing (FLS) (Payroll) (US)

The Periodic Tax Filing Interface creates a flat file (.mf) containing the archived data from the External Process Archive in a format that can be directly submitted to Federal Liaison Services, Inc. (FLS) for tax filing and reporting.

Populate FEHB Program and Plan Design (FD)

This process populates the Federal Employee Health Benefits program and plan designs for use in professional user interface forms and self-service benefits.

Populate TSP Program and Plan Design (FD)

This process populates the US Federal Thrift Savings Plan programs and plan designs for use in professional user interface forms and self-service benefits.

Populate TSP Catchup Program and Plan Design (FD)

This process populates the Thrift Savings Plan Catch Up program and plan designs for use in professional user interface forms and self-service benefits.

PrePayments (French) Process (Payroll) (France)

Use this process to distribute employee pay over more than one payment method using either a percentage or monetary split. This process runs prepayments for one calendar month only.

PrePayments Process (Payroll)

Use this process to distribute employee pay over more than one payment method using either a percentage or monetary split.

Previous Services Validation (HR) (France)

Use this process to validate the employee's (titulaire) services for a period in which the employee has worked in some other public sector type organization as non-titulaires.

Printing the Payslip

Enables you to access the archived payslip information, and create a formatted file ready for printing and distributing to your employees.

Process Forfeitures (US)

Calculates--by participant--the total unspent contributions for a spending account benefits plan.

Process Future Dated RPAs (FD)

Set the frequency for processing future actions.

Prud'hommale (Workers Election) Declaration Process (HR) (France)

Creates a statutory declaration which enables your employees to take part in the Industrial Tribunal elections.

Purge Backed-Out or Voided Life Events

Removes person data associated with backed-out or voided life events for Advanced Benefits and Compensation Workbench.

Recalculate Participant Values (Standard Benefits) (US)

Updates activity rates for currently enrolled benefits participants based on plan design changes.

As a prerequisite, you should run the Maintain Participant Eligibility process to update eligibility records and derived factors.

Register Extra Information Types (EITs)

Enables you to register the new Extra Information Types (EITs) that you create using the Descriptive Flexfield window.

Note: This process cannot be used to register organizational EITs.

Relieve Commitments

Run the Relieve Commitments request set to calculate budget commitments and post the results to Oracle General Ledger. The request set combines the Calculate Commitments process and the Commitment GL Posting process.

Remove Title from Person's Full Name

Run the Remove Title from Person's Full Name concurrent process to remove title from existing records without updating them.

RetroPay Process

Enables you to make back pay adjustments.

Retry Payroll Process

Retry a payroll process again.

Running the P45 EDI Process (UK)

Enables you to notify the Inland Revenue about employees who leave your employment.

Running the P45(3) EDI Process (UK)

Enables you to notify the Inland Revenue about a new starters information, or someone receiving a pension.

Running the P45 Process (UK)

Enables you to print and archive, or just archive specified P45's.

Running the P46 EDI Process (UK)

Enables you to provide information on new employees who cannot produce, or have never had a P45.

Running the P6 and P9 Upload Process (UK)

Run the process to upload the details about changes to an employee's tax code, or coding changes from the Inland Revenue.

Running the Works Number Update (UK)

Run to provide information on updated and new employee works numbers.

Saudi Payroll Archiver Process (Payroll) (SA)

Use this process to archive the payroll details for each payroll period for future reference. This supports production of Online Payslip and Payroll Register reports.

Saudi Payroll Upgrade Process (Payroll) (SA)

Use this process to migrate data from existing payroll runs and generate group reports for employees.

Security List Maintenance Process (PERSLM)

This process is usually run every night to maintain the lists of organizations, positions, payrolls, employees, and applicants that security profile holders can access.

Seed French Data Process (France)

This process creates and populates user defined tables using predefined lookup types and rows.

Start Automatic WGI (FD)

Schedule the Within Grade Increases (WGI) process to set the frequency with which the system processes automatic WGIs.

Start of Year Process (Payroll) (UK)

Usually performed at the start of the tax year to update tax information for each employee.

Synchronize GL Company Cost Centers with HR Request Set

This request set runs the following two processes:

- Create and Maintain Company Cost Center Organizations, page B-74
- Synchronize GL Company Cost Centers with Existing Organizations, page B-82

Synchronize GL Company Cost Centers with Existing Organizations

This process links existing and newly created company cost center organizations to GL account combinations, where a link does not already exist..

Synchronize Positions Process (FD)

This process updates the non-datetracked Positions table (PER_ALL_POSITIONS) 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.

Synchronize Salary Rates Process (France)

This process synchronizes the existing salary rates in the corps set up when you update the indemnity rates defined for your global pay scale. This match ensures that you use current compensation values in your pay scales.

Tax Batch Update Process (Germany)

The Tax Batch Update Process enables you to update the tax records for employees who have not submitted their tax cards for the current tax year. You can either run the process in report-only mode, which identifies the employees whose records would be subject to change, or in update mode to make the changes to the records.

Tax Credit Upload (Payroll) (Ireland)

The Tax Credit Upload process enables you to upload the tax credits of an employee from the data file provided by the Revenue. It also specifies standard rate cut-off amounts for each employee. The tax credit upload process validates the records provided by the Revenue and then uploads them into the PAY_IE_PAYE DETAILS_F table.

Tax Year End Data Validation and Preprocess (Payroll) (South Africa)

Preparation for issue of tax certificates.

Tax Year Start Process (Payroll) (South Africa)

Updates employee tax information at the start of each tax year.

Tax Year Start Rollback (Payroll) (South Africa)

Rolls back the actions performed in the Tax Year Start Process.

