

Oracle® Human Resources Management Systems

Payroll Processing Management Guide (US)

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A Windows and their Navigation Paths

B Reports and Processes in Oracle HRMS

HRMS Glossary

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Send Us Your Comments

Oracle Human Resources Management Systems Payroll Processing Management Guide (US), Release R11i

Part No. B15551-01

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Preface

Intended Audience

Welcome to Release R11i of the *Oracle Human Resources Management Systems Payroll Processing Management Guide (US)*.

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 xiv for more Oracle Applications product information.

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Structure

- 1 Payrolls**
- 2 Payroll Payment and Distributions**
- 3 Payroll Statutory Deductions and Reporting**
- 4 End of Period Processing**
- 5 Payroll Processing and Analysis**
- 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 Human Resources Management Systems 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 iRecruitment 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 *OracleMetaLink* 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 *OracleMetalink*.

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.

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, page 1-3
- Consolidation sets, page 1-3
- Assignment sets, page 1-5
- 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 further processing. This enables you to process the results from more than one payroll in a single action. You need only produce one tape per payment method for several payrolls, one set of reports and one set of costing for the whole set.

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

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

Changes to a Consolidation Set

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

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

Period Types and Calendars

Since a payroll has only one pay frequency, you must define at least one payroll for each pay frequency you use. The following table shows the valid period types for pay frequency.

Period types and pay frequency table:

Payroll Period Types	Periods per Year
Semi-Year	2
Quarter	4
Bi-Month	6
Calendar Month	12
Lunar Month	13
Semi-Month (not available for UK users)	24
Bi-Week	26
Week	52

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.

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

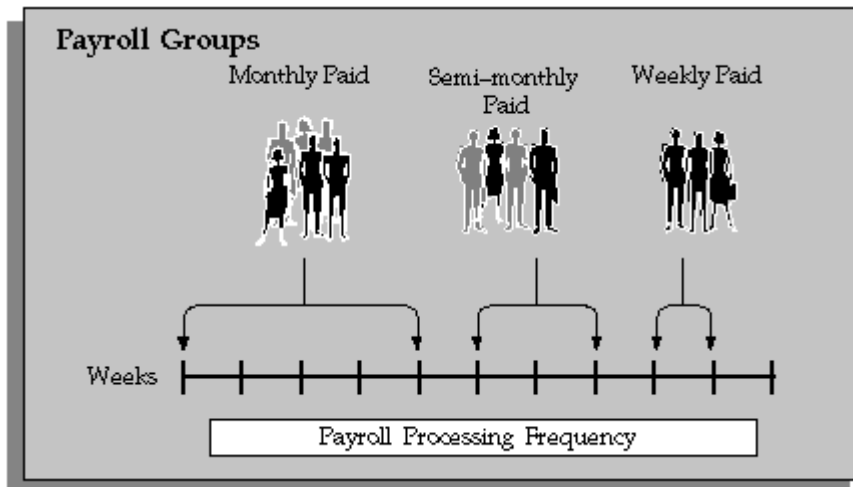
Can you verify that payments have been made?

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 ReceiptsSee: 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 5-27

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.

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

Oracle Payroll allows you to process tax and insurance deductions for employers and employees, and helps you comply with the legislative requirements applying to your organization.

Is Oracle Payroll flexible enough to calculate taxes according to different legislative needs?

Yes. Oracle Payroll supports many country specific models of taxation, including the local, federal and state tax requirements of organizations operating in the US.

Is the entry of tax and social insurance details sufficiently flexible to meet the needs of my organization?

Yes. You can calculate taxes for different types of employer to represent the diversity of your organization. You can also make retrospective adjustments to allow for overpayments and underpayments.

Is Oracle Payroll capable of implementing the latest updates to taxation and social insurance?

Yes. The details of taxation policy and social security entitlements are constantly changing, but Oracle Payroll is always promptly updated so that your processing includes the most recent updates.

What are the Taxability Rules for Earnings and Deductions Categories?

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

What are the Taxability Rules for Workers Compensation?

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

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

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

For the quarterly wage listings distributed to states in which you have employees, there is a requirement to maintain data for several different kinds of records. The Interstate Conference of Employment Security Agencies, Inc. (ICESA) has developed a format for magnetic reporting of state wage listings that more than 20 states have adopted. The ICESA format designates the records required for state wage listings by code letters, as in the following table:

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

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

What Tax Information Must I Maintain for my Organization?

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

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

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

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

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

Use information from this form to enforce the appropriate tax laws as legislated by Federal and state governments.

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

How do I Calculate my Unemployment Tax Liability?

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

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

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

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

All employers must file this quarterly report if they withhold Federal income tax from employee compensation and are subject to withholding and payment of social security and/or Medicare taxes.

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

What are Experience Rates?

The Experience Rate is the rate an employer uses to determine the amount of unemployment taxes it must pay. The experience rate is determined by the employers "Experience Rating," which in turn is determined by the employers unemployment benefit charges and average annual taxable payroll. The state provides the employer with its experience rate.

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

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

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

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

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

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

Does Oracle Payroll support taxation of payments to foreign persons?

Oracle Payroll does not itself perform calculations to support taxation of payments to foreign persons. Oracle Payroll provides an interface to Windstar Technologies' International Tax Navigator to allow Oracle customers to use International Tax Navigator in conjunction with Oracle Payroll for the purpose of U.S. tax treaty compliance.

Oracle HRMS stores all employee data for foreign persons, including:

- Passport and Visa Details
- Visa Visit History
- Visa Residency Details
- Visa Payroll Details
- Alien Income Forecast Information

Oracle Payroll currently provides predefined elements that allow International Tax Navigator to import data from Oracle Payroll to enable International Tax Navigator to analyze the visa details and return the tax data to Oracle Payroll for further payroll processing.

Note: When using the International Tax Navigator in conjunction with Oracle Payroll, you are doing so under a separate license between you and Windstar Technologies, Inc. Oracle provides an interface to International Tax Navigator as a convenience to our customers. However, Oracle does not endorse International Tax Navigator. Oracle makes no representations or warranties regarding International Tax Navigator, or any other product that exchanges data with Oracle Payroll, including without limitation any warranties that International Tax Navigator accurately captures and reflects all applicable tax laws. You should consult your license agreement with Windstar Technologies to determine your rights regarding International Tax Navigator. Also, please note that Oracle Payroll provides an interface to the version of International Tax Navigator current as of Oracle's release of Oracle Payroll; because International Tax Navigator is provided by another company, Oracle may not be able to provide an interface that works with future versions of International Tax Navigator.

WC Insurance Carriers and Monopolistic or Competitive States

Some states are *monopolistic* with respect to the WC insurance carrier, which means that employers in these states can use only the state fund as their carrier.

Other states are *competitive*, which means they permit employers to use either private insurers or the state agency to fund WC programs. If your enterprise has GREs in different states, you likely have a different carrier in each state. If your enterprise has more than one GRE in a competitive state, it is possible for each to have a different WC carrier. However, each GRE can have only one WC carrier per state, whose name you enter in the system.

How are Workers Compensation Premiums Calculated in Oracle HRMS?

Premiums paid for worker's compensation insurance, whether it is a monopolistic or competitive state, are generally based on the type of business the employer does and the size of the payroll.

Employers are assigned classification codes based on the nature of the business. A dollar value is then assigned to the code and a calculation method is used to determine the employer's and employee's worker's compensation premium.

Calculation Methods

There are three calculation methods for determining both employee and employer contributions to Workers Compensation Insurance. These methods apply to the employer and employee numbered portions (if required) independently.

Percent of Subject Earnings:	The employer and employee rates are expressed as a percentage.
Hourly Rate:	The employer and employee rates are expressed in dollars per hour, where the hours used to calculate the amount deducted are the regular hours worked.
Flat Amount Per Period:	The employer and employee rates are expressed in dollars per specified period of time, such as a year, a month, or a quarter.

Some businesses are deemed to be more dangerous than others and have a higher dollar amount assigned to the business. However, some employees may be assigned to a different and less expensive code because they are not involved in the more dangerous aspects of the business. This is known as an exception classification.

You must maintain information on:

- State WC classification codes for jobs, and their associated rates
- State-level modifiers, surcharges and discounts applicable to the base premium calculation
- State rules governing the determination of the payroll exposure
- WC code overrides

How are Workers Compensation Insurance Rates Calculated?

Each state uses a set of work classification codes to represent its WC rates. The codes and their associated rates are intended to reflect the risk of injury or work-related illness in different types of work.

For each state in which you have a GRE, your jobs require WC classification codes. A given job does not necessarily have the same classification and code from state to state. Within a state, the same code normally covers a number of different jobs judged to have a similar risk level, so in each state all your jobs may fall into a fairly small number of codes.

Example Jobs and WC Codes for a State

Job	Code
Bookkeeper	8810
Clerk/Typist	8810
Installer	5538
Repair People	5538
Senior Installer	5542
Outside Sales	5542

In a competitive state that permits employers to use private WC insurance carriers, all the carriers use the same set of codes, but need not use the same rates for each code. Also, the rate a private carrier charges for a code can vary according to the locations within a state. That is, particular geographical areas or job sites in a state can have special rates for the same code.

In addition to each carrier's default rates, you must maintain any special rates the carrier uses for particular locations.

Example WC Codes and Rates for WC Carrier A, by Location

Code	Carrier A, Default Rates	Carrier A, Rates for Site H
8810	.97	.94
8742	1.36	1.34
5542	6.70	6.65
5538	15.37	15.40

How do Surcharges and Rebates Affect my Companies Insurance Rate?

Reflecting your history as an employer with respect to WC claims, all states apply an **Experience Modification Rate** to the base premium, which can either reduce or increase your WC liability. Also, many states use:

Employer's Liability Rate

An Employer's Liability Rate, applied before the Experience Modification Rate, which adds a percentage to the premium total. The system multiplies the premium total by the percentage to obtain the new total.

Example

For an Employer's Liability Rate of 4%, the system multiplies the total by 1.04.

Premium Discount Rate

A Premium Discount Rate, applied after the Experience Modification Rate and certain surcharges that may be present. This modifier always reduces the premium total. The system multiplies the premium total by the Premium Discount Rate to determine the discount amount, and then subtracts this amount from the premium total.

Surcharges

In addition to the modifiers mentioned above, some states apply surcharges, which can be either additional charges or rebates, to the WC premium calculation. One or two surcharges may be applied after the Experience Modification Rate but before the Premium Discount Rate. Another surcharge may be applied after the Premium Discount Rate. Some surcharges are added into the running total of the premium, while others are held separately and applied to the premium calculation at the end.

Unique State Provisions

In addition to the commonly occurring modifiers and surcharges, a state may use special modifiers, surcharges or rules not found elsewhere.

How is Overtime Pay Affected by Workers Compensation?

States have different rules regarding the inclusion of overtime pay in employees' WC payroll exposure, depending on whether these earnings are paid at straight time or premium rates. Further, some states impose an Executive Weekly Maximum, which sets an upper limit on the amount of an employee's earnings available for inclusion in his or her payroll exposure. Overtime hours can also be included, independent from subject wages.

Can I Change a Workers Compensation Code for an Employee?

Sometimes you must override the regular WC job classification codes for certain employees. For example, when employees in a high risk job classification are working at a construction site, you may be required to give everyone at the site, including clerical personnel and similar lower risk workers, the higher risk code.

US Gross to Net Summary Report

US Gross to Net Summary Report

This report shows current totals for the results calculated from payroll runs, quick pays, and payroll reversals by earnings, deductions, and other elements of pay. The US Gross to Net Summary report groups totals by element classification, thereby showing a gross to net view.

Any non-zero values of the element totals are grouped beneath the following categories:

- Earnings
- Supplemental Earnings
- Imputed Earnings
- Pre-Tax Deductions
- Tax Deductions
- Tax Credits
- Involuntary Deductions
- Voluntary Deductions
- Employer Tax Liabilities
- Employer Tax Credits
- Non-payroll Payments

All element totals appear in the Total column of the US Gross to Net Summary Report. If there is an hour designation associated with the element, the total number of hours for each listed element appear in the Hours column of the report. Totals for both dollar amount and hours appear at the end of each category listing.

You can run the US Gross to Net Summary Report for a single GRE or all of the GREs in the organization. Run this report for a specific payroll or consolidation set.

Sort Options

You can organize US Gross to Net Summary reports according to user-defined criteria or sort options. Oracle Payroll does not require you to use sort options to generate your report, but they are the best way to customize the report to your specific needs. You can sort reports by any or all of the following options:

- GRE
- Location
- Organization

Note: Select GRE as a sort option only if you have included all GREs in the US Gross to Net Summary report.

The sort options are hierarchical in nature. The Sort Option Two field is enabled only after you make a selection in the Sort Option One field. The Sort Option Three field is enabled only after you make a selection in the Sort Option Two field.

Example of Sort Options

The following is an example of how to use sort options to customize the US Gross to Net Summary Report.

If you want to create an US Gross to Net Summary Report sorted by GRE, Location, and Organization:

1. Enter GRE into the Sort Option One field.
2. Enter Location into the Sort Option Two field.
3. Enter Organization into the Sort Option Three field.

Using these Sort Options, Oracle Payroll generates the report listing each employee by location within each organization for the selected GRE or business group. Totals are listed at all levels of the US Gross to Net Summary report, not just the bottom level.

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.

Running the US Gross to Net Summary Report

Run the US Gross to Net Summary report from the Submit Request Set window.

To run the US Gross to Net Summary report:

1. In the Request Set field, select US Gross to Net Summary.
2. Click in the Parameters field and select the parameters for the report (as detailed below).
3. Submit the report.

US Gross to Net Summary Parameters

The following parameters exist for the US Gross to Net Summary:

Starting Date and Ending Date	Use these fields to enter a date range for the report.
GRE Name	Select from the List of Values to limit the report to a single GRE. If nothing is entered in this field, the report contains information for all valid GREs.
Payroll Name	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 report.
Consolidation Set	CDATA cannot be inserted: 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 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.

Report Messages

The results of the US Gross to Net Summary report vary depending on what post-payroll processes you ran prior to running this report. The following table explains the message conditions that exist for the US Gross to Net Summary report:

Message	Reason
Informational - Payment information not available; Prepayment has not been run for any pay runs/quick pays selected for the report	The US Gross to Net Summary report is being run after a payroll run or quick pay, but no pre-payments processes have occurred for the any of selected runs.
Informational - Payment information not complete; Prepayments have not been run for all pay runs/ quick pays selected for the report.	The US Gross to Net Summary report is being run after a payroll run or quick pay, but not all pre-payment processes have occurred for the selected runs.
Informational - Disbursements have not been run for all pay runs / quick pays selected for the report.	The US Gross to Net Summary report is being run after a payroll run or quick pay, but not all pre-payment processes and disbursements have occurred for the selected runs.
Informational - Pay process and disbursement processes complete.	The US Gross to Net Summary report is being run after all payroll check, third party check, and NACHA processes have occurred for the selected runs.

Local, State, and Federal Taxes

Tax Information for GREs

Each GRE represents an employer for which the US Internal Revenue Service provides an identifying number for tax purposes (sometimes called the employer identification number). When creating an organization classified as a GRE, you must define Federal, state, and local tax rules for it. These rules include:

- The GRE's Federal-level supplemental withholding calculation method, and any common paymaster for the GRE's employees
- Self-adjust methods in use at the Federal and state levels
- State level rates needed for calculation of SUI
- Identifiers used at the state and local levels.

W-4 and Other Tax Data for Employees

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

Note: If an employee has more than one assignment, you must enter identical data for each.

See: Tax Information for an Employee Assignment, page 3-14

Entering W-4 and Other Tax Data for Employees

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

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

See Also:

State Tax Rules, page 3-40

County Tax Rules, page 3-37

City Tax Rules, page 3-36

Percentage Tax Rules, page 3-32

Tax Withholding Methods

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

Regular withholding (also called Percentage or Annualized Wages withholding)

The default withholding method of *Regular* runs. These payroll runs process employees once each period to produce their regular earnings for time worked and may also process supplemental earnings and final pay for terminating employees.

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

See: Supplemental Withholding in Regular Runs, *Oracle HRMS Payroll Processing Management Guide*

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

Supplemental withholding

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

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

Cumulative withholding

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

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

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 their withholding, applying the appropriate withholding method, and the GRE's tax liability for the employee.

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

See: WC Elements and Formulas in Oracle Payroll, page 3-85

Calculation Provision and Maintenance

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

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

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

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

Tax Information for an Employee Assignment

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

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

Tax Records for New Hires

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

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

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

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

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

Note: Oracle Payroll does not automatically create default tax records when the Location Address changes, the Payroll Tax City, State, Zip and County override location address fields are used, or when the Taxation Location override on the GREs and Other Data window changes.

Note: If you change the Location Address or the Payroll Tax City, State, Zip and County fields for the location, you must run the Update Work Location Tax Records concurrent program. This program creates default tax records and provide a report of all employees affected by the change. You then must update the individual tax records affected by the change and modify the SUI State's withholding information and percentage tax rules, as required. If you skip this step, payroll taxes will be incorrect for future payrolls until the appropriate change is made.

Tax Record Changes for Current Employees

Tax Record Changes for Current Employees

Scenario 1

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

For example, when you change the primary address to a new state, county and city, Oracle Payroll creates default tax records for the new state and locality, with 0% as the time worked in the new state and locality.

Depending on the rule you entered for the state in the State Tax Rules window, the filing status and number of allowances for the new state and local records either defaults from those on the employee's Federal tax record or go in as Single and Zero.

Scenario 2

Whenever the city, county, or state of a location address changes, or the Payroll Tax City, State, Zip, and County fields for the location changes, you must run the Update Work Location Tax Records concurrent program. This program creates the default tax records, and provides a report of all employees affected by the change. You must access the individual tax records effected and modify the SUI state withholding information and percentages, if required.

Note: If you skip this step, payroll taxes will be incorrect for future payrolls until the appropriate change is made.

For example, when you change the Location address or Payroll Tax fields to a new state, county and city and then run the Update Work Location Tax Records concurrent program:

- Oracle Payroll creates default tax records for the new state and locality, with 0% as the time worked in the new state and locality.

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

- Time worked in all other states and localities remain the same.
- Oracle Payroll does not update the employee's SUI state.

If the employee is working 100% of the time in the new state and/or locality, or is not working 100% of the time in the new state and/or locality but is working elsewhere for some percentage of time, you must access the individual tax records effected and modify the percentages and withholding information percentages, as required.

Scenario 3

Whenever you update the Taxation Location override field is on the GRE and Other Data window (on the Assignment form), Oracle Payroll does not update employee tax records to reflect the Taxation Location override. You must create individual tax records for the new state and locality, and then modify the withholding information and percentages, if required. If you don't, the employee will be taxed improperly the next time you run payroll, because Oracle Payroll has not created default tax records for the employee.

State and Local Tax Exemptions

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

Oracle Payroll automatically withholds taxes for all defined states and localities unless you introduce exemption rules.

Note: In previous releases of Oracle Payroll, you could define exemption rules only at the assignment level. By being able to define exemption rules at the GRE level, you can easily identify those employees for which tax exemptions exist.

Setting up Exemption Rules

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

Identifying Existing Exemption Rules for Employees

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

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

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

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

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

Assignment Location Rules Overview

The defaulting tax rules process creates tax records whenever the following assignment location rules are met:

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

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

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

- Federal tax rules record for the assignment
- State tax rules record for the assignment location
- State tax rules record for state of primary address
- County tax rules record for the assignment location

Reporting Federal Unemployment Tax (FUTA)

Generally all employee compensation is subject to FUTA tax unless exempted under IRC 3306(b) and IRS Reg. 31.3306(b)(2)-1 - (b)(10)-1.

Oracle Payroll provides certain information in the form of a work sheet that you then transcribe to the official form 940; however, some information must be provided by you:

- Part II, section 3, column i, Contributions actually paid to state.
- Part II, section 3a, total for column i, Contributions actually paid to state.
- Part II, section 3b, Total tentative credit.
- Part II, section 6, Credit.
- Part II, section 7, Total FUTA tax.
- Part II, section 8, Total FUTA tax deposited for the year.
- Part II, section 9, Balance due.
- Part II, section 10, Overpayment.
- Part III, record of Quarterly Federal Unemployment Tax Liability.