Termination Category Setup Process (Payroll) (South Africa)

Part of setup required for storing Employment Equity and UIF information.

Transfer to GL Process

Transfers the results of the costing process to the Accounting flexfield of Oracle General Ledger.

Upgrade from ADE to Web ADI

Run this process to convert styles used by Application Data Exchange (ADE) to integrators in Web Applications Desktop Integrator (Web ADI).

Upload GL Company Cost Center Information Request Set

Run the Upload GL Company Cost Center Information request set to upload the amended version of the exported file created using the Export GL Company Cost Centers process.

Upload HRMS Taskflows Process

Run this process to import a task flow to your database from a flat file exported from another database.

Upload Social Insurance Providers Process (Germany)

The Upload Social Insurance Providers Process enables you to upload a delivered list of social insurance providers to your German HR system.

Upload Tax Offices Process (Germany)

The Upload Tax Offices Process enables you to upload a delivered list of tax offices to your German HR system.

Upload Taxable Benefits (HR and Payroll) (UK)

The Taxable Benefits process enables you to upload a flat file of P11D elements to your P11D data repository.

Vehicle Mileage Calculation Information (Payroll) (UK)

Enters or deletes default mileage elements and rates tables for categories of vehicles in your business group.

Void Cheque Payments (Payroll) (South Africa)

Uploads details of canceled cheque payments.

Void Credit Transfer Cheque Payments (Payroll) (South Africa)

Voids aggregated cheque payments made to banks.

Void Payments Process (Payroll) (UK, US)

Allows you to void cheques that have been printed but need to be cancelled.

Wage and Tax Statement Form (Form W-2) (Payroll) (US)

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.

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.

Absence

A period of time in which an employee performs no work for the assigned organization.

Absence Types

Categories of absence, such as medical leave or vacation leave, that you define for use in absence windows.

Accrual

The recognized amount of leave credited to an employee which is accumulated for a particular period.

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 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 Plan

See: *PTO Accrual Plan*, page Glossary-22

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.

AdvancePay

A process that recalculates the amount to pay an employee in the current period, to make an authorized early payment of amounts that would normally be paid in future payroll periods.

Alert

An email notification that you can set up and define to send a recipient or group of recipients a reminder or warning to perform a certain task or simply a notification to inform the recipient of any important information.

API

Application Programmatic Interfaces, used to upload data to the Oracle Applications database. APIs handle error checking and ensure that invalid data is not uploaded to the database.

Applicant

A candidate for employment in a Business Group.

Applicant/Candidate Matching Criteria

Matching functionality in the iRecruitment system that systematically identifies which candidates and applicants possess the skills, knowledge and abilities to be considered for a specific vacancy. The following columns are used for matching:

- Skills
- FT/PT
- Contractor/Employee
- Work at Home
- Job Category
- Distance to Location
- Key Words
- Salary

Apply for a Job

An SSHR function that enables an employee to, apply, search and prepare applications for an internally advertised vacancy.

Appraisal

An appraisal is a process where an employee's work performance is rated and future objectives set.

See also: *Assessment*, page Glossary- 3 .

Appraisee

A person being appraised by an appraiser..

Appraiser

A person, usually a manager, who appraises an employee.

Appraising Manager

The person who initiates and performs an Employee-Manager or 360 Degree Appraisal. An appraising manager can create appraisal objectives.

Arrestment

Scottish court order made out for unpaid debts or maintenance payments.

See also: *Court Order* , page Glossary- 8

Assessment

An information gathering exercise, from one or many sources, to evaluate a person's ability to do a job.

See also: *Appraisal*, page Glossary- 3 .

Assignment

A worker's assignment identifies their role within a business group. The assignment is made up of a number of assignment components. Of these, organization is mandatory, and payroll is required (for employees only) for payment purposes.

Assignment Number

A number that uniquely identifies a worker's assignment. A worker with multiple assignments has multiple assignment numbers.

Assignment Rate

A monetary value paid to a contingent worker for a specified period of time. For example, an assignment rate could be an hourly overtime rate of $10.50.

Assignment Set

A grouping of employees and applicants that you define for running QuickPaint reports and processing payrolls.

See also: *QuickPaint Report*, page Glossary-23

Assignment Status

For workers, used to track their permanent or temporary departures from your enterprise and, for employees only, to control the remuneration they receive. For applicants, used to track the progress of their applications.

Authoria

A provider of health insurance and compensation information, that provides additional information about benefits choices.

BACS

Banks Automated Clearing System. This is the UK system for making direct deposit payments to employees.

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.

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* , page Glossary-21

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.

Base Summary

A database table that holds the lowest level of summary. Summary tables are populated and maintained by user-written concurrent programs.

Behavioral Indicators

Characteristics that identify how a competence is exhibited in the work context.

See also: *Proficiency Level* , page Glossary-22

Beneficiary

A person or organization designated to receive the benefits from a benefit plan upon the death of the insured.

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*, page Glossary-11

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*, page Glossary-24, *Field*, page Glossary-12

Budget Measurement Type (BMT)

A subset of Workforce Measurement Type. It consists of a number of different units used to measure the workforce. The most common units are headcount and full time equivalent.

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.

Cafeteria Benefits Plan

See: *Flexible Benefits Program*, page Glossary-12

Calendar Exceptions

If you are using the Statutory Absence Payments (UK) feature, 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.

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. If you are using the Statutory Absence Payments (UK) feature, you define calendars to determine the start date and time for SSP qualifying patterns.

Canada/Quebec Pension Plan (CPP/QPP) Contributions

Contributions paid by employers and employees to each of these plans provide income benefits upon retirement.