FUTA Credit

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

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

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

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

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

The Employer Tax Credit element classification holds the credit rate.

Net FUTA Liability Calculation Method

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

Example

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

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

Enter Net FUTA Liability on the Federal Tax Rules window.

Maximum FUTA Credit Calculation Method

FUTA liability is calculated at the standard rate used by Vertex, and the credit is reflected in a separate balance. You do not enter a FUTA liability net rate at the Federal level with this calculation method.

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

Example

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

Note: This rate may vary from state to state.

Enter the Maximum FUTA Calculation in the State Tax Rules window.

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

Entering a Blocking Factor for E Records

You must enter a blocking factor for a GRE's E records.

To enter a blocking factor for a GRE's E record, start from the Organization window to make an entry in the SQWL Employer Rules (1) window.

To enter a blocking factor for a GRE's E records:

1. In the Organization window, query the GRE for which to enter a blocking factor, if it does not already appear there.
2. With Government Reporting Entity selected in the Organization Classifications region of the Organization window, choose Others and select SQWL Employer Rules (1).
3. Click in the Additional Organization Information field to open the SQWL Employer Rules (1) window.
4. In the Blocking Factor field, enter the blocking factor (not to exceed 85) for this GRE's Employer (E) Record.

Entering Generic A and B Record Data for GRE Transmitters

For each state to which you submit quarterly wage listings, you must identify a GRE with employees in that state as a transmitter of these listings. Do this by entering GRE data for the Transmitter (A) Record and the Authorization (B) Record. Depending on the states to which a GRE is transmitting wage listings, you may need to enter state-specific data in addition to generic data for these records.

Use the Organization window to make entries for a GRE in the SQWL Generic Transmitter Rules window.

Important: SQWL reports contain specific information tailored for specific states. Consider a strategy of grouping states with similar transmitter requirements, and then prepare and run the reports sequentially. This minimizes the amount of effort in preparing SQWL reports for multiple states.

Note: SQWL requires two processes to generate each report. Depending on how you configured your concurrent manager, you may have to stagger submitting your SQWL reports until previously submitted reports have finished processing.

To enter generic transmitter data for A and B records:

1. In the Organization window, enter or query a GRE serving as a transmitter of state quarterly wage listings.
2. In the Organization Classifications region, place the cursor on Government Reporting Entity, choose the Others button, and select SQWL Generic Transmitter Rules.

3. Click in the Additional Organization Information field to open the SQWL Generic Transmitter Rules window.
4. Select Yes in the Transmitter GRE field to identify this GRE as a transmitter of state wage listings.
5. Optionally, enter the manufacturer's name of the computer you used to transmit the state wage listings.
6. Select the tape labelling method: ANSI standard, IBM standard, No label, or Non-standard.
7. Select the tape density: 1600 BPI (blocks per inch), 6250 BPI, or 38000 BPI.
8. Select the recording code: EBCDIC or ASCII.
9. Select the number of tracks: IBM 3480 cartridge or Reel tapes.
10. Enter the blocking factor of the file (not to exceed 85).
11. In the Transmitter Contact field, enter the title of the person responsible for state wage listing transmission.
12. Enter the phone number and extension of the person with this title.
13. In the Media Transmitter/Authorization Number field, enter any authorizing code or number provided by the state to which this GRE is transmitting quarterly wage listings.
14. Save your work and choose OK to return to the Organization window.

See: Entering State A and B Record Data for GRE Transmitters, *Oracle HRMS Payroll Processing Management Guide*

Entering a FUTA Credit

To enter a FUTA override rate:

1. Enter the override rate in the FUTA Override Rate field on the Federal Tax Rules window.

To record a maximum FUTA credit percentage for each state taxability rule:

1. Enter the rate in the Maximum FUTA Credit Percentage field in the State Tax Rules window.

Running the Annual FUTA Tax Return Work Sheet

Before you can run this worksheet, you must know which of your employees are exempt from FUTA and have marked them appropriately on the Tax Rules window. See IRC 3306(c), (s) and IRS Reg. 31.3306(c)(1)-1 - (c)(18)-1 for types of employment that are exempt from FUTA.

You run the Annual FUTA Tax Return Work Sheet from the Submit Request window.

To run the Annual FUTA Tax Return Work Sheet:

1. Enter or query Annual FUTA Tax Return Work Sheet (Form 940) in the Name field.
The Parameters dialog box displays.

2. Enter the appropriate GRE in the Government Reporting Entity field.
3. Enter the appropriate tax year in the Tax Year field.
4. Enter the appropriate state code in the State Code field (optional).
5. Select OK.
The dialog box disappears, and the Submit Request window is filled in.
6. Submit the request.
7. To check on the progress of the processing, use the Concurrent Requests window, or from the Help menu, select View My Requests.

Entering an Experience Rate

To enter an experience rate:

1. Navigate to the State Tax Rules window.
2. Enter the experience rate in the SUI ER Experience Rate 1 field.

Important: Oracle Payroll supports only one yearly experience rate. If your experience rate changes during the year, you must track it separately. SUI ER Experience Rate 2 field is reserved for future development.

3. Save the entry.

Entering State A and B Record Data for GRE Transmitters

Start this entry of data specific to particular states from the Organization window, to make entries in the SQWL State Transmitter Rules window.

Important: SQWL reports contain specific information tailored for specific states. Consider a strategy of grouping states with similar transmitter requirements and then prepare and run the reports sequentially. This minimizes the amount of effort in preparing SQWL reports for multiple states.

Note: SQWL requires two processes to generate each report. Depending upon how you configured your concurrent manager, you may have to stagger submitting your SQWL reports until previously submitted reports have finished processing.

To enter A and B record data for FL, IL, KS, MO, NJ, PA, and TX:

1. In the Organization window, query the GRE serving as a SQWL transmitter (if it does not already appear there).
2. With Government Reporting Entity selected in the Organization Classifications region of the Organization window, choose Others and select SQWL Generic Transmitting Rules.
3. Click in the Additional Organization Information field to open the SQWL Generic Transmitting Rules window.

4. Make sure the following fields are blank:
 - Computer
 - Internal Label
 - Density
 - Number of Tracks
 - Blocking Factor
5. If these fields are not blank, change them so that they are blank and then save your changes.

Once saved, your changes apply to subsequent State Quarterly Wage Listing Reports transmitted by this GRE. You do not need to repeat this step.

6. Click OK to close the Additional Organization Information field.
7. With Government Reporting Entity selected in the Organization Classifications region of the Organization window, choose Others and select SQWL State Transmitter Rules.
8. Click in the Additional Organization Information field to open the SQWL State Transmitter Rules window. Make entries only for the state or states to which this GRE is transmitting quarterly wage listings.

Florida

In the SQWL State Transmitter Rules window:

1. If your organization is filing on behalf of another company, specify your Agent ID Number.

Illinois

Submit State Quarterly Wage Listings for Illinois on either 3.5" or 5.25" Diskette or by Internet Transfer (FTP). In the SQWL State Transmitter Rules window:

1. In the Filing Type field, select the type of diskette that you will be using to transmit the report (either 3.5" Diskette or 5.25" Diskette).

Once saved, your changes will apply to subsequent State Quarterly Wage Listing Reports transmitted by this GRE. You do not need to repeat this step.

Kansas

In the SQWL State Transmitter Rules window:

1. In the Total Remittance Amount field, specify the total dollar amount of wages reported in this file.

Missouri

In the SQWL Generic Transmitter Rules window:

1. Type 85 into the Blocking Factor field.
2. Save your changes.
3. Open the SQWL State Transmitter Rules window.
4. In the Total Remittance Amount field, specify the total dollar amount of wages reported in this file.

New Jersey

In the SQWL State Transmitter Rules window:

1. In the Tape Authorization Number field, specify the tape authorization number appearing on Form WR-43, Wage Reporting Magnetic Tape Transmittal.

Pennsylvania

In the SQWL State Transmitter Rules window:

1. In the Transmitter Contact Person field, enter the name of the person responsible for state wage listing submission.

Texas

In the SQWL State Transmitter Rules window:

1. If you are reporting an allocation list on this tape (listing different GREs whose S and T records are included on the tape), select Yes in the Allocation List field.
2. If you are reporting tax (C-3) data for each GRE's account in this file, select Yes in the C3 Data field.
3. For tapes reporting an allocation list:
 1. Enter a 9-digit ID number in the Service Agent ID field.
 2. Enter a dollar amount in the Total Remittance Amount field.
4. In the Suffix Code field, enter the suffix code assigned by the Texas Employment Commission.

Entering State Data for E and T and S Records

There are certain state-specific requirements for entries to a GRE's Employer (E) Records, Total (T) Records, or both. The states with unique requirements for these records are the following: Illinois, Kentucky, Missouri, Montana, North Carolina, New Hampshire, New York, Ohio, Pennsylvania, Texas, and Wyoming (S record only).

To enter E and T record data for IL, KY, MO, and MT:

To make entries for the E or T records of a GRE with employees in these states, start from the Organization window to make entries in the SQWL Employer Rules (1) window.

Note: For information about making entries to the Blocking Factor field in this window see: Entering a Blocking Factor for E Records, *ERROR: linkend not in current document and TARGET_BOOK_TITLE missing*.

1. In the Organization window, query the GRE for which to enter SQWL record data (if it does not already appear there).
2. With Government Reporting Entity selected in the Organization Classifications region of the Organization window, choose Others and select SQWL Employer Rules (1).
3. Click in the Additional Organization Information field to open the SQWL Employer Rules (1) window.
4. Make entries only for the state, or states, in which the GRE has employees.

Illinois (for the GRE's E and T records)

1. If a previous overpayment is being applied to the balance due, enter the overpayment amount in the Credit/Overpayment field.
2. Enter the Document Control Number from the Quarterly Filing Notice. If unknown, enter the number 1.
3. Enter any interest and penalty due in the Interest and Penalty fields.
4. Enter any previous quarter (s) underpayment (including previously due penalty and interest) in the Previous Quarter (s) Underpayment field.
5. Enter the appropriate tax type code (Taxable employer or Reimbursable employer) in the Tax Type Code field.

Kentucky (for the GRE's E records)

1. Enter the industry code from form UI-3.

Missouri (for the GRE's T records)

1. Enter 85 in the Blocking Factor field.
2. Enter the total payment submitted for the GRE in the Amount Remitted field.
3. Enter the amount of all outstanding credits in the Credit/Overpayment field.
4. If the Contribution and Wage Report shows an amount due for interest assessment, enter this amount in the Employer Assessment Amount field.
5. When interest is due for quarterly reports that were not filed by the due date, multiply the contributions due by the monthly interest rate (from the Contribution and Wage Report). Enter the interest due in the Interest field.
6. Enter the amount of all outstanding amounts due in the Previous Quarter(s) Underpayment field.

Montana (for the GRE's T records)

1. Enter any overpayment existing on the file generation date in the Credit/Overpayment field.
2. Compute interest by multiplying the Qtr. UI Taxes Due amount by the rate of .05% per day. Enter the results in the Interest field.
3. For payments 30 or fewer days late, the penalty is \$10.00 or 10% of the Qtr. UI Taxes Due, whichever is greater. For payments more than 30 days late, the penalty is \$15.00 or 15% of the taxes due, whichever is greater. Enter a penalty amount in the Penalty field.
4. Enter the amount of all adjustments or amendments to previous quarter reports in the Previous Quarter(s) Adjustments field.

To enter E and T Record Data for NC, NH, NY, OH, PA, TX and WY:

To make entries for the E or T records of a GRE with employees in these states, start from the Organization window to make entries in the SQWL Employer Rules (2) window.

1. In the Organization window, query the GRE for which you want to enter SQWL record data (if it does not already appear there).
2. With Government Reporting Entity selected in the Organization Classifications region of the Organization window, choose Others and select SQWL Employer Rules (2).

3. Click in the Additional Organization Information field to open the SQWL Employer Rules (2) window.
4. Make entries only for the state, or states, in which the GRE has employees.

North Carolina (for the GRE's E records)

1. Enter the 6-digit Remitter Number assigned by the state Employment Security Commission (ESC) in the State Control Number field. A GRE with no number must contact the ESC to obtain one.

New Hampshire (for the GRE's E records)

1. Enter the name and title of the contact person for the GRE.

New York (for the GRE's E records)

1. If the GRE hires seasonal labor, select Yes in the Seasonal Employer Indicator field.

Ohio (for the GRE's E records)

1. If the Bureau of Employment Services has assigned a 3-digit number to the GRE for multiple plant charging, enter the number in the Unit/Division/Location/Plant Code Field.

Pennsylvania (for the GRE's E records)

1. If the GRE is approved for plant reporting, enter its plant number.

Texas (for the GRE's T records)

1. If the record for this GRE is one of several employee records on the tape (so that the A record for the tape includes an Allocation List), enter in the Allocation Amount field the dollar amount for this GRE's account.
2. Select a county in which the GRE has the greatest number of employees.
3. In the Multi State Employment Indicator field, select Yes for a GRE which, during the year, reports wages to another state for employees whose wage information is included on this tape.

Wyoming (for the GRE's S records)

1. In the Workers Compensation State Insured field, indicate if the GRE is insured through the state Worker's Compensation fund.
2. Enter the appropriate numbers in the Workers Compensation Control Number and Workers Compensation Account Number fields.

Handling Claims For More Than 10 Allowances

If the employee claims more than 10 allowances, you must send a copy of the W-4 to the IRS and to the appropriate state tax authorities. The IRS and state authorities may independently issue notices rejecting the claim and reducing the number of allowances.

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

To record a rejection of an employee's requested allowances:

1. Enter the notice date in the Allowances Reject Date fields in the Federal Tax Rules or appropriate State Tax Rules region.
2. Reduce the employee's allowances as of this date.

You can enter information for local tax withholding in any locality within the states for which you entered state tax rules.

Reporting Third Party Payments

When employees receive payments from a third party (such as an insurance company), you must report these payments as income.

Third party payments would include:

- Insurance payments due to disability
- Employee stock purchase plans
- Non-qualified stock exercise
- Moving expenses
- Imputed income (such as company cars or life insurance)

Use the Adjust Tax Balances window to report third party payments.

To report third party payments:

1. Adjust the appropriate wage balances for FIT, SIT, and LIT.
See Adjusting Employee Withheld Balances Only, page 3-77 for additional instructions.
2. If the third party payer withholds any taxes, you must add those taxes to the employee's tax balance.
3. Check the FIT withheld by third party check box.
4. Save your changes.

Running the International Tax Navigator Interface

Run the International Tax Navigator(tm) interface from your client system. The interface consists of two processes:

- **Oracle Interface:** Transports employee data from Oracle Payroll to the International Tax Navigator(tm).
- **Oracle Batch:** Performs tax treaty analysis and substantial presence tests, and then returns the employee data to Oracle Payroll.

If you are using the International Tax Navigator(tm) interface, you cannot run a Payroll or a Quickpay for foreign employees unless the International Tax Navigator(tm) has processed all current foreign employee data. If you attempt to process an employee whose record contains unanalyzed data, the system displays an error message informing you that you need to run the Oracle Interface and Oracle Batch processes.

Note: For more information regarding the Oracle Interface and Batch processes, refer to the International Tax Navigator(tm) documentation from Windstar Technologies Inc.

Once you have run the International Tax Navigator(tm) interface, you can see the results of the Oracle Batch process in the Alien Data window for each assignment. You should also check the Worklist window for any errors that may have occurred during processing.

See: Viewing International Tax Navigator Interface Results, page 3-27

Note: When using the International Tax Navigator(tm) in conjunction with Oracle Payroll, you are doing so under a separate license between you and Windstar Technologies, Inc. Oracle provides an interface to International Tax Navigator(tm) as a convenience to our customers. However, Oracle does not endorse International Tax Navigator(tm). Oracle makes no representations or warranties regarding International Tax Navigator(tm) or any other product that exchanges data with Oracle Payroll, including without limitation any warranties that International Tax Navigator(tm) accurately captures and reflects all applicable tax laws. You should consult your license agreement with Windstar Technologies to determine your rights regarding International Tax Navigator(tm). Also, please note that Oracle Payroll provides an interface to the version of International Tax Navigator(tm) current as of Oracle's release of Oracle Payroll; because International Tax Navigator(tm) is provided by another company, Oracle may not be able to provide an interface that works with future versions of International Tax Navigator(tm).

Viewing International Tax Navigator Interface Results

You can view the results that the International Tax Navigator returns to Oracle Payroll from the Alien Data window. You cannot enter or change any of the information in the Alien Data window. The Alien Data window contains two regions:

- **Alien Data:** Contains a summary of the employee's visa data, such as Resident Status and Visa Type, as recorded in the visa data extra information types for the assignment.
- **Alien Details:** Contains the results of the treaty analysis and the substantial presence test performed by the International Tax Navigator interface.

Viewing errors returned by the International Tax Navigator Interface:

If any errors occur during the interface process between Oracle Payroll and the International Tax Navigator, they display in the Worklist window. You can select errors in the Subject column of the Worklist window to obtain a description of the problem the interface encountered, and a solution for correcting the error.

Note: When using the International Tax Navigator in conjunction with Oracle Payroll, you are doing so under a separate license between you and Windstar Technologies, Inc. Oracle provides an interface to International Tax Navigator as a convenience to our customers. However, Oracle does not endorse International Tax Navigator. Oracle makes no representations or warranties regarding International Tax Navigator, or any other product that exchanges data with Oracle Payroll, including without limitation any warranties that International Tax Navigator accurately captures and reflects all applicable tax laws. You should consult your license agreement with Windstar Technologies to determine your rights regarding International Tax Navigator. Also, please note that Oracle Payroll provides an interface to the version of International Tax Navigator current as of Oracle's release of Oracle Payroll; because International Tax Navigator is

provided by another company, Oracle may not be able to provide an interface that works with future versions of International Tax Navigator.

Tax Form Audit Report

Through the Tax Form Audit Report, organizations can report on the employee tax withholding information you entered and edited in the Oracle Self Service HRMS Online Tax Forms module (such as Federal W-4 information). Use this report to track changes that occur to employee online tax withholding information at both the federal and state level.

Note: Online Tax Forms may not yet be supported at the state level by Oracle Payroll. Until it is supported, this report will not pick up any data at the state level.

Run the Tax Form Audit report from the Submit Request window.

To run the Tax Form Audit report:

1. In the Request field, select Tax Form Audit Report.
2. Click in the Parameters field, and select the parameters for the report (as detailed below).
3. Submit the report.

Tax Form Audit Report Parameters

The following parameters exist for the Tax Form Audit Report:

Start Date and End Date	Use these fields to enter a date range for the report.
Jurisdiction Level	Select Federal, State, or Federal and State from the List of Values. The report displays information for the jurisdiction level you select.
State	If you are reporting at the State Jurisdiction Level, you can select a state to narrow the report output to a single state. If you leave this field blank, the report displays information for all states where Tax Form information exists.
Government Reporting Entity	Select a GRE to get Tax Form Information only for employees in that GRE. Leave this field blank to report on employees in all GREs.
Assignment Set	Select an Assignment Set to get Tax Form Information for employees in that particular Set.
Employee Name and Social Security Number	Use these fields to get information on a specific Employee

You can use these parameters to customize the report output to a specific group of employees within a business group. The parameters do not discount each other (for example, if you select a State and an Assignment Set, the report only displays

information for employees in the selected Assignment Set that have tax information for the selected state).

Tax Form Audit Report Output

The Tax Form Audit report is formatted to print in landscape fashion on 8.5 x 11 paper. Each page of the report contains the name of the business group, as well as the selected report parameters. The report lists tax information alphabetically by employee last name. Where multiple records exist for an employee, the most recent records are listed first.

If you have selected Federal and State in the Jurisdiction field, the Tax Form Audit report displays all federal tax information for all employees included in the report and then displays all state tax information for each included state.