Candidate

(iRecruitment) A candidate is a person who has either directly provided their personal and professional information to a company's job site or provided their resume and details to a manager or recruiter for entering in the iRecruitment system.

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*, page Glossary-25

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.

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.

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.

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.

Collective Agreement Grade

Combination of information that allows you to determine how an employee is ranked or graded in a collective agreement.

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*, page Glossary-11

Compensation Object

For Standard and Advanced Benefits, compensation objects define, categorize, and help to manage the benefit plans that are offered to eligible participants. Compensation objects include programs, plan types, plans, options, and combinations of these entities.

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.

See also: *Unit Standard Competence*, page Glossary-29

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*, page Glossary- 7 , *Core Competencies*, page Glossary- 8

Competence Type

A group of related competencies.

Configurable 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 configuration.

Consideration

(iRecruitment) Consideration means that a decision is registered about a person in relation to a vacancy so that the person can be contacted.

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.

Content

When you create a spreadsheet or word processing document using Web ADI, the content identifies the data in the document. Content is usually downloaded from the Oracle application database.

Contingent Worker

A worker who does not have a direct employment relationship with an enterprise and is typically a self-employed individual or an agency-supplied worker. The contingent worker is not paid via Oracle Payroll.

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*, page Glossary- 7

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*, page Glossary- 3

Credit

A part of the Qualifications Framework. The value a national qualifications authority assigns to a unit standard competence or a qualification. For example, one credit may represent 10 hours of study, a unit standard competence may equate to 5 credits, and a qualification may equate to 30 credits.

Criteria Salary Rate

Variable rate of pay for a grade, or grade step. Used by Grade/Step Progression.

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 Earned

The date the payroll run uses to determine which element entries to process. In North America (and typically elsewhere too) it is the last day of the payroll period being processed.

Date Paid

The effective date of a payroll run. Date paid dictates which tax rules apply and which tax period or tax year deductions are reported.

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*, page Glossary- 9 , *Effective Date*, page Glossary-10

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*, page Glossary-10

Default Postings

(iRecruitment) Default text stored against business groups, organizations, jobs, and/or positions. The default postings are used to create job postings for a vacancy.

Dependent

In a benefit plan, a person with a proven relationship to the primary participant whom the participant designates to receive coverage based on the terms of the plan.

Deployment Factors

See: *Work Choices*, page Glossary-30

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 configure to capture additional information required by your business but not otherwise tracked by Oracle Applications.

See also: *Key Flexfield* , page Glossary-15

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*, page Glossary-12

Direct Deposit

The electronic transfer of an employee's net pay directly into the account(s) designated by the employee.

Discoverer Workbook

A grouping of worksheets. Each worksheet is one report.

Discoverer Worksheet

A single report within a workbook. A report displays the values of predefined criteria for analysis.

Distribution

Monetary payments made from, or hours off from work as allowed by, a compensation or benefits plan.

Download

The process of transferring data from the Oracle HRMS application to your desktop (the original data remains in the application database).

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*, page Glossary- 9

EIT

See: *Extra Information Type*, page Glossary-12

Electability

The process which determines whether a potential benefits participant, who has satisfied the eligibility rules governing a program, plan, or option in a plan, is able to elect benefits. Participants who are *eligible* for benefits do not always have *electable* benefit choices based on the rules established in a benefit plan design.

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*, page Glossary-24, *Nonrecurring Elements*, page Glossary-18

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*, page Glossary-27

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 Set

A group of elements that you define to process in a payroll run, or to control access to compensation information from a configured form, or for distributing costs.

Eligibility

The process by which a potential benefits participant satisfies the rules governing whether a person can ever enroll in a program, plan, or option in a plan. A participant who is *eligible* for benefits must also satisfy *electability* requirements.

Employee

A worker who has a direct employment relationship with the employer. Employees are typically paid compensation and benefits via the employer's payroll application.

Employee Histories

An SSHR function for an employee to view their Learning 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 Equity Occupational Groups (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.

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.

Enrollment Action Type

Any action required to complete enrollment or de-enrollment in a benefit.

Entitlement

In Australia, this is all unused leave from the previous year that remains to the credit of the employee.

ESS

Employee Self Service. A predefined SSHR responsibility.

Event

An activity such as a training day, review, or meeting, for employees or applicants. Known as *class* in OLM.

Ex-Applicant

Someone who has previously applied for a vacancy or multiple vacancies, but all applications have ended, either because the applicant has withdrawn interest or they have been rejected. Ex-Applicants can still be registered users.

Expected Week of Childbirth (EWC)

In the UK, this is the week in which an employee's baby is due. The Sunday of the expected week of childbirth 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*, page Glossary-10

Field

A view or entry area in a window where you enter, view, update, or delete information.

See also: *Block*, page Glossary- 5 , *Region*, page Glossary-24

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*, page Glossary- 5 , *Region*, page Glossary-24, *Field*, page Glossary-12

Full Time Equivalent (FTE)

A Workforce Measurement Type (WMT) that measures full time equivalent. Although the actual value and calculation may vary, this value is taken from the Assignment Budget Value (ABV) in Oracle HRMS. If the Assignment Budget Value in Oracle HRMS is not set up then a FastFormula is used to determine the value to be calculated.

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 Ladder

The key component of Grade/Step Progression. You use a grade ladder to categorize grades, to determine the rules for how an employee progresses from one grade (or step) to the next, and to record the salary rates associated with each grade or step on the ladder.

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*, page Glossary-19

Grade Step

An increment on a grade scale. Each grade step corresponds to one point on a pay scale.

See also: *Grade Scale*, page Glossary-13

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.