Running the Tax Form Exception Report

The "Tax Form Exceptions" report flags any tax withholding form updates made by employees (using the Oracle Online Tax Forms module) that need to be reported to the IRS.

Once identified, you can report these exceptions as appropriate. You can use this report to track the exceptions that occur from changes to employee online tax withholding information at both the federal and state level.

Note: Online Tax Forms may not yet be supported at the state level by Oracle Payroll. Until it is supported, this report will not pick up any data at the state level.

Run the "Tax Form Exceptions" report from the Submit Request window.

To run the "Tax Form Exceptions" report:

1. In the Request field, select "Tax Form Exceptions Report".
2. Click in the Parameters field, and select the parameters for the report (as detailed below).
3. Submit the report.

Tax Form Exception Report Parameters

The following parameters exist for the Tax Form Exception Report:

Start Date and End Date	Use these fields to enter a date range for the report.
Jurisdiction Level	Select Federal, State, or Federal and State from the List of Values. The report displays information for the jurisdiction level you select.
State	If you are reporting at the State Jurisdiction Level, you can select a state to narrow the report output to a single state. If you leave this field blank, the report displays information for all states where exceptions exist.
Government Reporting Entity	Select a GRE to get exceptions for employees in that GRE. Leave this field blank to report on employees in all GREs.
Sort Option One and Sort Option Two	Use these fields to sort your report by Employee Name, SSN, or Date Filed.

Tax Form Exception Report Output

The Tax Form Exception report is formatted to print in landscape fashion on 8.5 x 11 paper. Each page of the report contains the name of the business group, as well as the selected report parameters. The report lists tax information alphabetically by employee last name. Where multiple records exist for an employee, the most recent records are listed first.

If you have selected Federal and State in the Jurisdiction field, the Tax Form Exception report displays all exceptions for all employees included in the report and then displays all state tax exceptions for each included state.

Taxability Rules

Taxability Rules for Earnings and Deductions Categories

Oracle Payroll delivers with all existing rules for the Federal and state-level taxability. These taxability rules are in place for a number of categories of supplemental and imputed earnings types and for three categories of pre-tax deductions. Each release of Oracle Payroll updates these rules.

Assignment Location Rules Overview Example

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

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

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

Examples of State and Local Exemption Rules

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

Scenario 1: No State or Local Tax Exemptions

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

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

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

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

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

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

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

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

Rules for Workers Compensation

The system does not come with rules in place regarding the inclusion of supplemental and imputed earnings categories in states' payroll exposure for Workers Compensation, but it 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.

Update Tax Records After Location Address Change

You can update an employee's work address and keep their tax details up to date by using the "Update Tax Records After Location Address Change" process. You can run this as often as required, ensuring that no default tax records are created and unnecessary tax imposed on your employees.

To update tax records after a location address change:

1. In the Submit Requests window, select the Report Name.
2. Select the updated location from the Parameters window and click OK.
3. Select Submit.

Adjusting Percentage Tax Rules

Enter percentage time in state, county, or city by selecting the Percentage button on the appropriate Tax Rules window.

Note: Do not enter percentage tax rules less than 100% at the county level for employees working in Indiana. Employees in Indiana can only be taxed for a single county.

If you have checked the Working at Home check box on the Standard Conditions tab of the Assignment window, the employee is assumed to be working 100% from their primary address (or tax override address if there is one) for this assignment. You cannot open the Percentage window for an employee who works at home.

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

To adjust the percentage time:

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

Creating Local Taxability Rules

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

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

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

To enter tax rules for categories not presently listed in this window, add the categories to the list using the US_SUPPLEMENTAL_EARNINGS, US_IMPUTED_EARNINGS, or US_PRE_TAX_DEDUCTIONS lookup types.

Use the Taxability Rules window (Total Compensation > Basic > Tax Withholding Rules in the Navigator).

To create a local taxability rule for an earnings type or pre-tax deduction:

1. Select the primary classification.
2. Select the tax level: county or city.
3. Select the appropriate state.
4. Select the locality for the county or city.
This displays the applicable tax categories.
5. For each tax category, select the appropriate rule: withheld or not withheld.

Oracle Payroll interprets the tax category as not subject to tax if a tax category is left unchecked.

6. Save your changes.

Important: When you refresh this screen, the Default Rules Edited check box is checked. This indicates that there is a local tax rule in effect and that you need to re-establish state tax rules for this locality.

Setting Up Tax Exemption Rules

You define state exemption rules from the Employer Identification screen and the State Tax Rules screen.

To set up state exemption rules for a GRE:

1. In the Employer Identification screen, use the State Tax Withholding Rule field to select either All States or States under State Tax Rules.

Note: If you select All States, taxes are withheld for all 50 states. If you select States under State Tax Rules, taxes are withheld only for those states that have rules set up in the State Tax Rules screen.

2. In the State Tax Rules screen, use the State Code field to select the state that you want to be exempt.
3. In the Exempt State Income Tax field, select Yes to indicate that you do not want to withhold taxes for this state.
4. Save your work.

Local Exemption Rules

You define Local exemption rules from the State Tax Rules screen and the Local Tax Rules screen.

To set up Local Exemption Rules for a GRE:

1. . In the State Tax Rules screen, use the State Code field to select the state that contains the locality that you want to be exempt.
2. . In the State Tax Rules screen, use the Local Income Tax Withholding Rule field to select either All Localities, or Only Localities Under Local Tax Rules.

Note: If you select All Localities, taxes will be withheld for all existing localities in that State. If you select Only Localities Under Local Tax Rules, taxes will be withheld only for those localities that have rules set up in the Local Tax Rules screen. If there are no rules set up, no taxes will be withheld.

3. . In the Local Tax Rules screen use the Locality field to select the locality that you want to be exempt.
4. . In the Exempt Local Income Taxes field, select Yes to indicate that you do not want to withhold taxes for this locality.
5. . Save your work.

Changing Taxability Rules for an Earnings Type

To change taxability rules for an earnings type:

1. In the Primary Classification region, choose Supplemental Earnings or Imputed Earnings.
2. In the Level region, choose:
 - Federal to change a federal-level rule
 - State to change a state-level rule

If you choose State, select the particular state in the State region.

3. The Tax Category field displays the categories of earnings types in the Supplemental or Imputed Earnings classification. For a category, check the box under a tax heading in the Subject To region if the earnings types in the category are subject to the tax, or uncheck the box if they are not subject to the tax.

At the Federal level, the tax headings appearing in the Subject To region are:

FIT	Federal Income Tax
EIC	Earned Income Credit
FUTA	Federal Unemployment Tax Act
Medicare	(FICA-HI)
SS	Social Security (FICA-OASDI)

At the state level, the tax headings appearing in the Subject To region are:

SIT	State Income Tax
SDI	State Disability Insurance
SUI	State Unemployment Insurance
WC	Workers Compensation payroll exposure

Changing Taxability Rules for a Pre-Tax Deduction

Use the Taxability Rules window to select the Federal and state taxes to which each category of pre-tax deduction is subject. For local tax rules, see: Creating Local Taxability Rules, page 3-33.

To change taxability rules for a pre-tax deduction:

1. In the Primary Classification region, choose Pre-Tax Deduction.
2. In the Level region, choose:
 - Federal to maintain Federal-level rules
 - State to maintain state-level rules

If you choose State, select the particular state in the State region.

3. The Tax Category field displays the categories, such as Dependent Care 125, Deferred Comp 401k, and Health Care 125. For a category, check the box under a tax heading in the Subject To region if deductions in the category are subject to the tax, or uncheck the box if they are not subject to the tax.

At the federal level, the tax headings appearing in the Subject To region are:

FIT	Federal Income Tax
EIC	Earned Income Credit
FUTA	Federal Unemployment Tax Act
Medicare	(FICA-HI)
SS	Social Security (FICA-OASDI)

At the state level, the tax headings appearing in the Subject To region are:

SIT	State Income Tax
SDI	State Disability Insurance
SUI	State Unemployment Insurance

Ending Local Taxability Rules

To end a local taxability rule for an earnings type or pre-tax deduction:

1. Query the taxability rule you want to end.
2. For each tax category, uncheck the appropriate rule: withheld or not withheld.
3. Save your changes.

Important: If there are no tax rules for this locality, when you refresh your screen, the Default Rules Edited check box reverts to being unchecked. This indicates that the default tax rules for the state are in effect.

Entering City Tax Rules

Specify city tax rules from the City Tax Rules window. With the appropriate county displayed in the County Tax Rules window, click City Tax.

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

To enter city tax rules for an employee:

1. Select a city.

Note: If you have set up a payroll tax override address that applies to this city in the Address, Location Address, or GREs and other data window, the Residence Tax Override in Effect or Work Tax Override in Effect box will be checked.

If you checked the Working at Home box, the work details are the same as the resident details, and the employee is assumed to be working 100% from their primary address (or tax override address, if there is one) for this assignment. You cannot update

this check box here. Change the Working at Home status on the Standard Conditions tab of the Assignment window.

2. Select a filing status and enter other information from the W-4 that is applicable to this locality.
3. In the LIT Override region, to override the regular rate used in withholding calculations, enter a percentage in the Rate field. Enter an amount for Oracle Payroll to withhold a fixed amount each period, without performing any local tax calculations.
4. Check appropriate boxes in the Tax Exemptions block to exempt the employee from these taxes.
5. Enter the School District code to calculate school district tax for the employee. Currently, this is applicable only to employees resident in Kentucky, Ohio or Pennsylvania. Consult your Vertex, Inc. handbook for further information on school districts and codes.

See also: Adjusting Percentage Tax Rules, page 3-32

Entering County Tax Rules

Enter county tax rules from the County Tax Rules window. With the appropriate state displayed in the State Tax Rules window, choose County Tax.

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

To enter county tax rules for an employee:

1. Select a county.

Note: If you have set up a payroll tax override address that applies to this county in the Address, Location Address, or GREs and other data window, the Residence Tax Override in Effect or Work Tax Override in Effect box is checked.

If you check the Working at Home box, the work details are the same as the resident details, and the employee is assumed to be working 100% from their primary address (or tax override address, if there is one) for this assignment. You cannot update this check box here. Change the Working at Home status on the Standard Conditions tab of the Assignment window.

2. Select a filing status and enter other information from the W-4 that is applicable to this locality.
3. In the LIT Override region, to override the regular rate used in withholding calculations, enter a percentage in the Rate field. Enter an amount for Oracle Payroll to withhold a fixed amount each period, without performing any local tax calculations.
4. Check appropriate boxes in the Tax Exemptions block to exempt the employee from these taxes.

5. Enter the School District code to calculate school district tax for the employee. Currently, this is applicable only to employees resident in Kentucky, Ohio or Pennsylvania. Consult your Vertex, Inc. handbook for further information on school districts and codes.

See also: Adjusting Percentage Tax Rules, page 3-32

Entering Federal Tax Rules for an Employee

In the Federal Tax Rules window, the Taxation States and Taxation Locality regions display the resident and work state, city, and county. This information derives from the employee's primary residence address and work location address, respectively. You cannot change this information from the Federal Tax Rules window.

Note: If you have set up an address override for tax purposes in the Address, Location Address, or GREs and other data windows, the override state, city, and county for taxation appears and not the actual address.

If you checked the Working at Home box, the work details are the same as the resident details, and the employee is assumed to be working 100% from their primary address (or tax override address, if there is one) for this assignment. You cannot update this check box here. Change the Working at Home status on the Standard Conditions tab of the Assignment window.

To enter federal tax rules for an employee:

1. The SUI state defaults from the work state, but under the general rules for place of employment, it can be different from the work state. In this case, you can select another state as the SUI state. If a tax record is not already present for this state, select the state in the State Tax Rules window and save the default record. You can then select this state in the SUI State field.

Important: When you check the Working at Home box, the SUI State does *not* automatically change to the Resident state. Review the SUI State field to ensure it shows the state the employee is working in.

2. Default information appears for the employee in the W-4 Information region. You can change the filing status and other defaults as necessary.
 - In the Allowances field, enter the number of allowances the employee claims.
 - In the Additional Tax field, enter the amount of any additional Federal tax withholding the employee requests.
3. In the Tax Exemption region, check the boxes corresponding to taxes for which the employee claims exemption on the W-4. You must renew tax exemptions each year.
4. In the FIT Override region, enter a percentage in the Rate field to override the regular rate used in withholding calculations. To withhold a fixed amount each period with no tax calculations occurring, enter the amount.
5. In the EIC Filing Status field, select Single or Married if the employee files the W5 Earned Income Credit Advance Payment form. Single means the filing is for 100% EIC. Married means it is for 50% EIC.

6. Check the Statutory Employee box if the employee governs his or her own conditions of work and is not considered an employee under common law rules.

Example

This might apply to an insurance agent affiliated with, but not working for, an insurance company.

Statutory employees are exempt from FIT withholding, but you may need to withhold Medicare, Social Security, or FUTA for them.

7. Check the Cumulative Taxation box if the employee qualifies for cumulative withholding and requests its application to his or her regular earnings and commissions.

One or two default state tax records appear in the W-4 Information region for a new employee's resident state and work state. You can change the defaults as necessary.

For an employee who may work in several different states in addition to the state of their work location, enter a State Tax Rules record for each one. This makes it possible for you to use batch element entry (BEE) to enter the employee's actual work locations each pay period from his or her timecard.

See also: Adjusting Percentage Tax Rules, page 3-32

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.
2. In the Organization Classifications region, place the cursor on the classification Government Reporting Entity, click Others, and then select Federal Tax Rules.
3. Click in the Additional Organization Information field to open the Federal Tax Rules window.
4. Select self adjust methods for Social Security, Medicare, and Federal Unemployment Tax Act Employer tax withholding.

The methods you select determine the calculation of withholding for taxes taken as a percentage of earnings, until an employee's earnings reach an upper earnings limit. The *Self Adjust* method ensures greater accuracy by basing withholding calculations on year-to-date earnings, instead of earnings this period.

5. Select the type of employment to enter for the GRE on Form 941, the Employee Quarterly Federal Tax Return.
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 Social Security and FUTA.

7. Select the GRE's method for calculating tax liabilities on employees' supplemental earnings. The choices are:
 - Concurrent Aggregation
 - Cumulative Aggregation

- Flat Percentage
- Previous Aggregation

If you select Flat Percentage, you can enter a percentage figure that will override the percentage mandated by the IRS.

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

Entering Local Tax Rules for a GRE

To enter local tax rules for a GRE:

1. Enter or query the GRE in the Organization window.
2. In the Organization Classifications region, place the cursor on the classification Government Reporting Entity, choose Others, and select Local Tax Rules.
3. Click in the Additional Organization Information field to open the Local Tax Rules window.
4. Select the name of the locality. Because this is a long list, it is best to enter part or all of the locality name. Using its table of jurisdiction codes, the system establishes the correct code for the locality, for tax calculation purposes.
5. If the GRE has an ID number for local tax withholding, enter it in the Company Locality ID field.

Entering State Tax Rules for an Employee

Enter State Tax Rules in the State Tax Rules window. Navigate to the Federal Tax Rules window, and choose State Tax.

After completing the following procedure, refer to the State Specific Details, page 3-40 section to make sure you have entered all required information properly.

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

To enter a new state tax record for an employee:

1. Choose New from the File menu, and select a state in the State field.

There can be only one record for each state, so states for which records already exist do not appear on the list.

Note: If you have set up a payroll tax override address that applies to this state in the Address, Location Address, or GREs and other data window, the Residence Tax Override in Effect or Work Tax Override in Effect box is checked.

If the Working at Home box is selected, the work details are the same as the resident details, and the employee is assumed to be working 100% from their primary address (or tax override address, if there is one) for this assignment. You cannot update this check box here. Change the Working at Home status on the Standard Conditions tab of the Assignment window.

2. Select a filing status, and enter other information relevant to this state.
See State Specific Details, page 3-40 for instructions.
3. In the Tax Exemption region, check the boxes corresponding to taxes for which the employee is claiming exemption on the W-4. You must renew exemptions each year.
4. In the SIT Override region, enter a percentage in the Rate field to override the regular rate used in withholding calculations. To withhold a fixed amount each period, enter the amount.

When you enter the override, the tax calculation for all states continues to apply to the state withholding rules.
5. Check the Non resident Certificate check box if the employee has certificates of nonresidence on file for the state.
6. To enter another work state for the employee:
 1. Choose New Record from the Edit menu, and select another state.
 2. Enter information for all the states in which the employee may work before you save the state tax records.
 3. Make sure that the total of all the Time in State entries for the employee equals 100%.

See also: Adjusting Percentage Tax Rules, page 3-32

State Specific Details:

Certain states require that you provide specific information in the State Tax Rules window in regards to filing status, exemptions, or optional calculation methods. The following instructions are provided for those states.

You can change an employee's tax rate for certain states by using an optional calculation method. To use an optional calculation method, you select a two digit code in the Optional Calculation field in the State Tax Rules window.

Alabama

Optional Calculation Methods

Code	Calculation Method
01	Calculate tax on separately paid supplemental gross wages.

Arizona

Optional Calculation Methods

Code	Calculation Method
00	Calculate tax as: 10% of Federal tax if yearly gross wages are less than \$15,000 20% of Federal tax if yearly gross wages are \$15,000 or greater
01	Use optional 20% rate.
02	Use optional 22% rate.
03	Use optional 28% rate.
04	Use optional 32% rate.
05	Use optional 0% rate.
06	Use optional 17% rate.
07	Use optional 10% rate.

Arkansas

Filing Status Information

The Secondary Allowances field holds the number of dependents.

Optional Calculation Methods

Code	Calculation Method
00	Use low-income tax rates.
01	Use standard tax rates.

California

Filing Status Information

The Secondary Allowances field holds additional withholding allowances for estimated deductions.

Connecticut

Exemption Information

Negative values are permitted in the Allowances field to reduce the amount of state tax withheld.

Delaware

Optional Calculation Methods

Code	Calculation Method
01	Used for Maryland residents working in Delaware. You must also use 21-000-0000 in the Residence GeoCode.

Indiana

Exemption Information

All dependents and additional exemptions should be totalled and entered into the Allowances field. Do not use the Secondary Allowances field.

Iowa

Filing Status Information

Only the single and married filing status' should be used. Any other filing status information should be ignored.

Optional Calculation Methods

Code	Calculation Method
01	Recalculate the Federal tax using the number of state exemptions (do not use this method when taking additional Federal tax).

Louisiana

Filing Status Information

The Secondary Allowances field holds the number of credits claimed.

Maine

Filing Status Information

The Married with One Income filing status does not appear in the Filing Status field. It should be entered as Married.

Maryland

Optional Calculation Methods

Code	Calculation Method
01	Used for Maryland residents working in Delaware.

Massachusetts

Filing Status Information

If the employee is legally blind, enter a secondary exemption of 1. If both the employee and spouse are legally blind, enter a secondary exemption of 2.

Mississippi

Exemption Information

Total the dollar amounts derived from the filing status, and enter them in the Exemption Amount field.

Missouri

Optional Calculation Methods

Code	Calculation Method
01	Provides the option of recalculating Federal withholding tax based on filing status and exemptions at the state level.

New Jersey

Filing Status Information

Use an Optional Calculation Method for filing status of: married filing jointly, head of household, or surviving spouse. See the table below for specific details.

Optional Calculation Methods

Code	Calculation Method
00	Use tax table B (default). This method is only for employees whose filing status is: married filing jointly, head of household, or surviving spouse.
01	Use tax table A. This method is only for employees whose filing status is: married filing jointly, head of household, or surviving spouse.
02	Use tax table C. This method is only for employees whose filing status is: married filing jointly, head of household, or surviving spouse.
03	Use tax table D. This method is only for employees whose filing status is: married filing jointly, head of household, or surviving spouse.
04	Use tax table E. This method is only for employees whose filing status is: married filing jointly, head of household, or surviving spouse.

Vermont

Filing Status Information

If the filing status is left blank, it will default to the Federal W-4 filing status.

Entering State Tax Rules for a GRE

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

To enter state tax rules for a GRE:

1. Enter or query the GRE in the Organization window.
2. In the Organization Classifications region, place the cursor on the classification Government Reporting Entity, choose the Others button, and select State Tax Rules.
3. Click in the Additional Organization Information field to open the State Tax Rules window.
4. Select the state code.
5. **Connecticut only:** If the GRE qualifies as a Non Profit GRE, enter yes into the appropriate field. This field accepts either Yes or No as an entry, and defaults to No if left blank. Only enter Yes if you are entering State Tax Rules for a GRE that is considered a Reimbursable Method Employer (as defined by the Connecticut Department of Labor).
6. **Louisiana only:** If the GRE is participating in the Louisiana Quality Jobs program, enter yes in the appropriate field. This field is only active if you have selected LA (Louisiana) in the State field.
7. Enter the GRE's ID numbers in the state for SUI (State Unemployment Insurance) and SIT (State Income Tax).
8. Select self adjust methods for unemployment and disability insurance (SUI and SDI) withholding.

The methods you select determine the calculation of withholding for taxes taken as a percentage of earnings, until an employee's earnings reach an upper earnings limit. The default method, *Self Adjust*, ensures greater accuracy by basing withholding calculations on year-to-date earnings, instead of earnings this period.

9. Enter the SUI employer experience rate for the GRE in the SUI Experience Rate 1 field.

If you leave this field blank, the system uses the maximum experience rate allowed for that state.

10. Enter a second SUI employer experience rate for the GRE in the SUI Experience Rate 2 field.

You may use this field to store a second experience rate in the cases where a state changes the rate mid-year (such as NH, NJ, TN, and VT). Oracle Payroll does not use this information in payroll processing. You may store information in this field, but in order for it to be processed, you must enter it into the SUI Experience Rate 1 field.

11. In the Filing Status/ Allowance Rule field, select the rule this state uses to determine the defaults for employee filing status and allowances.

If this state uses an employee's federal filing status and allowances as the defaults for the state-level filing status and allowances, select Federal Default. Select Single Status/Zero Allowances if this state requires single status and zero allowances as the state-level defaults.

12. Select the Worker's Compensation insurance carrier for this GRE. Use the Organization window to set up WC carriers as external organizations with the classification Workers Compensation Carrier.
13. Enter this state's Experience Modification rate for the Worker's Compensation premium calculation. If the state also uses the Employer's Liability Rate or the Premium Discount Rate to modify the WC premium, enter these rates as well.

Enter all rates as positive numbers.

The Experience Modification can either increase or decrease the premium. To enter it correctly, you must understand which is does for this GRE.

Example

For example, enter an Employer's Liability surcharge of 20% as 120 (120% of the base premium). Enter a 10% Premium Discount as 90 (90% of the premium total). The Employer's Liability always increases the premium amount, while the Premium Discount always decreases it.

Updating Local Taxability Rules

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

To update a local taxability rule for an earnings type or pre-tax deduction:

1. Query the taxability rule for the locality you want to update.
2. Make changes to the local tax rule as appropriate.
3. Save your changes.

Tax Balances

Introduction to Balance Adjustment

In a payroll run, the run result or Pay Value of an element feeds the appropriate balances. The run result usually feeds multiple balances including tax related balances. Balances have time dimensions, including current run, period to date, month to date, quarter to date and year to date.

After the payroll process, the applicable balances for federal, state and local tax jurisdictions can be viewed for each employee at both the assignment and person level. The employer tax liabilities can also be viewed at an assignment or person level. All tax balances are viewed within a particular GRE at the levels mentioned above (assignment or person) It is the adjustment of these balances that will be discussed here.

Tax balances are used for periodic employer tax reporting and tax payments as well as quarterly and annual tax reporting.

Purpose

Tax Balance Adjustment Procedure demonstrates how to define tax adjustment elements that are classified as Tax Deductions or Employer Taxes. Utilizing these classifications allows the Oracle system to automatically set up pay values (in most cases the EE or ER tax). This method simplifies the entry for adjusting taxes as well as properly feeding tax balances for all dimensions applicable. For mass balance adjustments you can use Batch Element Entry (BEE) to feed the elements through to Element Entries or the Balance Adjustment APIs. This will greatly decrease the time required to make balance adjustments in volume. This procedure creates adjustment elements that are ready to be costed. Each element adjusts a single tax that allows the ability to cost each tax adjustment separately.

The set up of the tax adjustment elements closely mirrors the delivered Oracle Tax Balance Form ((N) View -> Tax Balances) but skips fields on the Tax Balance Form that cannot be adjusted directly. For example, some of the information on the tax balance screen is derived and no balance is associated, i.e., EXEMPT. Only information associated with the tax balance adjustment is included on the element entry form to minimize confusion in data entry. Additionally, an input value for jurisdiction is added to the State and Local Tax adjustment elements. This allows you to target a specific state or locality for the adjustment.

Note: In this topic the naming convention used for beginning navigation in the system at the Navigator is (N). (B) will be used when the next step requires you to click on a button.

It is recommended that when you process the balance adjustments through BEE or Element Entries, run them as a separate payroll. This will make it cleaner to rollback the balance adjustments as a whole if there is a problem with the entries.

Note: This is not meant to be an all encompassing procedure. Balance adjustments are done for various reasons depending on the needs of the customer. Each case must be reviewed individually to determine the best approach that should be used to adjust the tax balance.

Basic Business Needs

The Tax Balance Adjustment procedure provides you with the means to satisfy the following basic business needs:

- Automatic feed to taxable wage balances, tax withholding balances and applicable dimensions.
- Automatically establishes feed to "Total Tax Deductions" balance which appears on the SOE and employee's pay stub.
- Reports which access information based on PAY_RUN_RESULTS and/or PAY_RUN_RESULT_VALUES reflect correct tax amounts. These reports include but not limited to US Gross to Net Summary and Tax Remittance Reports.
- Allows taxes to be adjusted using the standard element entry form. This facilitates either the collection or refund of taxes based on the adjustment in the regular payroll cycle.
- Tax Balance Adjustments can be processed through the element entry form and a payroll run allowing for collection or refunding of taxes as necessary. With other methods of adjusting balances this is a two step process. Remember that these adjustments do NOT go through any system validation even though they are run through the payroll process. They still react as if you have entered them on the Balance Adjustment Form except for the automated collection or refund of taxes.

Adjust Tax Balance and Adjust Balance Forms

Oracle Payroll provides two balance adjustment forms. Each adjustment form has a purpose; they are not interchangeable. A brief summary of their main purposes and differences follows:

Adjust Tax Balance Form

Used to record third party payments such as sick pay, stock options, imputed income, etc. (when the third party does not issue a separate W-2).

Uses existing elements, eliminating the need to set up any special adjustment elements.

Adjust Balance Form

Allows the adjustment of balances for any existing element.

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

Reasons For Balance Adjustments

There are several reasons to adjust tax balances. Some possibilities are:

- To load an amount that was not included in the initial conversion data.
- Balances were loaded for the incorrect state, local, county, jurisdiction, and so on.
- An employee moved to another taxing jurisdiction and notification was not received timely.
- Need to refund taxes that were collected by mistake.

The Balance Adjustments procedure is not to be confused with the Balance Initialization process that Oracle delivers to load balances into the payroll system from an outside source.

Note: When loading Balances for nonrecurring elements, you must add the element to the employee's Element Entries form in order to see the YTD balances on the Employee SOE. To do this:

1. Navigate to the employee's Element Entries.
2. DateTrack to the employee's hire date.
3. Give the nonrecurring elements to the employee (no input values are required).
4. Save the changes.

Geocodes

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

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

There are four ways you can look up the geocode:

- Refer to the documentation supplied by Vertex, Inc.
- Refer to the employee's record:
 1. Access the employee's Tax Information form.
 2. Navigate to the state, county or city form, and place your cursor in the corresponding field for state, county, city or school district field which you are researching.
 3. Click Help from the tool bar at the top of the application form.
 4. Then select Diagnostics | Examine.
 5. Enter the appropriate password to enable access to the Examine region. You can obtain the password from your Systems Administrator.
 6. Select STATETAX, COUNTYTAX or CITYTAX as the "Block," depending on what code you are researching.
 7. Select JURISDICTION_CODE for the "Field."

The value shown is the geocode for the locality displayed on the employee record.

8. To view the School District Code, select SCHOOL_DISTRICT_CODE in the "Field" line for either COUNTYTAX or CITYTAX "Blocks."

- If you do not have access to either of the above methods, you can find the geocode under Run Result Values:
 1. (N) Navigate to View | Payroll Process Results.
 2. Query a payroll run.
 3. Click Assignment Process.
 4. Choose the person you are researching.
 5. Click Run Results.
 6. Click Run Result for the correct tax element.
 7. Click Run Result Values.

This displays the geocode.
- Review the Employee Run Results report to find geocode values.

Tax Balances Form

In order to adjust tax balances correctly, you must have an understanding of the View Tax Balance form and the tax-related terminology. This helps determine which balances you need to update to achieve accurate results for periodic tax reporting.

The Tax Balances form shows the tax balances that are used for periodic tax reporting. The sum of Subj Not Whable and Reduced Subj Whable on the FIT form is the amount that will be reported as Wages, tips, other compensation in Box 1 of the W-2 form. The sum of Subj Not Whable and Reduced Subj Whable on the SIT form is the amount shown as State wages, tips, etc. in Box 16 of the appropriate W-2 form. The Taxable from the Social Security and Medicare Tax Balance forms are reported as Box 3 Social Security wages and Box 5 Medicare wages and tips respectively on the W-2 form.

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

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

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

Gross	Total earnings, calculated from all earnings elements.
Exempt	Balance derived from Gross earnings minus Subject to Tax Earnings.
Subject	All Earnings that are taxable and for which taxes are calculated during payroll processing. Most Regular, Supplemental, and Imputed Earnings are Subject to Tax. You must enter this balance when processing the State and Local Balance Adjustment elements.

Subj Not Whable

All Earnings that are taxable but for which taxes are not calculated or withheld during payroll processing. GTL Imputed Income is an example of a taxable earning for which taxes are not withheld. You must enter this balance when processing the State and Local level balance adjustment elements.

Note: Subject and Subj Not Whable are determined by the Tax Withholding Rules ((N) Total Compensation -> Basic -> Tax Withholding Rules). All earnings defined with a classification of "Regular Earnings" in Oracle are always subject to and withholdable for federal and state taxes. However, earnings defined with the classification of "Supplemental Earnings" or "Imputed Earnings", and certain deductions defined with a classification of "Pre-Tax", may be subject to different types of taxes and tax withholding at the federal and state levels. These are determined by the category assigned to each earning or deduction and the Taxability Rules.

Pre Tax

The total amount of 401k, 403b, 457, Dependent Care, and Section 125 that reduces the taxable earnings. You must enter this balance when processing State and Local level Balance Adjustment elements (if the jurisdiction allows the reduction). This balance is fed by the elements that update the detail balances discussed below.

Deferred Comp 401k

The amount of 401k that reduces the taxable earnings. You must enter this balance when processing State and Local level balance adjustment elements (if the jurisdiction allows the reduction).

Deferred Comp 403b

The amount of 403b that reduces the taxable earnings. You must enter this balance when processing State and Local level balance adjustment elements (if the jurisdiction allows the reduction).

Deferred Comp 457

The amount of 457 that reduces the taxable earnings. You must enter this balance when processing State and Local level balance adjustment elements (if the jurisdiction allows the reduction).

Dependent Care

The amount of Dependent Care deductions which reduces the taxable earnings. You must enter this balance when processing State and Local level Balance Adjustment elements (if the jurisdiction allows the reduction).

Section 125	The amount of Pretax Insurance that reduces the taxable earnings. Dependent care deductions are not included in this total because it is covered separately under section 129 of the IRS code. You must enter this balance when processing State and Local level balance adjustment elements (if the jurisdiction allows the reduction).
Reduced Subj WHable	Balance derived from Subject Withholdable Earnings minus the sum of Pre Tax reduction that consists of PreTax 401k, PreTax 403b, PreTax 457, PreTax 125, and Dependent Care.
Taxable	The amount of taxable earnings for Medicare, Social Security, and FUTA up to the limit. When viewing state and local taxes subject to an upper limit (such as SDI and SUI), this amount represents the amounts paid up to the limit. When using the Balance adjustment screen, you must adjust this balance for all the taxes mentioned above but keep the upper limit in mind. When adjusting this field, be careful not to adjust the amount over the government regulated limit.
Excess	Balance derived from Reduced Subj Whable minus Taxable. If the taxable balance is not equal to the government regulated limit, the Excess balance should be zero. Excess should always be zero for Medicare. If there is an amount in Excess, and the limit has not been reached, this is an indication that you need to adjust the Balances.
Withheld	The amount of tax which will be reported on the W-2 for each tax.
Liability	The amount of employer owed tax for Medicare, FUTA, Social Security, SUI, or SDI.

Tax Balances

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

Federal taxes

Federal Income Tax (FIT) - EE

Federal Unemployment Tax Act (FUTA) - ER

Social Security (SS) - EE and ER

Medicare - EE and ER

Earned Income Credit (EIC) - EE

State taxes

State Income Tax (SIT) - EE

State Unemployment Insurance (SUI) - ER, EE in some states

State Disability Insurance (SDI) - EE, ER in some states

Local taxes

City Tax - EE

County Tax - EE

Head Tax - ER

School District Tax - EE

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

Balance	Definition
Gross Earnings	All earnings (relevant for the particular jurisdiction, or for EIC)
Exempt Earnings	Gross earnings - Gross earnings subject to tax
Gross Earnings Subject to Tax	All earnings subject to this tax
Gross Earnings Subject to Tax and not Withholdable	All earnings subject to tax not requiring withholding
Gross Earnings Subject to Tax and Withholdable	Gross earnings subject to tax - Gross earnings subject to tax and not withholdable
401(k), 125, and Dependent Care Reductions	Any amounts applicable as pre-tax reductions to the Gross earnings subject to tax and withholdable
Reduced Subject to Tax and Withholdable Earnings	Gross earnings subject to tax and withholdable - 401(k), 125 and Dependent Care reductions
Employee Withheld	Amount withheld for the employee
Reduced Subject EIC	Gross earnings (under EIC taxability rules) subject to tax and withholdable - 401(k), 125, and Dependent Care reductions
EIC Advance	EIC credit for the employee
Employer Liability	Liability of the GRE for Social Security, Medicare, FUTA, SUI, SDI, and Head Tax for this employee

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

Taxes with Upper Earnings Limits

As well as the above balances, the system creates two additional balances for those taxes with *upper earnings limits* (a maximum amount of earnings above which the tax is not levied). These two balances appear in the following table. Currently, upper earnings limits exist for the Social Security and FUTA Federal taxes and the SUI and SDI state taxes.

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

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

Balance Calculations and Adjustments

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

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

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

See: Adjustments to Employee Tax Balances, *Oracle HRMS Payroll Processing Management Guide*

Setting Up the Tax Balance Adjustment Elements

For tax balance adjustments, you must set up the applicable elements.

Setting up applicable tax adjustment elements:

1. Date track to 01-JAN-1951 or any date prior to the date an adjustment is effective but not before 1951.
2. Navigate to the Element Description form.

3. Add all appropriate elements:
 - FIT TAX ADJUSTMENT, page 3-55
 - FUTA TAX ADJUSTMENT, page 3-56
 - SS EE TAX ADJUSTMENT, page 3-57
 - SS ER TAX ADJUSTMENT, page 3-57
 - MED EE TAX ADJUSTMENT, page 3-58
 - MED ER TAX ADJUSTMENT, page 3-59
 - EIC ADJUSTMENT, page 3-60
 - SUI ER TAX ADJUSTMENT, page 3-61
 - SUI EE TAX ADJUSTMENT, page 3-62
 - SIT TAX ADJUSTMENT, page 3-64
 - SDI EE TAX ADJUSTMENT, page 3-65
 - SDI ER TAX ADJUSTMENT, page 3-66
 - COUNTY TAX ADJUSTMENT, page 3-68
 - CITY TAX ADJUSTMENT, page 3-69
 - SCHOOL DIST TAX ADJUSTMENT, page 3-70
 - HEAD TAX ADJUSTMENT, page 3-72
 - WORKERS COMP ER ADJ, page 3-72
 - WORKERS COMP2 ER ADJ, page 3-73
 - WORKERS COMP3 ER ADJ, page 3-74
 - WORKERS COMP EE ADJ, page 3-75
 - WORKERS COMP2 EE ADJ, page 3-76

Setting up FIT TAX ADJUSTMENT:

1. Specify the following parameters:

Parameter	Value
Name	FIT TAX ADJUSTMENT
Reporting Name	FIT ADJ
Description	Element to adjust balances for Federal tax that feeds the tax withheld balance directly.
Primary Classification	Tax Deductions
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.

3. Enable Process In Run.
4. Select Further Information and specify Federal for the jurisdiction.
5. Save your work.

The "Pay Value" Input Value is created automatically. This input value adjusts the tax withheld for the Federal Income Tax.

6. Add Balance Feeds for this element.
7. Link the element to all payrolls.

Setting up FUTA TAX ADJUSTMENT:

1. Specify the following parameters:

Parameter	Value
Name	FUTA TAX ADJUSTMENT
Reporting Name	FUTA ADJ
Description	Element to correct Employer FUTA tax and wages - feeds balance directly.
Primary Classification	Employer Taxes
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify Federal for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 2.

This input value adjusts the tax liability for FUTA.

8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Taxable	Money	1	No	Yes
Pay Value	Money	2	No	Yes

9. Save your work.
10. Add Balance Feeds for this element.
11. Link the element to all payrolls.

Setting up SS EE TAX ADJUSTMENT:

1. Specify the following parameters:

Parameter	Value
Name	SS EE TAX ADJUSTMENT
Reporting Name	SS EE ADJ
Description	Element to adjust EE tax W/H balances
Primary Classification	Tax Deductions
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify Federal for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 2.
This input value adjusts the tax liability for Social Security.
8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Taxable	Money	1	No	Yes
Pay Value	Money	2	No	Yes

9. Save your work.
10. Add Balance Feeds for this element.
11. Link the element to all payrolls.

Setting up SS ER TAX ADJUSTMENT:

1. Specify the following parameters:

Parameter	Value
Name	SS ER TAX ADJUSTMENT
Reporting Name	SS ER ADJ
Description	Element to adjust ER tax liability balances.
Primary Classification	Employer Taxes
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify Federal for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 2.
This input value adjusts the tax liability for Social Security.
8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Taxable	Money	1	No	Yes
Pay Value	Money	2	No	Yes

9. Save your work.
10. Add Balance Feeds for this element.
11. Link the element to all payrolls.

Setting up MED EE TAX ADJUSTMENT:

1. Specify the following parameters:

Parameter	Value
Name	MED EE TAX ADJUSTMENT
Reporting Name	MED EE ADJ
Description	Element to adjust EE taxes and wages
Primary Classification	Tax Deductions
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify Federal for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 2.
This input value adjusts the tax liability for Medicare.
8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Taxable	Money	1	No	Yes
Pay Value	Money	2	No	Yes

9. Save your work.
10. Add Balance Feeds for this element.
11. Link the element to all payrolls.

Setting up MED ER TAX ADJUSTMENT:

1. Specify the following parameters:

Parameter	Value
Name	MED ER TAX ADJUSTMENT
Reporting Name	MED ER ADJ
Description	Element to adjust ER taxes and wages.
Primary Classification	Employer Taxes
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify Federal for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 2.
This input value adjusts the tax liability for Social Security.
8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Taxable	Money	1	No	Yes
Pay Value	Money	2	No	Yes

9. Save your work.
10. Add Balance Feeds for this element.
11. Link the element to all payrolls.

Setting up EIC ADJUSTMENT:

1. Specify the following parameters:

Parameter	Value
Name	EIC ADJUSTMENT
Reporting Name	EIC ADJ
Description	Element to adjust balances for Earned Income Credit that feeds the EIC Advance balance directly.
Primary Classification	Tax Credit
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Save your work.

The "Pay Value" Input Value is created automatically. This input value adjusts the advance for Earned Income Credit..