Group Certificate

In Australia, this is a statement from a legal employer showing employment income of an employee for the financial year..

Headcount(HEAD)

A Workforce Measurement Type (WMT) that measures headcount. Although the actual value and calculation may vary, this value is taken from the Assignment Budget Value (ABV) in Oracle HRMS. If the Assignment Budget Value in Oracle HRMS is not set up then a FastFormula is used to determine the value to be calculated.

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.

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.

Info Online

A generic framework to integrate Oracle applications with partner applications, enabling users to access information from third-party providers, Metalink and Learning Management.

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.

Integrator

Defines all the information that you need to download or upload from a particular window or database view using Web ADI.

Interface

A Web ADI term for the item that specifies the columns to be transferred from the Oracle applications database to your desktop or vice versa.

Involuntary

Used in turnover to describe employees who have ceased employment with the enterprise not of their own accord, for example, through redundancy.

Job

A job is a generic role within a business group, which is independent of any single organization. For example, the jobs "Manager" and "Consultant" can occur in many organizations.

Job Posting

An advertisement for a specific vacancy. This is the public side of the vacancy for which a candidate would apply.

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*, page Glossary-10

Key Performance Indicator (KPI)

Target values that you set for the performance of your enterprise. This value comes from the corresponding KPI Portlet/Report. You can configure the Performance Management Framework to send a notification when actual performance falls short of, or exceeds, the target value. For example, you may configure the Performance Management Framework to send you a notification when workforce variance is greater than 10 percent, or when training success is below 50 percent.

Key Performance Indicator (KPI) Portlet/Report

Displays the executive summary of key measures such as total headcount and total salary.

Layout

Indicates the columns to be displayed in a spreadsheet or Word document created using Web ADI.

Learning Management

Oracle's enterprise learning management system that administers online and offline educational content.

Leave Loading

In Australia, an additional percentage amount of the annual leave paid that is paid to the employee.

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.

Legal Employer

A business in Australia that employs people and has registered with the Australian Tax Office as a Group Employer.

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.

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.

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.

LMSS

Line Manager Self Service. A predefined SSHR responsibility.

Long Service Leave

Leave with pay granted to employees of a particular employer after a prescribed period of service or employment with that employer.

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).

Manager

(iRecruitment) A manager accesses the iRecruitment system to document their hiring needs and conduct their recruiting activities online. Specifically, these activities include vacancy definition, searching for candidates, and processing applicants through the vacancy process.

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.

Mapping

If you are bringing in data from a text file to Oracle HRMS using a spreadsheet created in Web ADI, you need to map the columns in the text file to the application's tables and columns.

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.

Medicare Levy

An amount payable by most taxpayers in Australia to cover some of the cost of the public health system.

Menus

You set up your own navigation menus, to suit the needs of different users.

My Account

(iRecruitment) My Account is the total of either a candidate or applicant's personal and vacancy-specific information including the information needed to manage their progress through the recruitment process.

NACHA

National Automated Clearing House Association. This is the US system for making direct deposit payments to employees.

National Identifier

This is the alphanumeric code that is used to uniquely identify a person within their country. It is often used for taxation purposes. For example, in the US it is the Social Security Number, in Italy it is the Fiscal Code, and in New Zealand it is the IRD Number.

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.

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*, page Glossary-24

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.

Not in Program Plan

A benefit plan that you define outside of a program.

OLM

Oracle Learning Management.

Online Analytical Processing (OLAP)

Analysis of data that reveals business trends and statistics that are not immediately visible in operational data.

Online Transactional Processing (OLTP)

The storage of data from day-to-day business transactions into the database that contains operational data.

Open Enrollment

A type of scheduled enrollment in which participants can enroll in or alter elections in one or more benefits plans.

Oracle FastFormula

Formulas are generic expressions of calculations or comparisons you want to repeat with different input values. With Oracle FastFormula you can write formulas using English words and basic mathematical functions. The output of FastFormulas is fed back into reports.

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.

Outcome

For a unit standard competence, a behavior or performance standard associated with one or more assessment criteria. A worker achieves a unit standard competence when they achieve all outcomes for that competence.

Overrides

You can enter overrides for an element's pay or input values for a single payroll period. This is useful, for example, when you want to correct errors in data entry for a nonrecurring element before a payroll run.

Parameter Portlet

A portlet in which you select a number of parameters that may affect all your portlets on your page. These may include an effective date, the reporting period, the comparison type, the reporting manager, and the output currency for your reports. The parameter portlet is usually available at the top of the portal page.

Pattern

A pattern comprises a sequence of time units that are repeated at a specified frequency. The Statutory Absence Payments (UK) feature, 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*, page Glossary-13

Pay Value

An amount you enter for an element that becomes its run item without formula calculations.

See also: *Input Values*, page Glossary-14

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.

Payroll Reversal

A payroll reversal occurs when you reverse a payroll run for a single employee, in effect cancelling the run for this employee.

Payroll Rollback

You can schedule a payroll rollback when you want to reverse an entire payroll run, cancelling out all information processed in that run. To preserve data integrity, you can roll back only one payroll at a time, starting with the one most recently run.

Payroll Run

The process that performs all the payroll calculations. You can set payrolls to run at any interval you want.

People List

An SSHR line manager utility used to locate an employee.

Performance Management Framework (PMF)

A business intelligence tool used to alert users to exceptional circumstances, as defined by KPIs. When a particular factor measured by HRMSi goes beyond a threshold chosen by the user, the system sends the user a workflow notification.

Performance Management Viewer (PMV)

A reporting tool that displays the report that corresponds to one or more PMF targets.

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)*, page Glossary-21, *Competence*, page Glossary- 7 , *Assessment*, page Glossary- 3

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 then the linking interval, a linked PIW is formed and the two PIWs are treated as one.

Period of Placement

The period of time a contingent worker spends working for an organization. A contingent worker can have only one period of placement at a time although they can have multiple assignments during that time.

Period Type

A time division in a budgetary calendar, such as week, month, or quarter.

Personal Public Service Number (PPS)

The Irish equivalent to National Insurance number in the UK, or the Social Security number in the US.

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.

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.

Personnel Actions

Personnel actions is a public sector term describing business processes that define and document the status and conditions of employment. Examples include hiring, training, placement, discipline, promotion, transfer, compensation, or termination. Oracle HRMS uses the term *self-service actions* synonymously with this public sector term. Oracle Self Service Human Resources (SSHR) provides a configurable set of tools and web flows for initiating, updating, and approving self-service actions.

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)*, page Glossary-20, *Competence*, page Glossary- 7 , *Assessment*, page Glossary- 3

Proficiency Level

A system for expressing and measuring how a competence is exhibited in the work context.

See also: *Behavioral Indicators*, page Glossary- 4 .

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*, page Glossary-19

Prospect Pool

(iRecruitment) The prospect pool contains all registered users who have given permission for their information to be published.

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 (PTO). 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.

QPP

(See Canada/Quebec Pension Plan)

QA Organization

Quality Assurance Organization. Providers of training that leads to Qualifications Framework qualifications register with a QA Organization. The QA Organization is responsible for monitoring training standards.

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*, page Glossary- 7

Qualifications Framework

A national structure for the registration and definition of formal qualifications. It identifies the unit standard competencies that lead to a particular qualification, the awarding body, and the field of learning to which the qualification belongs, for example.

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*, page Glossary-27

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*, page Glossary- 3

QuickPay

QuickPay allows you to run payroll processing for one employee in a few minutes' time. It is useful for calculating pay while someone waits, or for testing payroll formulas.

Ranking

(iRecruitment) A manually entered value to indicate the quality of the applicant against other applicants for a specific vacancy.

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*, page Glossary-22

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*, page Glossary-18, *Standard Link*, page Glossary-27

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*, page Glossary- 5 , *Field*, page Glossary-12

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.

Registered User

(iRecruitment) A person who has registered with the iRecruitment site by entering an e-mail address and password. A registered user does not necessarily have to apply for jobs.

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*, page Glossary-25

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*, page Glossary- 6

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*, page Glossary-26, *User Profile Options*, page Glossary-30, *Request Groups*, page Glossary-24, *Security Groups*, page Glossary-24

Resume

A document that describes the experience and qualifications of a candidate.

RetroPay

A process that recalculates the amount to pay an employee in the current period to account for retrospective changes that occurred in previous payroll periods.

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.

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.

Reviewer (SSHR)

A person invited by an appraising manager to add review comments to an appraisal.

RIA

Research Institute of America (RIA), a provider of tax research, practice materials, and compliance tools for professionals, that provides U.S. users with tax information.

Rollback

Method of removing a payroll run or other process *before* any post-run processing takes place. All assignments and run results are deleted.

Rollup

An aggregate of data that includes subsidiary totals.

Run Item

The amount an element contributes to pay or to a balance resulting from its processing during the payroll run. The Run Item is also known as calculated pay.

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.

Salary Rate

The rate of pay associated with a grade or step. Used by Grade/Step Progression.

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.

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.

Security Group

Security groups enable HRMS users to partition data by Business Group. Only used for Security Groups Enabled security.

See also: *Responsibility*, page Glossary-25, *Security Profile*, page Glossary-26, *User Profile Options*, page Glossary-30

Security Groups Enabled

Formerly known as Cross Business Group Responsibility security. This security model uses security groups and enables you to link one responsibility to many Business Groups.

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*, page Glossary-25

Self Appraisal

Part of the SSHR Appraisal function. This is an appraisal undertaken by an employee to rate their own performance and competencies.

Site Visitor

(iRecruitment) A person who navigates to the iRecruitment web site and may view job postings. This person has not yet registered or logged in to the iRecruitment system. This individual may search for postings on the web site and also has the ability to log in or register with the iRecruitment site.

SMP

See: *Statutory Maternity Pay*, page Glossary-28

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.

Special Run

The first run of a recurring element in a payroll period is its normal run. Subsequent runs in the same period are called special runs. When you define recurring elements you specify Yes or No for special run processing.

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*, page Glossary-28

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 HRMS Security

The standard security model. Using this security model you must log on as a different user to see a different Business Group.

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*, page Glossary-11, *Recurring Elements*, page Glossary-24

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 Earnings (SOE)

A summary of the calculated earnings and deductions for an assignment in a payroll period.

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 Adoption Pay

In the UK, Statutory Adoption Pay (SAP) is payable to a person of either sex with whom a child is, or is expected to be, placed for adoption under UK law.

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.

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.

Statutory Paternity Pay

In the UK, Statutory Paternity Pay Birth (SPPB) is payable to a person supporting the mother at the time of birth. In cases of adoption, the primary carer receives Statutory Adoption Pay, while the secondary carer receives Statutory Paternity Pay Adoption (SPPA).

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.

Superannuation Guarantee

An Australian system whereby employers are required to contribute a percentage of an eligible employee's earnings to a superannuation fund to provide for their retirement.

Supplier

An internal or external organization providing contingent workers for an organization. Typically suppliers are employment or recruitment agencies.

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.

Tax Point

The date from which tax becomes payable.

Template Letter

Form letter or skeleton letter that acts as the basis for creating mail merge letters. The template letter contains the standard text, and also contains field codes, which are replaced by data from the application during the mail merge process.