5. Add Balance Feeds for this element.
6. Link the element to all payrolls.

Setting up SUI ER TAX ADJUSTMENT:

1. Specify the following parameters:

Parameter	Value
Name	SUI ER TAX ADJUSTMENT
Reporting Name	SUI ER ADJ
Description	Element to adjust ER SUI tax and wages - feeds balance directly.
Primary Classification	Employer Taxes
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify State for the jurisdiction.
5. Save your work.
6. Click Input Values.

7. Change the Sequence of Pay Value to 10.
This input value adjusts the tax liability for SUI.
8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Gross	Money	2	No	Yes
Subject Whable	Money	3	No	Yes
PreTax 401K	Money	4	No	Yes
PreTax 403B	Money	5	No	Yes
PreTax 457	Money	6	No	Yes
Dependent Care	Money	7	No	Yes
Section 125	Money	8	No	Yes
Taxable	Money	9	No	Yes
Pay Value	Money	10	No	Yes

Note: You must input the name of the "Jurisdiction" Input Value exactly as shown or else the system will recognize it.

9. Save your work.
When creating the following balance adjustment elements for the state and local levels, you may or may not choose to implement 403B and 457 Input Values and their subsequent balance feeds. If you do not plan to use 403B or 457 functionality in 11i, then these Input Values are not required.
10. Add Balance Feeds for this element.
11. Link the element to all payrolls.

Setting up SUI EE TAX ADJUSTMENT:

1. Specify the following parameters:

Parameter	Value
Name	SUI EE TAX ADJUSTMENT
Reporting Name	SUI EE ADJ
Description	Element to adjust EE SUI tax and wages - feeds balance directly.
Primary Classification	Tax Deductions
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify State for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 10.
This input value adjusts the tax liability for SUI.
8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Gross	Money	2	No	Yes
Subject Whable	Money	3	No	Yes
PreTax 401K	Money	4	No	Yes
PreTax 403B	Money	5	No	Yes
PreTax 457	Money	6	No	Yes
Dependent Care	Money	7	No	Yes
Section 125	Money	8	No	Yes
Taxable	Money	9	No	Yes
Pay Value	Money	10	No	Yes

Note: You must input the name of the "Jurisdiction" Input Value exactly as shown or else the system will recognize it.

9. Save your work.

When creating the following balance adjustment elements for the state and local levels, you may or may not choose to implement 403B and 457 Input Values and their subsequent balance feeds. If you do not plan to use 403B or 457 functionality in 11i, then these Input Values are not required.

10. Add Balance Feeds for this element.
11. Link the element to all payrolls.

Setting up SIT TAX ADJUSTMENT:

1. Specify the following parameters:

Parameter	Value
Name	SIT TAX ADJUSTMENT
Reporting Name	SIT ADJ
Description	Element to adjust EE and tax, wage, and applicable W2 balances.
Primary Classification	Tax Deductions
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify State for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 10.
This input value adjusts the tax liability for State Income Tax.
8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Gross	Money	2	No	Yes
Subject Whable	Money	3	No	Yes
Subject Not Whable	Money	4	No	Yes
PreTax 401K	Money	5	No	Yes
PreTax 403B	Money	6	No	Yes
PreTax 457	Money	7	No	Yes
Dependent Care	Money	8	No	Yes
Section 125	Money	9	No	Yes
Pay Value	Money	10	No	Yes

Note: You must input the name of the "Jurisdiction" Input Value exactly as shown or else the system will recognize it.

9. Save your work.
10. Add Balance Feeds for this element.
11. Link the element to all payrolls.

Setting up SDI EE TAX ADJUSTMENT:

1. Specify the following parameters:

Parameter	Value
Name	SDI EE TAX ADJUSTMENT
Reporting Name	SDI ADJ
Description	Element to adjust EE tax, wage, and applicable W2 balances.
Primary Classification	Tax Deductions
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.

4. Select Further Information and specify State for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 10.

This input value adjusts the tax liability for SDI.

8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Gross	Money	2	No	Yes
Subject Whable	Money	3	No	Yes
PreTax 401K	Money	4	No	Yes
PreTax 403B	Money	5	No	Yes
PreTax 457	Money	6	No	Yes
Dependent Care	Money	7	No	Yes
Section 125	Money	8	No	Yes
Taxable	Money	9	No	Yes
Pay Value	Money	10	No	Yes

Note: You must input the name of the "Jurisdiction" Input Value exactly as shown or else the system will recognize it.

9. Save your work.
10. Add Balance Feeds for this element.
11. Link the element to all payrolls.

Setting up SDI ER TAX ADJUSTMENT:

1. Specify the following parameters:

Parameter	Value
Name	SDI ER TAX ADJUSTMENT
Reporting Name	SDI ER ADJ
Description	Element to adjust ER tax, wages, and applicable W2 balances.
Primary Classification	Employer Taxes
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify State for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 10.
This input value adjusts the tax liability for SDI.
8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Gross	Money	2	No	Yes
Subject Whable	Money	3	No	Yes
PreTax 401K	Money	4	No	Yes
PreTax 403B	Money	5	No	Yes
PreTax 457	Money	6	No	Yes
Dependent Care	Money	7	No	Yes
Section 125	Money	8	No	Yes
Taxable	Money	9	No	Yes
Pay Value	Money	10	No	Yes

Note: You must input the name of the "Jurisdiction" Input Value exactly as shown or else the system will recognize it.

9. Save your work.
10. Add Balance Feeds for this element.
11. Link the element to all payrolls.

Setting up COUNTY TAX ADJUSTMENT:

1. Specify the following parameters:

Parameter	Value
Name	COUNTY TAX ADJUSTMENT
Reporting Name	CNTY ADJ
Description	Element to adjust county taxes and wages - feeds balance directly.
Primary Classification	Tax Deductions
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify Local for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 10.
This input value adjusts the tax liability for County.
8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Gross	Money	2	No	Yes
Subject Whable	Money	3	No	Yes
Subject Not Whable	Money	4	No	Yes
PreTax 401K	Money	5	No	Yes
PreTax 403B	Money	6	No	Yes
PreTax 457	Money	7	No	Yes
Dependent Care	Money	8	No	Yes
Section 125	Money	9	No	Yes
Pay Value	Money	10	No	Yes

Note: You must input the name of the "Jurisdiction" Input Value exactly as shown or else the system will recognize it.

9. Save your work.
10. Add Balance Feeds for this element.
11. Link the element to all payrolls.

Setting up CITY TAX ADJUSTMENT:

1. Specify the following parameters:

Parameter	Value
Name	CITY TAX ADJUSTMENT
Reporting Name	CITY ADJ
Description	Element to adjust city taxes and wages through input values.
Primary Classification	Tax Deductions
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.

4. Select Further Information and specify Local for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 10.

This input value adjusts the tax liability for City.

8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Gross	Money	2	No	Yes
Subject Whable	Money	3	No	Yes
Subject Not Whable	Money	4	No	Yes
PreTax 401K	Money	5	No	Yes
PreTax 403B	Money	6	No	Yes
PreTax 457	Money	7	No	Yes
Dependent Care	Money	8	No	Yes
Section 125	Money	9	No	Yes
Pay Value	Money	10	No	Yes

Note: You must input the name of the "Jurisdiction" Input Value exactly as shown or else the system will recognize it.

9. Save your work.
10. Add Balance Feeds for this element.
11. Link the element to all payrolls.

Setting up SCHOOL DIST TAX ADJUSTMENT:

1. Specify the following parameters:

Parameter	Value
Name	SCHOOL DIST TAX ADJUSTMENT
Reporting Name	SCHOOL ADJ
Description	Element to adjust School District taxes.
Primary Classification	Tax Deductions
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify Local for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 10.
This input value adjusts the tax liability for School.
8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Gross	Money	2	No	Yes
Subject Whable	Money	3	No	Yes
Subject Not Whable	Money	4	No	Yes
PreTax 401K	Money	5	No	Yes
PreTax 403B	Money	6	No	Yes
PreTax 457	Money	7	No	Yes
Dependent Care	Money	8	No	Yes
Section 125	Money	9	No	Yes
Pay Value	Money	10	No	Yes

Note: You must input the name of the "Jurisdiction" Input Value exactly as shown or else the system will recognize it.

9. Save your work.
10. Add Balance Feeds for this element.
11. Link the element to all payrolls.

Setting up HEAD TAX ADJUSTMENT:

1. Specify the following parameters:

Parameter	Value
Name	HEAD TAX ADJUSTMENT
Reporting Name	HEAD TAX ADJ
Description	Element to adjust Head taxes.
Primary Classification	Tax Deductions
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify Local for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 2.

This input value adjusts the tax liability for Head Tax.

8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Pay Value	Money	2	No	Yes

Note: You must input the name of the "Jurisdiction" Input Value exactly as shown or else the system will recognize it.

9. Save your work.
10. Add Balance Feeds for this element.
11. Link the element to all payrolls.

Setting up WORKERS COMP ER ADJ:

1. Specify the following parameters:

Parameter	Value
Name	WORKERS COMP ER ADJ
Reporting Name	WC ER ADJ
Description	Element to adjust Workers Compensation Exposure, Hours, and employer premium 1.
Primary Classification	Employer Taxes
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify State for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 4.
This input value adjusts the tax liability for Workers Compensation Premium 1.
8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
WC Exposure	Money	2	No	Yes
WC Hours	Hours	3	No	Yes
Pay Value	Money	4	No	Yes

Note: You must input the name of the "Jurisdiction" Input Value exactly as shown or else the system will recognize it.

9. Save your work.
10. Add Balance Feeds for this element.
11. Link the element to all payrolls.

Setting up WORKERS COMP2 ER ADJ:

1. Specify the following parameters:

Parameter	Value
Name	WORKERS COMP2 ER ADJ
Reporting Name	WC2 ER ADJ
Description	Element to adjust Workers Compensation employer premium 2.
Primary Classification	Employer Taxes
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify State for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 2.

This input value adjusts the tax liability for Workers Compensation Premium 2.

8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Pay Value	Money	2	No	Yes

Note: You must input the name of the "Jurisdiction" Input Value exactly as shown or else the system will recognize it.

9. Save your work.
10. Add Balance Feeds for this element.
11. Link the element to all payrolls.

Setting up WORKERS COMP3 ER ADJ:

1. Specify the following parameters:

Parameter	Value
Name	WORKERS COMP3 ER ADJ
Reporting Name	WC3 ER ADJ
Description	Element to adjust Workers Compensation employer premium 3.
Primary Classification	Employer Taxes
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify State for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 2.

This input value adjusts the tax liability for Workers Compensation Premium 3.

8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Pay Value	Money	2	No	Yes

Note: You must input the name of the "Jurisdiction" Input Value exactly as shown or else the system will recognize it.

9. Save your work.
10. Add Balance Feeds for this element.
11. Link the element to all payrolls.

Setting up WORKERS COMP EE ADJ:

1. Specify the following parameters:

Parameter	Value
Name	WORKERS COMP EE ADJ
Reporting Name	WC EE ADJ
Description	Element to adjust Workers Compensation employee withheld 1.
Primary Classification	Tax Deduction
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify State for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 2.

This input value adjusts the tax liability for Workers Compensation Employee Withheld 1.

8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Pay Value	Money	2	No	Yes

Note: You must input the name of the "Jurisdiction" Input Value exactly as shown or else the system will recognize it.

9. Save your work.
10. Add Balance Feeds for this element.
11. Link the element to all payrolls.

Setting up WORKERS COMP2 EE ADJ:

1. Specify the following parameters:

Parameter	Value
Name	WORKERS COMP2 EE ADJ
Reporting Name	WC2 EE ADJ
Description	Element to adjust Workers Compensation employee withheld 2.
Primary Classification	Tax Deduction
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify State for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 2.

This input value adjusts the tax liability for Workers Compensation Employee Withheld 2.

8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Pay Value	Money	2	No	Yes

Note: You must input the name of the "Jurisdiction" Input Value exactly as shown or else the system will recognize it.

9. Save your work.
10. Add Balance Feeds for this element.
11. Link the element to all payrolls.

Adjusting Employee Withheld Balances Only

To adjust employee withheld balances only:

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

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

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

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

Viewing Tax Balances

After running payrolls, you can review online the applicable balances for Federal, state, and local taxes at the level of an individual employee *assignment* and at the *person* level for employees with two or more separate assignments. Balances at the person level represent the totals of the balances of each assignment the person has.

You can also review employer tax liabilities.

See: Tax Balances, page 3-52

To view tax balances, use the View Tax Balances window.

To review tax balances:

1. Set your session date to the date at which you want to review tax balances.
This window displays the current year's tax balances for the dimensions period to date, month to date, quarter to date, and year to date.
2. Select the GRE responsible for withholding or paying the tax whose balances you are reviewing.
3. Select the tax whose balances you are reviewing.

The ER and EE buttons 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 choose EE to review balances for employee withholding.

At the Federal level, both employers and employees make payments for Social Security and Medicare. In some states, both employers and employees are liable for SUI or SDI.

4. Choose Assignment to see assignment-level balances.
Choose Person to see person-level balances for employees with more than one assignment.
5. If the tax selected is at the state level, select the state. The list of states includes all those for which tax records exist for the employee.

See: Tax Information for an Employee Assignment, page 3-14

6. If the tax selected is at the local level, select the state and locality.

Depending on the tax selected, the list of localities includes all counties, cities, or cities and counties within the state for which tax records exist for the employee.

If the tax selected is a school district tax, the school district designation automatically appears.

7. To obtain the tax balances, choose Get Balances.

Balances listed in the Tax Balances region that are not applicable for the selected tax are greyed out. For employee taxes this region displays balances withheld; for employer taxes it displays the employer liability.

Viewing a Tax Balances Summary

To view tax balances from the Main Menu:

1. Select Tax Balances from the main menu.
2. In the Assignments window, query the assignment that you want to view tax balances for.
3. Select the assignment and click Balance Summary.
4. In the Tax Balances Summary window, enter or query the GRE.
5. Select the appropriate radio button to view taxable balances for the employee (EE) or liability balances for the employer (ER).
6. Select the appropriate radio button to view balances for the Assignment or the Person.

Assignment-level balances show only those balances for one employee assignment. Person-level balances depict all balances of the employee's multiple assignments. Selecting the Person disables period to date balance viewing for this reason.

7. Click on the time dimension(s) you want to view.
8. Enter the State, County, City, and School District, if applicable.
9. Click Balances.

The last payroll action for this assignment or person appears in the Action Type field. The date of this action appears in the action date field. The balance names appear in the Balance field, with the corresponding amounts in the appropriate column(s).

After displaying balances, if you change any criteria, the Balance region will clear in anticipation of the next view request.

To view tax balances from the Assignment Process window:

1. Select the assignment and click Balances.
2. Select Tax Balance Summary from the list that appears.

The appropriate information for the selected assignment defaults into the Criteria region of the Tax Balance Summary window.

3. Click Balances.

The last payroll action for this assignment appears in the Action Type field. The date of this action appears in the action date field. The balance names appear in the Balance field, with the corresponding amounts in the appropriate column(s).

After displaying balances, if you change any criteria, the Balance region clears in anticipation of the next view request.

To view tax balances from the Quick Pay window:

1. Click View Results.
2. Select Balances Selection from the list that appears.
3. Select Tax Balances Summary from the next list that appears.

The appropriate information for the selected person defaults in.

4. Click Balances.

The last payroll action for this person appears in the Action Type field. The date of the action appears in the Action Date field. The balance names appear in the Balance field, with the corresponding amounts in the appropriate column(s).

After displaying balances, if you change any criteria, the Balance region clears in anticipation of the next view request.

Workers Compensation

Workers Compensation in Oracle Payroll

For Oracle Payroll users, the payroll run calculates employer WC liability for each employee. At Oracle HRMS installations that do not include Oracle Payroll, it may still be necessary to maintain WC-related information in the HRMS database, for transfer to other systems.

Oracle HRMS allows you to maintain Workers Compensation information for each of your GREs, and for the jobs within them.

At installations including Oracle Payroll, the payroll run calculates the employer/employee liability for Workers Compensation.

Special State Provisions

You can modify the standard functionality of Oracle HRMS to accommodate special state provisions. Your WC insurance carriers can inform you about the rules currently in effect in particular states, and about changes to these rules as they occur.

Payroll Exposure

Overtime Pay and Executive Weekly Maximum

You set a state's rules concerning the inclusion of overtime in payroll exposure and any limit on the inclusion of earnings in payroll exposure, using the Workers Compensation window.

Note: This category of payroll exposure only applies when at least one of the calculation methods is Percentage of Subject Earnings.

See: Entering WC Job Codes, Payroll Exposure Rules and Surcharges, page 3-87

Supplemental and Imputed Earnings Types

The inclusion in the payroll exposure of supplemental and imputed earnings also varies from state to state. You maintain information on commonly-occurring state rules regarding the inclusion of various earnings types in the Workers Compensation payroll exposure.

Unique State Rules

Individual states have additional rules they apply to the determination of WC payroll exposure. If you have GREs in these states, you can make modifications to Oracle HRMS to account for such rules. Your WC insurance carrier in a state can supply information about that state's particular rules and regulations.

Related Topics

Setup Steps for Workers Compensation Calculations, page 3-85

Associating WC Codes with Rates, page 3-86

WC Code Overrides

After your setup of WC-related information is complete, you can select and remove WC override codes for individual employee assignments.

Related Topics

Entering a WC Override Code, page 3-88

Default Worker's Compensation Code Mapping

Many states have only one Workers Compensation rate, and for employers in those states with a large amount of job codes, this leads to excessive manual data entry in the Workers Compensation Codes screen. Oracle Payroll allows you to run a process to map all of the available jobs to a single Workers Compensation code.

Use the Default Workers Compensation Code Mapping when you have employees in a state with only one workers compensation code or very few workers compensation codes. You can manually change those employees who are not part of the default.

See Creating Default Workers Compensation Code Mapping, page 3-85

WC Elements and Formulas in Oracle Payroll

Oracle Payroll includes several WC elements:

- Workers Compensation element (classification: Employer Taxes).
The Workers Compensation element stores the amount of each employer's liability WC premium, calculated using the WC formula.
- Workers Compensation ER2 (classification: Employer Taxes).
The Workers Compensation element stores the amount of each employer's secondary liability WC premium, calculated using the WC formula.
- Workers Compensation ER3 (classification: Employer Taxes).
The Workers Compensation element stores the amount of each employer's tertiary liability WC premium, calculated using the WC formula.
- Workers Compensation EE (classification: Employee Taxes)
The Workers Compensation EE element maintains the employee withheld balance.
- Workers Compensation EE2 (classification: Employee Taxes).
The Workers Compensation EE element maintains the secondary employee withheld balance.
- The Workers Compensation Information element (classification: Information).
The Workers Compensation Information element's input values Mod 1 Surcharge, Post Exp Mod 2 Surcharge and Post Prem Disc 1 Surcharge, hold the results of the three surcharges that may apply to an employee's WC premium calculation. Its input value WCable Hours Pay holds the employee's payroll exposure.
- The Workers Compensation (WC) formula.

You can review these elements and formula at any time using the Element window and the Formula window.

The Worker's Compensation elements are created as open links during the installation of Oracle Payroll. For WC reporting, you can retrieve information from the WC elements and report on it in the ways that best suit your enterprise.

Important: You must create Worker's Compensation element links as open links.

The WC Premium Calculation

The WC calculation included in Oracle Payroll does the following:

- Determines the employee's SUI state and his or her assignment location.
- Locates the WC code. (Uses the code for the employee's job, unless it finds an entry of an override code.)
- Finds the employee's payroll exposure and applies the executive maximum if one is entered and applied.
- Determines the WC rate, using the employee's GRE, SUI state, work location if relevant, and the WC code.
- Calculates the employee and employer liabilities based on the calculation method(s) specified.
- Applies the Experience Modification.
- Applies the first surcharge if one exists; adds it to running total if surcharge entry is marked for accumulation.
- Applies the second surcharge if one exists; adds it to running total if surcharge entry is marked for accumulation.
- Applies the Premium Discount if one exists.
- Applies the third surcharge if one exists; adds it to running total if surcharge entry is marked for accumulation.
- Calculates total WC payable for this employee. Total WC payable = running total + any surcharges not accumulated.

Related Topics

Setup Steps for Workers Compensation Calculations, page 3-85

Calculating Employer and Employee Contributions

Oracle Payroll supports both employee and employer contributions to Worker's Compensation Insurance.

Calculation Methods

Control the navigation and titles on the lower portion of the screen. Percent of Subject Earnings is the default calculation method if none is chosen. Order of precedence for calculation methods is:

1. If you specify "none," the percent of Subject Earnings is default.
2. Employee and Employer portion one: Use calculation method one. If you specify "none," the method is defaulted to percent of subject earnings.
3. Employee and Employer portion two: Use calculation method two. If you specify "none," use the same as calculation method one.
4. Employee and Employer tertiary portion: Use calculation method three. If you specify "none," use the same as calculation method two.

The details of each calculation method are:

Percent of Subject Earnings	The employer and employee rates are in percent , where 10.0000 is calculated as 10%. If the Employer/Employee Rate fields are left blank they are assumed to be zero. The Period field is not applicable.

Hourly Rate	The employer and employee rates are in units of dollars per hour, where 10.0000 = \$10/ Hour. The hours used to calculate the amount deducted are the regular hours worked. Overtime can be

Decisions regarding WC Elements and Formulas in Oracle Payroll

User Additions and Modifications

Oracle Payroll's various WC elements and WC formula may be sufficient for your enterprise. However, you may require additional elements and new formulas or formula modifications if your enterprise has:

- Multiple GREs in different states, with different carriers
- Employees working in a state with unique rules governing the makeup of employees' payroll exposure, or with its own non-standard modifiers for the WC premium calculation.

To develop additional WC elements and formulas, you can borrow features of those already in the system.

Creating Default Workers Compensation Code Mapping

Oracle Payroll assumes that no jobs are currently mapped to any codes for the state of interest; this prevents the accidental overriding of previously entered job codes.

The system also requires you to enter a code with its corresponding rate into the Workers Compensation Rates screen prior to running the process; this maintains the same validation as the corresponding form.

You request a default Workers Compensation code mapping from the Submit Requests screen.

To create a default Workers Compensation code mapping:

1. Select Set default workers compensation job code from the list in the Name field.
2. Select the appropriate state in the State field.
3. Select the appropriate code number in the Workers Compensation Job Code field.
4. Select OK, then select Submit.

Setup Steps for Workers Compensation Calculations

To set up WC data for a state in which GREs are located:

1. Set up each of your WC insurance carriers in the state as an external organization with the classification Workers Compensation Carrier. For a monopolistic state, there is only one carrier.

See: Creating an Organization, *Oracle HRMS Payroll Processing Management Guide*

2. For each carrier in the state, associate the state work classification codes with the carrier's default rates and any special rates applicable at particular locations.

See: Associating WC Codes with Rates, page 3-86

3. For each GRE in the state, identify the WC carrier and enter the Experience Modification rate. If applicable, also enter the Employer's Liability and Premium Discount rates.

Enter all rates as positive numbers, never as negative numbers.

Example

Enter an Employer's Liability surcharge of 20% as 120 (120% of the base premium). Enter a 10% Premium Discount as 10.

Note: The Employer's Liability rate always increases the premium amount; the Premium Discount rate always decreases it. The Experience Modification rate can either increase or decrease the premium. To enter it correctly, check what it is intended to do for this GRE.

See: Entering Federal Tax Rules for GREs, page 3-39 and Entering State Tax Rules for a GRE, page 3-44

4. Define calculation methods, rates for each job code, and period if applicable.
See Calculating Employer and Employee Contributions, page 3-83
5. Ensure that you have set up each work location in the state for which a WC carrier uses rates other than its default rates.
See: Setting Up Site Locations, *Oracle HRMS Payroll Processing Management Guide*
6. Associate your jobs with the state work classification codes. At this time, also enter:
 - Executive Weekly Maximum if one exists for this state
 - State's rules regarding inclusion of overtime earnings and overtime hours in the payroll exposure
 - Any standard surcharges in use in this stateSee: Entering WC Job Codes, Payroll Exposure Rules and Surcharges, page 3-87
7. If you are using Oracle Payroll to calculate WC liability, for each state in which you are liable for WC payments, check the categories in the classifications Supplemental Earnings and Imputed Earnings that represent earnings included in employees' payroll exposure.

Exempting Employees from Workers Compensation

To exempt employees from workers compensation withholding at the assignment level:

1. Enter the employee tax information form.
2. Check the WC Exempt check box in the state area.

This exempts the assignment in the state currently displayed in the state area.

Note: The Worker's Compensation state is the same as the SUI state; changing the workers compensation state changes the SUI state.

Associating WC Codes with Rates

For a given state and each Workers Compensation insurance carrier you use in the state, associate the state's WC codes with a carrier's default rates. The default rates are those that apply when no location is specified. If the carrier applies special rates to one or more work locations within the state, enter these rates by carrier and location.

To associate codes with rates, use the WC Codes and Rates window.

Prerequisites

- All your WC carriers in this state must be set up as external organizations with the classification Workers Compensation Carrier.
- If there are carriers whose rates differ for particular work locations, those locations must be entered in the system.

To enter WC work classification codes and rates:

1. Query the state and carrier for which you are entering codes and rates. To enter rates for a particular location, also query the location. If you leave the Location field blank, the rates you enter are the default rates for this carrier and state.
2. Enter each code and its associated rate in the Code and Rate fields. When finished, save your work.

Entering WC Codes, Payroll Exposure Rules, and Surcharges

Make these entries for a state using the Workers Compensation window.

Prerequisite

- Complete the entry of WC codes and rates for the carrier or carriers in the state.

To enter WC codes, payroll exposure rules and surcharges:

1. Query the state in the Name window.
2. If an Executive Weekly Maximum exists for this state, enter it.
3. In the Codes for Jobs region, select your jobs and their codes.
4. In the Calculation Region, select this state's rules for the inclusion of overtime earnings in employees' payroll exposure. To include earnings for overtime paid at premium rates check the Premium Time box, and to include overtime paid at straight time rates, check the Straight Time box.

If your enterprise uses terms other than Premium Time and Straight Time to designate types of overtime pay, you can change to your terms using the Lookup window. The Lookup type is US_WC_OVERTIME_CATEGORY.

5. In the Surcharges region, enter any standard surcharges this state applies to the WC calculation. For each surcharge:
 1. Enter its name, which must be unique for the state.
 2. Select its formula position (the point at which it applies to the WC premium calculation). Three possible selections exist:
 - After Experience Modification - Charge 1 (applied immediately after the Experience Modification Rate)
 - After Experience Modification - Charge 2 (applied immediately after Charge 1. This selection is available only after entry of a surcharge with the formula position After Experience Modification - Charge 1).
 - After Premium Discount - Charge 1 (applied immediately after the Premium Discount Rate).

3. Enter the rate for the surcharge as a positive number for a rebate or a negative number for an additional charge.

Example

Enter -10 to apply a rebate of 10% to the premium, or 10 to apply an additional charge of 10%.

4. In the Accumulate field, select Yes or No.

Select Yes for the rebate or additional charge to be calculated and immediately applied to the running total of the premium.

Select No for the rebate or additional charge to be calculated, held separately and only added to the premium calculation when it is complete.

6. Save your work.

Entering a WC Override Code

You may be required to enter a WC code for an employee that overrides the default code associated with his or her job. This situation can arise when, for example, workers in a relatively high-risk job classification begin work at a job site, and the risk of injury for any worker at the site is judged to increase.

Enter WC code overrides in the window GREs and Other Data.

Prerequisites

- The employee's assignment must include a work location and a job with a WC code.
- The employee's assignment must have a SUI state and a GRE on record. There must be a WC insurance carrier entered for the GRE. An association of the WC codes for the SUI state with the default rates of the GRE's WC carrier must be in place.

To enter a WC override code:

1. In the WC Override Code field, select the override code.

Note: If no list of codes is available, check that all the prerequisites for override code selection are in place.

End of Period Processing

End of Period Processing

End of Year Processing

For the purposes of reporting taxes and wages to the federal and state/local governments, Oracle Payroll takes a snapshot in time of all of the employee balances in a given year and GRE, and archives these balances for paper and magnetic reporting. This allows you to reissue, government mandated reports, or duplicate W-2 forms on an as needed basis.

End of year processing entails the following activities:

1. Running the pre-archival reports.
2. Fixing balance problems.
3. Running the State Quarterly Wage Listings process.
4. Running the Year End Pre-Process.
5. Running the post-archival reports.
6. Fixing any remaining balance problems and retrying or rerunning the Year End Pre-Process.
7. Generating government mandated reports.
8. Generating magnetic files for electronic submission.

You must complete each end of year processing phase in its correct order. For organizations with Multiple GREs, complete each phase for all GREs in your organization before proceeding to the next phase.

Note: You must run any necessary year begin processes between running the last payroll of the year and the first payroll of the next year.

End of Period Processing

What Tax and Wage Reports am I Required to Submit?

The federal-level reports on taxes and wages that each GRE must produce include:

- **Form W-2, Wage and Tax Statement.** At year end, you distribute individual reports to each employee and submit a report for each GRE goes on magnetic tape to the Social Security Administration.

- **Form 941, Employer's Quarterly Federal Tax Return.** Each quarter you view online for each GRE, the information to enter on the form for submission to the IRS.
- **Form BLS 3020, Multiple Work Site Report.** This quarterly report covers monthly wages paid, number of employees paid per month, and wages paid for the quarter, by work site within GRE within state. You submit this report electronically to the Bureau of Labor Statistics.

BLS distributes the data to each state, so you do not need to file any additional reports.

- **Form 1099-R, Retirement Plan Distribution.** At year end, you generate a report on paper to each (retired) employee receiving a distribution from all types of retirement plans and generate a magnetic media report for each GRE for electronic submission to the IRS.

See: Retirement Plan Listings: 1099-R, page 4-1

At the state level, GREs submit electronically to the states in which they have employees, reports of employee wages subject to SUI. Oracle Payroll calls these reports **State Quarterly Wage Listings (SQWL)**.

Data for Reporting Electronically

For GREs and other organizational units submitting Federal and state tax and wage reporting electronically, you must maintain some special data. This serves to identify things like the GREs that are serving as transmitters of the media, the GREs whose employer and employee data appears on a particular tape or diskette, and the equipment used to generate the files submitted.

The best practise for employers is to submit your files electronically.

How do I Report for Multiple Worksites?

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

Certain industries such as gas and oil exploration, construction, and contract logging are exempted from reporting. Employers with less than 10 employees total in their multiple worksite locations are also exempted from filing this report.

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

Oracle strongly urges you to file electronically.

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

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

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

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

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

Does Oracle Payroll (US) support End of Year processing for resident and nonresident aliens?

Oracle Payroll stores all necessary information regarding payments made to foreign persons. Oracle Payroll will report any relevant W-2 income paid to foreign persons during standard paper and magnetic W-2 processing. Oracle Payroll provides an interface to Windstar Technologies' International Tax Navigator™ for the purpose of reporting 1042-S (foreign persons income) information.

You can use International Tax Navigator™ to import your Oracle Payroll data and generate 1042-S reports. You cannot use Oracle Payroll to generate a 1042-S report.

Note: When using the International Tax Navigator™ in conjunction with Oracle Payroll, you are doing so under a separate license between you and Windstar Technologies, Inc. Oracle provides an interface to International Tax Navigator™ as a convenience to our customers. However, Oracle does not endorse International Tax Navigator™. Oracle makes no representations or warranties regarding International Tax Navigator™, or any other product that exchanges data with Oracle Payroll, including without limitation any warranties that International Tax Navigator™ accurately captures and reflects all applicable tax laws. You should consult your license agreement with Windstar Technologies to determine your rights regarding International Tax Navigator™. Also, please note that Oracle Payroll provides an interface to the version of International Tax Navigator current as of Oracle's release of Oracle Payroll; because International Tax Navigator™ is provided by another company, Oracle may not be able to provide an interface that works with future versions of International Tax Navigator™.

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

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

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

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

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

Who Must File a Quarterly Federal Tax Return (Form 941)?

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

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

See Reporting Quarterly Federal Tax Returns, page 4-31

Planning Your End of Period Processing

Year End Return Due Dates

State and Federal jurisdictions have the following due dates for W-2 magnetic media and paper submission:

Federal Returns

Federal Return	Paper Date Due	Electronic Date Due
Paper W-2s due to employees	Jan. 31 (postmarked by)	Same
Federal magnetic media	Feb 28	Mar 31
Paper 1099-Rs due to retirees	Jan. 31	Same
1099-R magnetic media	Feb. 28	Same

State Returns

This list includes the names of all state returns. The State W-2 Magnetic Media process produces appropriate information for each return if W-2 information is required.

State	Return Name and Date Due
Alabama	A-3 due Feb. 28
Alaska	N/A
Arizona	A-1R due Feb. 28
Arkansas	AR-3MAR (monthly fliers) due Feb. 28 AR-3AR (annual fliers) due Feb. 28
California	DE-7 (no W-2 Forms required) due Jan. 31 No additional CA year end processing required, just SQWL
Colorado	DR-1093 due Feb. 28
Connecticut	CT-W3 due Feb. 28
Delaware	W-3 due Feb. 28
District of Columbia	FR-900B due Jan. 31
Florida	N/A
Georgia	G-1003 transmitted with W-2 (paper or magnetic media), due Feb. 28
Hawaii	HW-3 due Feb. 28 (paper only)

State	Return Name and Date Due
Idaho	956 due Feb. 28
Illinois	IL-W-3 (no W-2 forms required) due Feb. 28
Indiana	WH-3 due Feb. 28
Iowa	44-007 (no W-2 forms required)
Kansas	KW-3 due Feb. 28
Kentucky	K-3 due Jan. 31
Louisiana	L-3 due Feb. 28
Maine	W-3-ME due Feb. 28
Maryland	MW 508 due Feb. 28
Massachusetts	Send report electronically with DOR W-2, Magnetic Media Transmitter Report due Feb. 28
Michigan	447 due Feb. 28
Minnesota	W-2 due Feb. 28
Mississippi	89-215 due Feb. 28 Paper W-2 due Jan. 31 Magnetic media W-2 due Feb. 28
Missouri	MO-W-3 due Feb. 28
Montana	MW-3 due Feb. 28
Nebraska	W-3N due Mar. 15
Nevada	N/A
New Hampshire	N/A
New Jersey	NJ-W-3 due Feb. 28
New Mexico	W-2 due Feb. 28
New York	Does not require employer to submit copies of Form W-2 New York's annual wage and withholding information reported on Form WT-4-B portion of final quarterly return for year
North Carolina	NC-3 due Feb. 28
North Dakota	F-307 due Feb. 28

State	Return Name and Date Due
Ohio	IT-941 without W-2 forms due Jan. 31 IT-3 with W-2 forms due Feb. 28
Oklahoma	Does not require W-2 filing
Oregon	Form WR Does not require W-2 filing
Pennsylvania	REV-1667 due Jan. 31
Puerto Rico	N/A
Rhode Island	RI-W3 due Feb. 28
South Carolina	WH-1606 due Feb. 28
South Dakota	N/A
Tennessee	N/A
Texas	N/A
Utah	TC-96R due Feb. 28
Vermont	WH-434 due Feb. 28
Virginia	VA-6 due Feb. 28
Washington	N/A
West Virginia	I.T.-103 due Feb. 28
Wisconsin	WT-7 due Jan. 31
Wyoming	N/A

Year Begin Processing

Year Begin Processing

Oracle Payroll provides the "Year Begin Process" for you to clear the previous year's legislative customizations and prepare for the next year. Run this process after you run the last payroll of the year and before you run the first payroll of the next year.

The "Year Begin Process" performs the following operations:

Indiana overrides	Clears the Indiana Override Address for the specified year.
Indiana EIC	Removes the Indiana EIC filing status for the specified year.
SUI wages base overrides	For any state that has a SUI wages base override, this removes the override for the specified year.
Head tax exemptions	For any state that has an annual limit for a Head Tax, this clears any exemptions applied to employees for the specified year.
Federal EIC filing status	Removes the Federal EIC filing status for the specified year.

For information on running this process, see Running the Year Begin Process, page 4-14.

Pre-Archival Reports

Run the following reports prior to running the fourth quarter State Quarterly Wage Listings or the Year End Pre-Process. Pre-Archival reports are organized into three categories: Diagnostic, Balancing, and Reconciliation. Depending upon the returns of these reports, you may have to make adjustments to various balances.

Diagnostic Reports

Use the following reports to identify problems that need to be corrected before Year End Processing can take place:

Unacceptable Tax Balance Report	Identifies potentially incorrect withheld amounts for FIT, SIT, LIT, Social Security, Medicare, FUTA, SUI, and SDI taxes, and identifies other potential balance problems.
Invalid Address Report	Lists people with invalid primary addresses.
Over Limit Report	Identifies employees who have had one or more of the following: • Taxes withheld in excess of the legal limit • Wages in excess of the wage limit • Salary deferrals in excess of the annual limit
State Quarterly Negative Balances Report	Identifies individual employees in a business group with negative quarter-to-date state-level balances.

Balancing Reports

Use these reports to ensure that balances reported to federal, state, and local authorities are correct. Before running the Year End Pre-Process, run the following balance reports:

GRE Totals Report	Helps you to balance W-2s. It lists totals for selected or all GREs.
Tax Remittance Reports	Show federal, state, and local tax balances summarized for a particular range of check dates.

Reconciliation Reports

Use the following reports to further pinpoint balance problems for individual employees.

Employee Run Results Report	Used to identify balance problems for individual employees.
Payroll Activity Report	Shows employee and group-level payroll details for pay runs, quick pays, balance adjustments, balance initializations, voided payments, and reversals. You can use this report to identify employees with selected transactions in a given time frame. For example, you could get all employees who had balance adjustments effective between October 1 and December 31.

Clear SUI Wage Base Overrides Process

This process checks that proper SUI tax records exist. It does this by:

1. End-dating the current state tax records of all employees with SUI Base override amounts with the end date of December 31 of the previous year

2. Creating a new state tax record without the SUI Base override amount

See *Running the Clear SUI Wage Base Overrides Process*, *Oracle HRMS Payroll Processing Management Guide*

Resolving Unacceptable Balances

Use the "Unacceptable Tax Balance" and "Payroll Exception" reports in tandem to troubleshoot your payrolls for unacceptable balances.

The "Payroll Exception" report, page 5-49 is a global feature that you can use to compare and report on any balance value or exception in a payroll run. Use it to identify employees who live in states with no SIT (such as Texas) but have SIT balances. The "Payroll Exception" report request set has additional "Exception Group" and "Exception Reports" to assist you in reviewing the required changes and validating the results, since many of these balances are not visible using standard reporting.

The "Unacceptable Tax Balance" report, page 4-10 identifies employees with potential incorrect withheld amounts for various taxes.