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.

Transcentive

A third-party compensation management solutions provider, that provides additional information about benefits choices.

Unit Standard

A nationally registered document that describes a standard of performance. The standard is typically defined and maintained by industry representatives.

Unit Standard Competence

A competence that is defined in a Unit Standard and linked to a Qualifications Framework qualification.

Upload

The process of transferring the data from a spreadsheet on your desktop, created using Web ADI, back to the Oracle HRMS application.

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*, page Glossary- 4

User Profile Options

Features that allow system administrators and users to tailor Oracle HRMS to their exact requirements.

See also: *Responsibility*, page Glossary-25, *Security Profile*, page Glossary-26

User-based Security

With this type of security, the application generates the security permissions for a current user when that user logs on to a system. The system uses the security profile (can be position, supervisor, or organization-based, for example) to generate security permissions for the current user, for example, based on the user's position. An alternative to user-based security is a security profile with defined security rules, for example, to specify that the top-level position for a position-based security profile is Position A, irrespective of the current user's position.

View

An example of an interface that you can use to download data from the Oracle HRMS application to a spreadsheet using Web ADI.

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.

Viewer (Web ADI)

A desktop application, such as a spreadsheet or word processing tool, that you use to view the data downloaded from Oracle HRMS via Web ADI.

Voluntary

Term used in turnover to describe employees who have ceased employment with the enterprise of their own accord, for example, by resigning.

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.

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.

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 willingness to travel or relocate. You can hold work choices at both job and position level, or at person level.

Worker

An employee or a contingent worker.

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.

Workforce Measurement Type (WMT)

Groups of different units combined to measure the workforce. The most common units are headcount and full time equivalent.

Workforce Measurement Value (WMV)

A WMT value, for example, headcount or FTE.

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.

Index

A

action parameters
  maintaining, 6- 7
  overview, 6- 1
additional element entries
  after payroll run reversals, 3-51
Adjusting
  Retries, 4- 3
Advance Pay process
  Advance Pay Listing, 3-37
  batch assignment setup, 3-36
  individual assignment setup, 3-35
  overview, 3-35
  running, 3-37, 3-37
  running by element, 3-38
  viewing results, 3-38
Assignment
  Location Rules
    overview, 5- 9
assignment processes
  rolling back, 3-53
assignment sets
  creating, 1- 4
  uses in payroll runs, 3- 5

B

Balances
  taxes, 5- 5
  Year End Reporting, 5-14

C

Calculation Provision and Maintenance
  overview, 5- 5
calendars
  for payrolls, 1- 7
Canadian payroll archiver, 3-14
CCRA
  Canadian Customs and Revenue Agency, 5- 3
Changing Taxability Rules
  Earnings Type, 5-10
  Pre-tax Deduction, 5-12
  Taxable Benefit, 5-11
Cheque Writer
  Deposit Advice, 3-18
  overview, 3- 9
  Process, 3- 9 , 3-17
  Reissue a Voided Cheque, 3-18
  Void Payment Process, 3-19
Cheque Writer process
  cheque listings, 3-19
  voiding cheque payments, 3-18
consolidation sets
  changing, 1- 5
  defining, 1- 5
  deleting, 1- 5
continuous calculation
  overview, 3- 6
  running, 3- 8
  setting up, 3- 7
costing
  for payrolls, 1- 6
Cumulative Averaging
  Bonus Annualization, 5- 5
Current Employees
  tax record changes, 5- 8

D

data locks, 3-10
database triggers, 6- 2
define a payroll, 1- 6
defining a payment method, 2- 4
Deposit
  Advice Process, 3-15
  Direct Deposit, 3-14
dynamic triggers
  defining, 6- 4
  grouping into legislative functional areas, 6- 5

E

Earnings and Deductions
  taxability rules, 5- 1 , 5- 4
Earnings Type
  taxibility rules, 5-10
element sets
  uses in payroll runs, 3- 5
Employee Assignment
  Tax information, 5- 8
Employee Page Break, 4- 9

Employee Tax Deductions
calculating, 5- 4
End of Period Processing
Adjusting and Retrying Records, 4- 3
Business Payrolls Survey, 4-21
End of Year, 4- 1
Payroll Register Report
Output, 4-10
Payroll Register Reporting, 4- 7
Post-archival Reports, 4- 3
Provincial Medical Report, 4-14
Provincial RL1 Report, 4-17
Quebec Health Services Report, 4-15
Record of Employment, 4-13
RL1 Register Report, 4- 3 , 4-12
RL1 Register Reporting, 4- 4
Roll Back, 4-11
Statutory Deductions Report, 4-12
running, 4-13
T4 Register Report, 4- 3 , 4-11
T4 Register Reporting, 4- 3
T4A
paper and magentic reports, 4-18
T4A Register Report, 4- 3 , 4-12
Worker's Compensation Report, 4-16
Year end Pre-Process, 4- 3
End of Year Processing, 4- 1
Tax and Wage Reports, 4- 1
end of year processing
federal year end amendments, 4- 5
provincial year end amendment, 4- 6
events (payroll)
overview, 6- 1
exception reports
grouping, 3-47
overriding variance type or variance, 3-47
running, 3-47
setting up, 3-42
exchange rate types
selecting for a business group, 1- 4
exchange rates, 1- 3
External/Manual Payments, 3-10
Making, 3-20

F

Federal Tax
Entering Information for an Employee, 5-12
Entering Rules for a GRE, 5-13

G

Geocodes
determining jurisdictions, 5-10
Run Results Values, 5-10
GREs
Federal Tax Rules, 5-13
tax information, 5- 3