Unacceptable Tax Balance Report

The "Unacceptable Tax Balance" report identifies employees with potential incorrect withheld amounts for the following taxes:

- Federal Income Tax (FIT)
- State Income Tax (SIT)
- Local Income Tax (LIT)
- Social Security
- Medicare
- FUTA
- SUI
- SDI

This report ignores the SDI tax type for Hawaii and New York

This report identifies Quarter to Date or Year to Date balances that were different than the calculated taxes as of a specific date. When it finds a balance error, it adds the offending balance name and value to the report beneath the employee's name, along with a message identifying the problem. The following warning messages can appear on the report:

Tax Type	Possible Warning Messages
FIT	FIT gross earnings < FIT reduced subject whable
FIT	FIT reduced subject whable = 0 and FIT withheld > 0
FIT	FIT subject whable <= 0 and FIT withheld > 0

FIT	FIT subject whable < FIT reduced subject whable
FIT	FIT gross earnings not = Medicare taxable + Section 125 pretax + Dependent care +401k pretax
FUTA	FIT gross earnings < FUTA taxable
Medicare	FIT gross earnings < Medicare EE taxable
Medicare	Medicare EE withheld not equal to Medicare ER liability
Medicare	FIT gross earnings not equal to Medicare taxable + Section 125 pretax + Dependent care +401k pretax
Social Security	FIT gross earnings < SS EE taxable
Social Security	SS EE withheld not equal to Social Security ER liability
SIT	SIT subject whable <= 0 and SIT withheld > 0
SIT	FIT subject whable <= 0 and SIT withheld > 0
SIT	SIT subject whable < SIT reduced subject whable
SIT	FIT subject < SIT subject
SIT	Ensure SIT Withheld = 0 when State has no SIT withheld rule
SUI	SUI EE/ER subject whable <=0 and SUI EE/ER withheld > 0
SUI	FIT gross earnings < SUI ER taxable
SUI	FIT subject whable <= 0 and SDI EE/ER withheld > 0
SDI	FIT gross earnings < SDI EE taxable
SDI	SDI EE subject whable = 0 and SDI EE withheld > 0
SDI	FIT subject whable <= 0 and SDI EE/ER withheld > 0
LIT	LIT subject = 0 and LIT withheld > 0
LIT	FIT subject whable <= 0 and LIT withheld > 0
LIT	LIT subject whable < LIT reduced subject whable

The following error messages should be given special attention as they highlight issues with incorrect balance loads or balance adjustments:

- SS Withheld does not = 6.2% of Taxable Balance
- Medicare Withheld does not = 1.45% of Taxable Balance
- FUTA Withheld does not = X% of ER FUTA Liability (X = value derived from JIT)
- SUI Withheld does not = X% of SUI ER Liability (X = value derived from JIT)
- SDI Withheld does not = X% of SDI Liability (X = value derived from JIT)

Unacceptable Tax Balance Report Sort Options

You can organize the Unacceptable Tax Balance Report according to user-defined criteria or sort options. Oracle Payroll does not require you to use sort options to generate your Unacceptable Tax Balance Report, but they are the best way to configure the report to your specific needs. You can sort the report by any three of the following options:

- Employee Name
- Location
- Organization
- Social Security Number

Note: You cannot choose to sort by Social Security Number and then Employee Name. If you select Social Security Number as a sort option, Employee Name will not appear in the List of Values for the remaining sort options.

The sort options are hierarchical in nature. The Sort Option Two field is enabled only after you make a selection in the Sort Option One field. The Sort Option Three field is enabled only after you make a selection in the Sort Option Two field.

If you do not select any sort options, the report uses Organization and Employee Name as the default.

Example of Sort Options

The following is an example of how to use sort options to customize the Unacceptable Tax Balance Report.

If you want to create an Unacceptable Tax Balance Report sorted by Organization, Location, and Employee Name:

1. Enter Organization into the Sort Option One field.
2. Enter Location into the Sort Option Two field.
3. Enter Employee Name into the Sort Option Three field.

Using these Sort Options, Oracle Payroll generates the report listing each employee by location within each organization for the selected GRE or business group.

Note: The sort options are nested. Using the previous example, if you change Sort Option Two from Location to Employee Name, Sort Option Three is automatically cleared.

Sort Options and Report Layout

When printed, the Unacceptable Tax Balance Report inserts a page break between each selected sort option, with the exception of Employee Name or Social Security Number.

For Example, if you choose Organization, Location, and Employee Name as sort options, the report contains a page break every time the Organization or the Location changes. The report will not have page breaks between the individual employees.

Unacceptable Tax Balance Report Parameters

The following parameters exist for the Unacceptable Tax Balance Report:

As of Date (required)	Enter the last date you want the report to include. Depending on what balance dimension is selected, the Unacceptable Tax Balance Report will check balances between January 1 and the As of Date, or the start of the quarter and the As of Date. The report can only be run for the year or quarter selected in the As of Date parameter.
Balance Dimension	Select what dimension you want to report on: • (quarter-to-date): The report includes balances accumulated from the start of the quarter to the As of Date. • (year-to-date): The report includes balances accumulated from January 1 to the As of Date. If you leave this field blank, the report uses YTD as the Balance Dimension.
GRE	Select the GRE you want included in the Unacceptable Tax Balance Report. If you leave this field blank, all valid GREs in the business group are included in the report.
Selection Criteria Type	If you want to restrict this report to a specific organization or location, select the appropriate value. If you select Organization, the Organization field becomes active. If you select Location, the Location field becomes active. If you leave this field blank, all organizations and locations are included in the report.
Organization	If you have selected Organization in the Selection Criteria field, choose an organization from the List of Values.
Location	If you have selected Location in the Selection Criteria field, choose a location from the List of Values.
Tax Type	Select a value to limit this report to a specific type of tax or leave this field blank to include all Tax Types (FIT, SIT, LIT, Social Security, Medicare, FUTA, SUI, and SDI) in the report.

Tax Type State	This field is greyed out unless you select a state-level tax (SUI, SDI, or SIT) in the Tax Type field. Select a value to limit this report to a specific state, or leave this field blank to include all states applicable to the selected Tax Type in the report.
Balance Verification SDI EE Rate	If you want to override the system defined Employee SDI rate, enter a new rate into this field; otherwise, leave this field blank. This field accepts values between 0 and 100. It is not recommended that you use this field unless you have selected a state in the Tax Type State field.
Balance Verification SDI ER Rate	If you want to override the system defined rate Employer SDI rate, enter a new rate into this field, otherwise leave this field blank. This field accepts values between 0 and 100. It is not recommended that you use this field unless you have selected a state in the Tax Type State field.
Sort Options	There are three fields for sort options. See the Sort Options section for more information on how to properly use these parameters. If you do not select any sort options, the report uses Organization and Employee Name as the default.

Unacceptable Tax Balance Report Output

The Unacceptable Tax Balance Report is printed according to the parameters that you select. The Report Parameters are included on the first page of the report. The report is printed in landscape fashion and is designed to fit on 8.5" x 11" paper.

Employee Self Service W-4 Checking

Through Oracle Payroll and Oracle Self Service, you can check the changes employees make to their W-4.

Tax Form Audit report, page 4-16	This report checks the changes employees make through Self Service.
Tax Form Exceptions report, page 4-16	This report checks for employees who have made 10 or more exemptions.

Running the Year Begin Process

Run the Year Begin Process from the Submit Requests window.

To run the Year Begin Process:

1. In the Name field, select Year Begin Process from the List of Values.
2. Click in the Parameters field if the Parameters window does not automatically appear.
3. Specify the year.
4. Select the appropriate year begin operations you want to perform.
5. Click OK, and then Submit.

Running the Unacceptable Tax Balance Report

Run the Unacceptable Tax Balance Report from the Submit Requests window.

To run the Unacceptable Tax Balance Report:

1. In the Type field, select Request.
2. In the Name field, select Unacceptable Tax Balance from the List of Values.
3. Click in the Parameters field if the Parameters window does not automatically appear.
4. Select the parameters for the report. See the Unacceptable Tax Balance Report Parameters section, page 4-13 for more information.
5. Click OK to close the Parameters window.
6. In the Print Options region, select the number of copies you want to print.
7. In the Printer field, select a printer or accept the default.
8. In the Run Options region, select any run options and click Submit.

Navigate to the View Requests window to view the Report.

Running the Invalid Address Information Report

This report lists people with invalid primary addresses (for example, addresses that are non-contiguous, non-GEO code acceptable, or that do not fully cover a person's employment).

If you installed the non-mandatory North American Reporting Patch, version 1, this report can also check residence address length to ensure it complies with Form W-2's format requirements.

Note: You can also use the "HR: US Address line length" profile option name to set a limit to the length of addresses you enter in Oracle HR.

Run this report in the Submit Request window.

To run the Invalid Address report:

1. Select the report name in the Name field.
The Parameters window opens.
2. Enter the range of dates (start and end dates) within which to display people with invalid addresses.

3. Select an individual GRE, or leave this field blank to include all GREs in the results.
4. If you want to check for address length, select Length from the Additional Verification field and specify a character length in the Line Length field.
5. Click OK, then Submit.

Running the Tax Form Audit Report

You can run the "Tax Form Audit" report at the state, Federal, or state and Federal jurisdiction levels. It searches the pay_stat_trans_audit table for any W-4 changes made between the specified date ranges.

This report returns details of changes made through the Self Service module only.

To run the Tax Form Audit report:

1. Select "Tax Form Audit report" in the Name field.
2. Click in the Parameters field if the Parameters window does not automatically appear.
3. Specify start and end dates for the report.
4. Choose a jurisdiction level.
5. Click OK, and then Submit.

Running the Tax Form Exceptions Report

You can run the "Tax Form Exceptions" report at the state, Federal, or state and Federal jurisdiction levels. It searches the pay_stat_trans_audit table for any employees who have claimed 10 or more exemptions during the specified date ranges and returns details of each employee. It returns details of changes made through the Self Service module only.

To run the Tax Form Exceptions report:

1. Select "Tax Form Exceptions report" in the Name field.
2. Click in the Parameters field if the Parameters window does not automatically appear.
3. Specify start and end dates for the report.
4. Choose a jurisdiction level.
5. Click OK, and then Submit.

Overlimit Reporting

Over Limit Report

The Over Limit Report identifies employees who have had taxes withheld in excess of the legal limit. This report checks the following balances for compliance:

- 401(k), 403(b), 457, and the associated catchups
- Social Security Taxable Balance (employee and employer)
- FUTA Taxable Balance
- SUI Taxable Balance (employee and employer)
- SDI Taxable Balance (employee and employer)

The report does not check SDI balances for Hawaii and New York.

Run the Over Limit Report as of a specific date either for a single organization or location within a GRE or business group or for all of the organizations or locations in a GRE or business group. You can choose to report on a single type of balance or to include all of the above balances in the report.

Note: Once you have identified the corrections that you need to make, you need to adjust the necessary employee balances so they are in compliance with the legal limit.

Over limit Report Sort Options

You can organize the Over Limit report according to user-defined criteria or sort options. Oracle Payroll does not require you use sort options to generate the Over Limit Report, but they are the best way to customize the report to your specific needs. You can sort the report by any three of the following options:

- Employee Name
- Location
- Organization
- Social Security Number

Note: You cannot choose to sort by Social Security Number and then Employee Name. If you select Social Security Number as a sort option, Employee Name does not appear in the List of Values for the remaining sort options.

The sort options are hierarchical in nature. The Sort Option Two field is enabled only after you make a selection in the Sort Option One field. The Sort Option Three field is enabled only after you make a selection in the Sort Option Two field.

Example of Sort Options

The following is an example of how to use sort options to customize the Over Limit Report.

If you want to create an Over Limit Report sorted by Organization, Location, and Employee Name:

1. Enter Organization into the Sort Option One field.

2. Enter Location into the Sort Option Two field.
3. Enter Employee Name into the Sort Option Three field.

Using these Sort Options, Oracle Payroll generates the report listing each employee by location within each organization for the selected GRE or business group.

Note: The sort options are nested. Using the previous example, if you change Sort Option Two from Location to Employee Name, Sort Option Three is automatically cleared.

Sort Options and Report Layout

When printed, the Over Limit Report inserts a page break between each selected sort option, with the exception of Employee Name and Social Security Number.

For Example, if you choose Organization, Location, and Employee Name as sort options, the report contains a page break every time the Organization or the Location changes. The report does not have page breaks between the individual employees.

Over Limit Report Parameters

The following parameters exist for the Over Limit Report:

As of Date (required)	Enter the last date you want the report to include. The Over Limit report checks for balances over the limit between January 1 and the As of Date. You can run the Over Limit Report only for the year selected in the As of Date parameter. Report performance will be optimal if you select a date in the current pay period.
Government Reporting Entity	Select the GRE that you want included in the Over Limit Report. If you leave this field blank, all valid GREs in the business group are included in the report.
Selection Criteria	If you want to restrict this report to a specific organization or location, select the appropriate value. If you select Organization, the Organization Name field becomes active. If you select Location, the Location Name field becomes active. If you leave this field blank, all organizations and locations are included in the report.
Organization Name	If you have selected Organization in the Selection Criteria field, choose an organization from the List of Values.
Location Name	If you have selected Location in the Selection Criteria field, choose a location from the List of Values.
Tax Type	Select from the list of limit types to report on a single type of balance. If you leave this field blank, all of the balances will be included in the report.
Sort Options	If you do not select any sort options, the report will use Employee Name as the default. There are three fields for sort options. See the Sort Options section for more information on how to properly use these parameters.

Over Limit Report Output

The Over Limit Report is printed according to the parameters you select. The report is printed in landscape fashion and is designed to fit on 8.5" x 11" paper. If you have made choices in the Selection Criteria field or the Sort Options fields, this information appears in the heading of the report.

The Over Limit Report only shows those employees that have balances that are over the limit and need to be corrected. If you run the report, and no employees are found to have balances over the limit, then the report returns the message, "No employee found". If the Over Limit Report contains information on a GRE that is a part of a tax group, then the name of the tax group will also appear on the report, and the reported balances for the tax group will be limited to Social Security and FUTA.

Running the Over Limit Report

Run the Over Limit Report from the Submit Request window.

To run the Over Limit Report:

1. In the Name field, select Over Limit Report from the List of Values.
2. Click in the Parameters field if the Parameters window does not automatically appear.
3. Select the parameters for the report. For more information, see: Over Limit Report, page 4-17.
4. Click OK to close the Parameters window.
5. In the Print To field in the Submit Request window, select a printer or accept the default.
6. Click the Options button to enter print and run options for the report.
7. Click Submit.

Navigate to the View Requests window to view the Over Limit Report.

Quarter End Processing

Magnetic Media State Quarterly Wage Listings

For each state to which you submit quarterly wage listings (SQWLs) using Oracle Payroll, you must identify a GRE with employees in that state as a transmitter of the wage listing file, and enter A and B record information for this GRE.

See:

- Entering a Blocking Factor for E Records, page 3-19
- Entering Generic A and B Record Data for GRE Transmitters, page 3-19
- Entering State A and B Record Data for GRE Transmitters, page 3-21
- Entering State Data for E and T Records, page 3-23
- Entering S Record Data for Employees, page 4-27
- Running the State Quarterly Wage Listings Process, page 4-28
- Changing a State Quarterly Wage Listing Report, page 4-29

Note: Many states' layout for diskette differ from those for tape. Oracle Payroll's seeded format follows the tape format.

State Quarterly Wage Listings Magnetic Media Output Files

Depending on if your state has adopted the MMREF-1 file format, the State Quarterly Wage Listing Process produces the following output files:

.mf	Flat file to be sent to the appropriate state tax agency.
.a01	Totals for Tax withheld and Wages reported per Government Reporting Entity (GRE). This is a text file.
.a02 (MMREF-1 format only)	Exception file. This is CSV file that you can open in a spreadsheet. If the process detects an error in any state-required employee record, the person in error is not included on the .mf file and is reported in this file. This file contains the RS (State Record) information that errorred. A successful process with no errors results in an empty .a02 file.
.a03 (MMREF-1 format only)	Audit file. This is a CSV file that you can open in a spreadsheet. If the file is large, it may be necessary to split it into smaller files. This file contains the complete RS (State Record) information

Naming Convention for Output Files

The State Quarterly Wage Listing Process uses the following naming conventions for output files:

- Maximum of 6 character Business Group Short Name (embedded blanks are ignored)
- 2 character state indicator (CA, NY, IL)
- Month of quarter end (03, 06, 09, 12)
- Last two digits of the year
- Format indicator (M=MMREF, I=ICESA, T=TIB4, S=State),
- File Suffix (.mf, for example)

Example

If you were to run the State Quarterly Wage Listing Process for the state of California, for a quarter ending March 2004, in MMREF-1 format, against your HRMS Business Group, your output files may be named like the following:

- HRMSBGCA0304M.mf
- HRMSBGCA0304M.a01
- HRMSBGCA0304M.a02
- HRMSBGCA0304M.a03

Viewing Archived Data

Use the View Archive window to view any employee or assignment data archived by the State Quarterly Wage Listings Process (however, you cannot query for employer-level data that has been archived or stored against the payroll action). In addition to the queried assignment action results, this window also displays any associated context code (such as Jurisdiction Code for State Income Tax).

This information is for display purposes only. You cannot modify or update it from this window. For additional instructions, refer to Managing the State Quarterly Wage Listings Process, page 4-28.

State Formats for Quarterly Wage Listing Submission

This section describes unique information for each state, including:

- Reporting format standard
- Record length
- Contact information

Refer to each state's website for information on their accepted media types.

State	Contact Information	Format	Record Length
Alabama	http://www.dir.state.al.us/uc/magneticmedia.aspx	ICESA	275

State	Contact Information	Format	Record Length
Alaska	http://www.labor.state.ak.us/estax/forms/Magnetic_Media_Specifications-C.pdf	State Format	O=78 N=55
Arizona	http://www.de.state.az.us/esa/uitax/publication.asp	MMREF-1	512
Arkansas	http://www.accessarkansas.org/esd/uimagnetic.htm	TIB-4	275
California	http://www.edd.cahwnet.gov/taxrep/taxform.htm	• ICESA: Multiple Wage Plan Tape • ICESA: Single Wage Plan Tape • MMREF-1 format Q4 2002 • MMREF-1 format Q1 2003	275
Colorado	http://www.coworkforce.com/UIT/EmployersHandbook/Forms.htm	ICESA	275
Connecticut	http://www.ctdol.state.ct.us/uitax/magnetic.htm	• State Format-Non-Profit GRE • State Format	275
Delaware	http://www.delawareworks.com/Unemployment/welcome.shtml	• State Format-Non-Profit GRE • State Format	275
District of Columbia	http://www.does.dc.gov/services/rpt_req.shtm	State Format	80
Florida	http://sun6.dms.state.fl.us/dor/eservices/software/develop.html	• State Format • MMREF-1 format Q4 2002 • MMREF-1 format Q1 2003	275
Georgia	http://www.dol.state.ga.us/em/tax_and_wage_reports.htm	MMREF-1	512

State	Contact Information	Format	Record Length
Hawaii	Please call 808/586-8983 for the latest information.	MMREF-1	512
Idaho	http://www.labor.state.id.us/ftp/MAGREPT.PDF	State Format	100
Illinois	http://www.ides.state.il.us/employer/uitax/formguid.PDF	ICESA	276
Indiana	http://www.in.gov/dwd/employer/quarterly_wage_reporting.pdf	ICESA	275
Iowa	http://www.iowaworkforce.org/ui/stawrs/MAGMEDIA.pdf	ICESA	275
Kansas	http://www.hr.state.ks.us/ui/html/uimagtap.html	ICESA	275
Kentucky	http://www.des.ky.gov/des/ui/tax/media/magmed01.asp	ICESA	275
Louisiana	http://www.laworks.net/forms/ui/magmedia.pdf	• MMREF-1 • MMREF-1 - Quality Job Program	512
Maine	http://www.state.me.us/revenue/magmedia/	ICESA	275
Maryland	http://www.dllr.state.md.us/employment/magnetic.html	MMREF-1	512
Massachusetts	http://www.dor.state.ma.us/forms/wage_rpt/pdfs/wr1_trin.pdf	ICESA	275
Michigan	http://www.michigan.gov/uia/	State Format	276
Minnesota	http://www.uimn.org/tax/hdbook/main.htm	MMREF-1	512

State	Contact Information	Format	Record Length
Mississippi	http://www.mesc.state.ms.us/docs/wagereport.pdf	MMREF-1	512
Missouri	http://www.dolir.state.mo.us/es/ui-tax/M-INF-368-ai.pdf	MMREF-1	512
Montana	http://www.state.mt.us/revenue/content/2forindividuals/07publications/e-2000-2001_employers_guide_to_taxes.pdf	ICESA	275
Nebraska	http://www.dol.state.ne.us/nwd/pdf/magtape.pdf	TIB-4	275
Nevada	http://detr.state.nv.us/uicont/uicont_magmedia.htm	ICESA	275
New Hampshire	http://www.nhes.state.nh.us/uc/magmedia.htm	MMREF-1	512
New Jersey	http://www.state.nj.us/treasury/revenue/magmedia.htm	State Format	160
New Mexico	http://www.dol.state.nm.us/magneticMedia.pdf	State Format	275
New York	http://www.tax.state.ny.us/wt/MagMedia.htm	• State Format • MMREF-1 format Q4 2002 • MMREF-1 format Q1 2003	128
North Carolina	http://www.ncesc.com/business/downloads/tax_docs/WageReportingSpecs.doc	• ICESA (Diskette) • ICESA • MMREF-1	275
North Dakota	www.state.nd.us/jsnd/docs/ji/elecrt.pdf	State Format	276

State	Contact Information	Format	Record Length
Ohio	http://www.jfs.ohio.gov/ouc/uctax/magmedia.stm	ICESA	275
Oklahoma	http://www.oesc.state.ok.us/ui/oes-3-OQCR.htm	ICESA	275
Oregon	http://findit.emp.state.or.us/tax/2003-mag-media-spec.pdf	MMREF-1	512
Pennsylvania	http://www.dli.state.pa.us/landi/lib/landi/uc/pdf/bmis-5.pdf	ICESA	275
Puerto Rico	Please call 787-754-5353 for the latest information.	State Format	Not available
Rhode Island	http://www.uitax.ri.gov/	State Format	275
South Carolina	http://www.sces.org/ui/employer/tax/reporting/index.htm	MMREF-1	512
South Dakota	http://www.state.sd.us/dol/dolui/tax/TX_wagereporting.htm	State Format	85
Tennessee	http://www.state.tn.us/labor-wfd/Employers/wagereport.html	ICESA	275
Texas	http://www.twc.state.tx.us/ui/tax/c3.html Quickfile instructions: http://www.twc.state.tx.us/ui/tax/QuickFile_Users_Guide.pdf	ICESA	275
Utah	http://jobs.utah.gov/ui/es/contrib/efileing/mag3man1998.asp	TIB-4	275
Vermont	http://www.det.state.vt.us/~detui/mag-tape.htm	ICESA	275

State	Contact Information	Format	Record Length
Virginia	http://www.vec.state.va.us/pdf/disks.pdf	- TIB-4 - MMREF-1 format Q4 2002 - MMREF-1 format Q1 2003	275
Washington	http://www.wa.gov/esd/uifasttax/softdev.htm	State Format	275
West Virginia	http://www.state.wv.us/bep/uc/specs4.htm	ICESA	275
Wisconsin	http://www.dwd.state.wi.us/UIBEN/wagefmt.htm	TIB-4	275
Wyoming	http://wydoe.state.wy.us/doe.asp?ID=408	State Format	275

Entering S Record Data for Employees

Most states require entry of some basic data on the Employee Wage (S) records of the state wage listings. Additionally, Alaska, California, and Missouri have state-specific requirements.