M

Magnetic Media
T4, 4-16

N

New Hires
tax records, 5- 8
nonrecurring elements
in payroll run reversals, 3-51

O

Oracle Cash Management
reconciling payments, 3-15
Oracle Payroll
reconciling payments with Oracle Cash Management, 3-41
organizational payment method, 2- 4

P

Pay Period
Tax formula based on cumulative averaging, 5- 4
pay periods
selecting, 1- 6
payment methods
deciding enterprise options, 2- 3
defining, 2- 4
for a payroll, 1- 7
Payments
external, 3-20
manual, 3-20
Register
Summary and Detail Reports, 3-16
Running the Voided Payments Report, 3-20
Payroll
Consolidation Sets, 1- 3
payroll archiver level information, 3-13
payroll process results
viewing, retrying, rolling back, 3-12
payroll processes
Advance Pay, 3-35
PrePayments, 3-16
RetroPay, 3-22
Payroll Register
Request Set, 4- 9
Payroll Register Parameters, 4- 8
Beginning Date Paid, 4- 8
Consolidation Set, 4- 8
Employee Name, 4- 9
Employee Page Break, 4- 9
Ending Date Paid, 4- 8
Full Report, 4- 9
GRE, 4- 8
Location, 4- 9
Organization, 4- 8

Payroll, 4- 8
Reporting Dimensions, 4- 9
Sort Options, 4- 9
Suppress Current Zero Records, 4- 9
Payroll Register Report, 4- 7
Output, 4-10
Performance, 4-10
payroll register reporting
running the federal year end amendment pre-process, 4-18
running the provincial year end amendment pre-process, 4-19
running the RL1 amendment paper report, 4-21
running the RL1 amendment register report CA request set, 4-20
running the T4 amendment paper report, 4-20
running the T4 amendment register report CA request set, 4-19
Payroll Run
Post Processing, 3- 9
Cheque Writer, 3- 9
External/Manual Payments, 3-10
prepayments, 3- 9
QuickPay, 3-11
RetroPay, 3- 9
Void Cheque, 3- 9
Starting a Payroll Run, 3- 6
payroll runs
restricting processing with element sets, 3- 5
retrying, 3-49, 3-52
reversing, 3-50, 3-52
rolling back, 3-49, 3-52
Payroll Runs and Processes
Cheque Writer Process, 3-17
Cheque writer process, 3- 9
Deposit Advice Process, 3-15
Direct Deposit Process, 3-14
External/Manual Payments, 3-20
External/Manual payments process, 3-10
Payments Register, Summary, and Detail Reports, 3-16
Post-processing for a payroll, 3- 9
Post-run Processes for QuickPay, 3-11
Pre-payments process, 3- 9
Reconciling Payments, 3-15
Reissuing a voided cheque, 3-18
RetroPay, 3- 9
RetroPay by Aggregate, 3- 9
RetroPay by run, 3-10
Running the Voiced Payments Report, 3-20
Starting a payroll run, 3- 6
Void Cheque Payments Process, 3- 9
Void Payments Process, 3-19
payrolls
check date, 1- 6
cut off date, 1- 6
defining, 1- 6
deleting, 1- 8
scheduled run date, 1- 6
payslips
archive process, 2- 8
extracting information for, 2- 8
generating, 2- 7
printing, 3-13
setting up, 2- 7
Post-Archival Reports, 4- 3
PRE
Provincial Reporting Establishments, 5- 3
Pre-Payments, 3-11
Process, 3- 9
Pre-Tax Deduction
taxibility rules, 5-12
PREs
Provincial Tax Rules, 5-15
process parameters
maintaining, 6- 7
purpose of, 6- 3
Provincial Medical
Plans
overview, 5- 4
taxability rules, 5- 2
Report, 4-14
Provincial Medical Report
running, 4-15
Provincial Reporting Establishments, 5- 3
Provincial RL1, 4-17
Provincial Tax
Entering Information for an Employee, 5-17
Entering Rules for a PRE, 5-15

Q

Quebec Health Services
Report, 4-15
QuickPay, 3- 5 , 3-11
concurrent manager messages, 3- 6
post-run processing, 3- 6
reversing, 3-52

R

Reconciling Payments, 3-15
Record of Employment, 4-13
regular runs
scheduled date of, 1- 6
Reissuing a Voided Cheque, 3-18
Report
Detail Report, 3-16
Payment Register Report, 3-16
Payroll Regiser Totals Report, 4- 7
Payroll Register, 4- 7
Provincial Medical, 4-14
Quebec Health Services, 4-15
Record of Employment, 4-13
RL1 Amendment Register Report, 4- 6
RL1 Register, 4- 3 , 4- 4 , 4-12

Statutory Deductions, 4-12
Summary Report, 3-16
T4
magnetic media, 4-16
paper, 4-16
T4 Register, 4- 3 , 4-11
layout, 4- 4
T4 Register Report, 4- 3
T4A
paper and magnetic media, 4-18
running, 4-12
T4A Register, 4- 3 , 4- 4
Worker's Compensation, 4-16
reports
Advance Pay Listing, 3-37
Cheque Listing, 3-19
Payroll Message, 3-41
Retro-Notification, 3-33
Year End Exception
running, 4-22
retries
automatic retries, 3-50
marking assignment groups for retry, 3-52
marking individual assignments for retry, 3-51
marking large and small processes for retry, 3-51
overview, 3-49
payroll runs and other processes, 3-52
post-run processing rule, 3-50
Retro-Notification
overview of setup process, 3-25
purpose of, 3-23
reporting, 3-33
running, 3-33
setting up, 3-27
RetroPay, 3- 9
Aggregate, 3- 9
by aggregate, 3-22
by run, 3-10, 3-22
creating a RetroPay set, 3-30
overview of setup process, 3-25
purpose of, 3-24
running, 3-30
sequence of activities, 3-24
setting up, 3-28
status and history, 3-31
viewing status, 3-31
when to run, 3-22
RetroPay (by Aggregate)
setting up, 3-28
RetroPay by Element
setting up, 3-28
RetroPay by Run
setting up, 3-28
reversals, 3-50
payroll runs, 3-52
QuickPay runs, 3-52
RL1, 5- 2
Register, 4- 3
RL1 Register Report, 4- 4 , 4-12
sort options, 4- 4
rollbacks, 3-52
individual assignments, 3-53
large numbers of assignments, 3-53
small groups of assignments, 3-53
uses of, 3-49
Rules
Provincial Medical Plans, 5- 4
Wage and Tax Reporting, 5- 2
Worker's Compensation, 5- 4
Run Results
Geocodes, 5-10

S

Setting Up Printer Styles, 3-18
Sort Options
Payroll Register, 4- 7
example, 4- 8
RL1 Register Report, 4- 4
T4 Register Report, 4- 4
T4A Register Report, 4- 5
statement of earnings
viewing
pay advice, 2- 6
Statutory Deductions Report, 4-12
statutory information
entering, 1- 7
Supplemental Earnings
taxability rules, 5-10

T

T4, 5- 2
Register Report, 4- 3 , 4- 3 , 4-11
layout, 4- 4
sort options, 4- 4
T4 Magnetic Media Report, 4-17
T4 Paper Report
paper, 4-16
T4 Register Report
viewing, 4-12
T4A, 4- 4 , 5- 2
Layout, 4- 5
Register Report, 4- 3 , 4-12
Sort Options, 4- 5
Report
magnetic media, 4-18
paper, 4-18
table event updates, 6- 6
tax
adjusting balances, 5- 9
Tax and Wage Reports, 4- 1
Form RL1, 4- 1
Form T4, 4- 1
Form T4A, 4- 1

Rules, 4- 2
Tax Balances, 5- 5
viewing, 5-15
Tax Calculation Process
overview, 5- 5
Tax Data for Employees, 5- 3
Tax Information, 5- 1
Employee Assignment, 5- 8
GREs, 5- 3
Tax Records
Changes for Current Employees, 5- 8
New Hires, 5- 8
Tax Withholding Methods, 5- 4
Taxability Rules
Earnings and Deductions, 5- 1
Earnings and Deductions categories, 5- 4
Provencial Medical Plans, 5- 2
Vacation Pay Wages, 5- 2
Workers Compensation, 5- 2
Taxable Benefit
taxability rules, 5-11
Taxes
Overview, 5- 1
Taxes and Social Insurance
Assignment Location rules, 5- 9
Calculation Provision and Maintenance, 5- 5
Changing taxability rules for an earnings type, 5-10
Cheque Writer and Deposit Advice, 3-18
Earnings and Deductions categories, 5- 4
Federal Tax Information, 5-12
Federal Tax Rules for a GRE, 5-13
Geocodes, 5-10
Pre-tax deduction, 5-12
Provincial Reporting Establishments, 5- 3
Provincial Tax Information, 5-17
Provincial Tax Rules for a PRE, 5-15
Rules for Provincial Medical Plans, 5- 4
Setting up printer styles, 3-18
Tax Balances, 5- 5
Tax calculation process, 5- 5
Tax Data for Employees, 5- 3
Tax information for an employee assignment, 5- 8
Tax Information for GREs, 5- 3
Tax record changes for current employees, 5- 8
Tax records for new hires, 5- 8
Tax Withholding Methods, 5- 4
Taxable Benefit, 5-11
Viewing tax balances, 5-15
Workers Compensation, 5- 4
Year end reporting, 5-14
TD1, 5- 3
TP1015.3-V, 5- 3

V

Vacation Pay Wages
taxability rules, 5- 2
Viewing Tax Balances, 5-15
Void Cheque
Payments Process, 3- 9
reissuing, 3-18
Void Cheque Payments process
running, 3-18
Void Payments
Process, 3-19
Report, 3-20

W

Wage and Tax Reporting
taxability rules, 5- 2
WCB Accounts, 5- 4
Window
Assignment, 3-20
Balances, 5-14
External/Manual Payments, 3-20
Federal Tax Information, 5- 8
Organization, 5-13
Provincial Tax Information, 5- 8
QuickPay, 3-11, 3-20
Submit Requests, 3- 6 , 3-16, 3-20, 3-20, 4- 9 , 4-10, 4-11, 4-11, 4-12, 4-12, 4-13, 4-15, 4-15, 4-16, 4-18
View Requests, 4-12, 4-12, 4-12
View Tax Balance, 5-15
windows
Assignment Set, 1- 4
Consolidation Sets, 1- 5
Exception Report, 3-47
Exchange Rates, 1- 3
Organizational Payment Method, 2- 3 , 2- 4
Payroll, 1- 6 , 1- 8
Period Dates, 1- 7
RetroPay Set, 3-30
RetroPay Status, 3-31
Statement of Earnings, 2- 6
Table Event Updates, 6- 6
Table Values, 1- 4
Update Payroll Run, 1- 5
Valid Payment Methods, 1- 7
Worker's Compensation
overview, 5- 4
Report, 4-16
taxability rules, 5- 2
Worker's Compensation Board, 5- 4

Y

Year End
Pre-Process, 4- 3
Pre-process
retry, 4-10
Roll Back, 4-10, 4-11
Reporting

Balance Feeds, 5-14
Year End Exception report
running, 4-22