To enter data for an employee for entry on the S records of state quarterly wage listings, query the employee in the Person window, go to the Assignment window for them, and access the alternative window GREs and Other Data.

To enter data for a GRE's S records:

1. In the Assignment window, open the GREs and Other Data tabbed region.
2. Scroll down this window to the field Reporting Establishment.
3. Select the Reporting Establishment for this employee.
4. Ensure that Reporting Unit Numbers have been entered for your Reporting Establishments in the Work site Filing window. The State Quarterly Wage Listing process requires this number for the S records of some states.
5. If this employee is a seasonal worker, select Yes in the Seasonal Worker field. The default is No.
6. If this employee is an officer of your corporation, enter 1 in this field.

This completes entry of information required for the S record **except for** employees who work in Alaska, California, or Missouri. For these employees, continue data entry.

Alaska

1. To find the Area Code and Occupational Code for this employee, consult the Occupational Coding Manual for Employers published by the Alaska Department of Labor.

California

1. Select the correct wage plan for the employee:

UI	Unemployment Insurance
SUI	State Unemployment Insurance
DI	Disability Insurance
SDI	State Disability Insurance

Missouri

1. Select the appropriate probationary status for the employee.

Managing the State Quarterly Wage Listings Process

The State Quarterly Wage Listing process:

- Creates a file containing quarterly state wage listings for electronic submission to the appropriate state authority.
- Creates a second file containing report totals and details.
- Marks this information as archived for later recall if needed.

State Quarterly Wage Listing Processing involves the following operations:

- Running the State Quarterly Wage Listing process, page 4-28
- Viewing Archived Data, page 4-29

Run this process from the Submit Request window.

Note: Refer to the following state specific procedures for more information on running a State Quarterly Wage Listing for a specific state.

Running the State Quarterly Wage Listing process:

1. In the Name field, select State Quarterly Wage Listing.
2. Click in the Parameters field if the Parameters window does not open automatically.
3. Select the state, quarter, and year for which to run the process.
4. Select the report format, as determined by the state (such as ICESA, MMREF, or TIB-4).

Refer to State Formats for Quarterly Wage Listing Submission, *Oracle HRMS Payroll Processing Management Guide* for information on how to determine which format your state supports.

5. Select the name of the GRE serving as transmitter of the electronic file of quarterly wage listings to the state for which you are running this process.

6. Choose OK and then Submit.

The State Quarterly Wage Listing process selects all employees with earnings to report in the state selected as a report parameter, sorted by the GRE to which they belong. It then automatically initiates the Magnetic Report process, which produces multiple files. Refer to State Quarterly Wage Listings Magnetic Media Output Files, page 4-21 for description of each file type.

7. Submit your .mf file report to your state in magnetic media format.

Each state has its own magnetic media submission requirements. Refer to State Formats for Quarterly Wage Listing Submission, *Oracle HRMS Payroll Processing Management Guide* for complete information.

If this process completes with a status of "Error", you can run the State Quarterly Error Report, page 4-29 to obtain the details of all the errors that occurred.

Viewing Archived Data:

To view data you have archived with the State Quarterly Wage Listing process:

1. Select Assignment Process Result from the View menu.
2. Select State Quarterly Wage Listing, and click Run Result.

The View Archived Values window opens. This displays data archived for an employee, including:

- Database item name
- Value archived against an assignment action
- Any associated context (such as Jurisdiction Code for State Income Tax)

This information is for display purposes only.

Listing Assignments with Negative Balances

The "State Quarterly Error" report checks the data archived by the "State Quarterly Wage Listing" process. It generates a list of assignments that have negative balances, which could cause the "State Quarterly Wage Listing" process to fail.

This report produces a comma-delimited (CSV) file that you can open and view in a spreadsheet program.

Run this process from the Payroll Processes window.

Changing a State Quarterly Wage Listing Report

If you have already run the State Quarterly Wage Listing report and now need to update it with changes or corrections, you can update specific sections of the report without having to recreate it entirely. Using the Payroll Process window, you can mark individual assignments or groups of employees for retry and then run the Retry Payroll process. Oracle Payroll only reprocesses the data that you have marked for retry. The updated report is in the same format as the original and replaces the original report.

Run this process from the Payroll Processes window.

To run the Retry Payroll process:

1. Enter values for the Payroll, Period From, and Period To fields.

Note: If you want to retry an entire Payroll process, check the Retry box next to the process name. You can check more than one process for retry, but you must rerun the processes one at a time.

You can use the Query command to create a selectable list of processes without specifying a payroll. To do this:

1. Click in the Date field and select Enter from the Query menu.
2. Enter your query.

For example: Type the name of the state followed by %SQWL% into the Name field to list all of the processes for the selected state.

3. Once you have entered your query, select Run from the Query menu.

This lists all processes found by your query.

2. Click Find.
3. Select which Payroll process you want to retry by clicking on its name.

Note: If you are attempting to retry a SQWL process in a tax year prior to 2003, make sure you leave the Hours Calculation Method for the GRE blank or set it to Work Schedule; otherwise, the process does not retry successfully.

4. Click Assignment Process.
5. Check the Retry box next to each assignment that you want to update in the new State Quarterly Wage Listing Report.

Note: If you checked the entire Payroll process in Step 2, you do not need to select individual assignments. All assignments in this run are included in the new report.

6. Save your work.
7. Navigate to the Submit Requests window.
8. In the name field, type Retry Payroll Process or select it from the List of Values.
9. In the Parameters window, use the List of Values in the Payroll Process field to select the magnetic report that you want to rerun.
10. Click OK button and then Submit.

The old State Quarterly Wage Listing report is replaced by the updated one.

Federal Quarterly Reporting

Reporting Quarterly Federal Tax Returns

Oracle Payroll provides certain information in the form of a work sheet that you then transcribe to the official form 941; however, some information must be provided by you:

- Item 4, Adjustment of withheld income tax for preceding quarters of calendar year.
- Item 5, Adjusted total of income tax withheld.
- Item 9, Adjustment of social security and Medicare taxes.
- Item 10, Adjusted total of social security and Medicare taxes.
- Item 11, Total taxes.
- Item 13, Net taxes.
- Item 14, Total deposits for quarter, including overpayment applied from a prior quarter.
- Item 15, Balance due.
- Item 16, Overpayment.
- Item 17, Monthly summary of Federal Tax Liability.

GRE Totals Reporting

GRE Totals Reporting

This report helps you balance W-2s. It lists totals for selected or all GREs. Run this report in conjunction with the control report (6559) produced with the "Federal W2 Magnetic Media" report (.a01).

You can dump the RT and RF records of the magnetic media and balance back to this report. You can also balance the Year to Date values from the Tax Remittance report and the W-2 Register report back to this report.

Report Output

For each GRE, the following W-2 box totals display:

- GRE Name
- Federal Identification Number
- Federal Gross Wages (not a W-2 box)
- Federal Wages, Tips, Other Compensation
- FIT Withheld
- SS Taxable
- SS Withheld
- Medicare Taxable
- Medicare Withheld

For each state within the GRE, the following W-2 box totals display:

- State (two character alphabetic abbreviation)
- State Tax District Identification Number
- State Gross Wages (not a W-2 box)
- State Wages, Tips, Other Compensation
- SIT Withheld

Running the GRE Totals Report

Run this report in the Submit Request window.

To run the GRE Totals report:

1. Select GRE Totals Report in the Name field.
The Parameters window opens.
2. Select an individual GRE, or leave this field blank to include all GREs in the results.
3. In the As of Date field, enter the date from which you want the report to display the GRE totals.

The date you identify includes amounts related to tax from all processes with paid dates from the As of Date.

4. Click OK to close the Parameters window.
5. In the Print To field in the Submit Request window, select a printer or accept the default.
6. Click the Options button to enter print and run options for the report.
7. Click Submit.

Federal and State Tax Remittance Reports

Tax Remittance Reports

You need to report the taxable wages and taxes withheld in order to remit the correct amount of employment and income taxes. You may be required to make this remittance within 24 hours of the check date. Some reporting cycles may be semi-weekly, monthly, or quarterly.

Federal and State Tax Remittance Reporting

This report shows the federal and state balances summarized for a particular range of check dates. For instance, if you report wages and taxes quarterly, you would choose a check starting and ending date that covered the quarter for which you are reporting.

Oracle Payroll allows you to choose the following options for generating this report (entries are either required or optional):

Starting Check Date (required)	Select any date that a payment has been made to an employee from the List of Values.
Ending Check Date (required)	Select any date that a payment has been made to an employee from the List of Values.
GRE (optional)	All valid GREs. Note: Leave this field blank to include all GREs in this report.
Federal (required)	• If yes, both federal and state reporting is done. The report heading displays, "Federal/State Tax Remittance Report". This is the default. • If no, only the state-level reporting is done. The report heading displays, "State Tax Remittance Report".
State (optional)	All valid US States, including the District of Columbia.
Dimensions (required)	• Check Date Range Only (default) • Check Date Range and Month to Date • Check Date Range and Quarter to Date • Check Date Range and Year to Date

Running a Federal and State Tax Remittance Report

Run the Federal and State Tax Remittance Report from the Submit Request window.

To create a Federal and State Tax Remittance Report:

1. Select Federal and State Tax Remittance Report Manager in the Name field.
2. Click on the parameters field if the Parameters window does not automatically open.

3. Enter the check range in the Starting Check Date and Ending Check Date fields.
4. Enter an appropriate GRE, if applicable.

Note: Leave this field blank to include all GREs in this report.

5. Enter the appropriate value for the type of remittance report you want to generate.
6. Select a state if appropriate.
7. Enter the appropriate reporting dimension.

Local Tax Remittance Reporting and Employee Run Results Reporting

Local Tax Remittance Reporting

This report shows the local tax balances summarized for a particular range of check dates. For example, if you report wages and taxes monthly, choose a check starting and ending date that covers the period for which you are reporting.

You can choose the following options for generating this report (entries are either required or optional):

Starting Check Date (required)	Select any date that a payment has been made to an employee from the List of Values.
Ending Check Date (required)	Select any date that a payment has been made to an employee. from the List of Values.
GRE (optional)	All valid GREs. Leave this field to include all GREs in this report.
State (optional)	All valid US States, including the District of Columbia. Leave this field blank to include all States in this report.
Locality Type (optional)	• City: All valid cities in a particular State (or all States if you left the State field blank). • County: All valid counties in a particular State (or all States if you left the State field blank). • School District Leaving the Locality Type field blank causes all locality types to be included in the report. Leaving City, County, or School District blank causes all localities of that type to be reported.

Sort Option One, Two, and Three (Optional)

Local tax remittance reports are organized according to user-defined criteria. The three variables that reports are sorted by are:

- Locality
- Locality Type
- State

The Sort Options are hierarchical in nature.

For example:

If you want to create a tax remittance report sorted by State, Locality, and Locality Type:

1. Enter State into the Sort Option One field.
2. Enter Locality into the Sort Option Two field.
3. Enter Locality Type into the Sort Option Three field.

Using the selected Sort Options, Oracle Payroll generates the report with each entity listed alphabetically by Locality type, Locality types listed beneath each Locality, and Localities listed beneath the selected State(s).

The sort options are nested. If you change Sort Option Two from Locality to Locality Type, Sort Option Three is automatically cleared. If you still want to sort by Locality, you must enter it into the Sort Option Three field.

Dimensions (required)

- Check Date Range Only (default)
 - Check Date Range and Month to Date
 - Check Date Range and Quarter to Date
 - Check Date Range and Year to Date
-

Run the Local Tax Remittance Report from the Submit Requests window.

Running a Local Tax Remittance Report

Run the Local Tax Remittance Report from the Submit Request window.

To create a Local Tax Remittance Report:

1. Select Local Tax Remittance Report Manager in the Name field.
2. Click on the parameters field if the Parameters window does not automatically open.
3. Enter the check range in the Starting Check Date and Ending Check Date fields.
4. Enter an appropriate GRE, if applicable. Leave this field blank to include all GREs in this report.
5. Select a state if appropriate.

6. Enter the appropriate locality type. Leave this field blank to include all Cities, Counties, and School Districts in this report.
Note: Selecting from the List of Values enables the corresponding field.
7. If you entered a value in the Locality Type field, in the corresponding field, enter an appropriate locality.
8. Enter your desired sort options into the Sort Option One, Two, and Three fields.
Note: You may sort using one, two, or three of the Sort Option fields. You are not required to enter a value into each field. If you leave the Sort Option fields blank, the report is sorted by State, Locality, and Locality Type.
9. Enter the appropriate reporting dimension.
10. Click OK to close the Parameters window.
11. Click the Options button, and select Run and Print Options.
12. Submit the report.

Employee Run Results Report

The Employee Run Results Report supplies detailed balance information for a specific employee over a defined period of time. You can use this report to pinpoint a problem discovered by another diagnostic report.

Use this report to display employee run results on one or all of the following categories:

- Earnings
- Employer Liabilities
- Employer Taxes
- Imputed Earnings
- Information
- Involuntary Deductions
- Non-payroll Payments
- PTO Accruals
- Pre-Tax Deductions
- Supplemental Earnings
- Tax Credit
- Tax Deductions
- Voluntary Deductions

Run this report from the Submit Request window.

To run the Employee Run Results report:

1. In the Name field, select Employee Run Results Report from the List of Values.

2. Click in the Parameters field if the Parameters window does not appear automatically.
3. In the Parameters window, enter the appropriate values into the Start Date and End Date fields.
4. In the Person field, select the person that you want to report on.
5. If the person has multiple assignment numbers, select an assignment number.

Note: You must select an Employee Name, Assignment Number, or Assignment Set to run this report.

6. Enter the appropriate GRE in the Government Reporting Entity field, or select it from the List of Values.
7. If you want to report on a specific classification, select it from the From the List of Values in the Classification field. If you leave this field blank, the report displays information for all classifications.
8. Click OK, then Submit.

Payroll Activity Reporting

Payroll Activity Report

The Payroll Activity report shows employee and group level payroll details such as:

- Complete payroll activity details for pay runs, quick pays, balance adjustments, balance initializations, voided payments, and reversals
- Specific federal, state, or local taxes withheld
- Earnings and deductions
- Payment type information (check, NACHA, cash, and third party)
- Employer liabilities
- Quarter-to-date and year-to-date details (includes balance adjustments)
- Balance initialization details, including the element name, element classification, input value, run result, and the name of the primary balance that is fed by the balance initialization
- Balance adjustment details, including the balance name, jurisdiction, as of date, run result, and year to date value

The Payroll Activity report consists of two separate reports grouped together in a Request Set. The two separate reports are:

Payroll Activity report	Shows payroll activity details at the employee level. Note: Depending on the selected parameters, the Payroll Activity report can be large and may take considerable time to run and print. See the final section of this document on report performance for more information.
Payroll Activity Totals report	Shows the current totals for the selected sort options: Organizations, Locations, and GREs. This report does not include employee, quarter-to-date and year-to-date balances.

Sort Options

You can organize Payroll Activity reports according to user-defined criteria or sort options. Oracle Payroll does not require that you use sort options to generate your report, but they are the best way to customize the reports to your specific needs. You can sort reports by any or all of the following options:

- GRE
- Organization
- Location

Note: Select GRE as a sort option only if you have included all GREs in the parameters for a Payroll Activity request set.

The sort options are hierarchical in nature. The Sort Option Two field is enabled only after you make a selection in the Sort Option One field. The Sort Option Three field is enabled only after you make a selection in the Sort Option Two field.

Example of Sort Options

The following is an example of how to use sort options to customize the Payroll Activity reports.

If you want to create reports sorted by GRE, Organization, and Location:

1. Enter GRE into the Sort Option One field.
2. Enter Organization into the Sort Option Two field.
3. Enter Location into the Sort Option Three field.

Using the selected Sort Options, Oracle Payroll generates the reports listing payroll activity data for each Location alphabetically by Organization within each GRE for the selected payroll or consolidation set.

Note: The sort options are nested. If you change Sort Option Two from Organization to Location, Sort Option Three automatically clears.

Payroll Activity Report Output

The Payroll Activity Report and Payroll Activity Totals Report are two separate reports submitted by way of a single Report Set. Both reports are printed according to parameters you select. These reports are printed in landscape fashion and are designed to fit on 8.5" x 11" paper. The Payroll Activity Report does not contain page numbers. The Payroll Activity Totals does.

For performance reasons (see below) the two reports take advantage of a multi-threaded environment and contain sequence numbers that you can view from the Requests window.

Note: A heading may appear twice on the Payroll Activity report. In cases where this happens, all of the selected report data is listed beneath the second instance of the heading.

Performance and the Payroll Activity Reports

The Payroll Activity reports can contain large amounts of information. For maximum system performance, these reports take advantage of a multi-threaded environment. In order to make sure you are getting maximum performance from the Payroll Activity reporting process, your system should have the Payroll Action Parameters configured for Parallel Processing. See *Implementing Oracle HRMS (US)* for more information.

See: Payroll Action Parameters: *Implementing Oracle HRMS (US)*

If you are running the Payroll Activity request set for a large organization, you may experience performance concerns when including quarter-to-date balances in the Reporting Dimensions parameter. You may also experience performance issues if you change the Full Report parameter from No to Yes.

Report Scenarios

The following are some typical uses of the Payroll Activity report:

- The listing of balance adjustments for all employees within a given time frame.

- The listing of all transactions for a given employee for a given time frame.
- The listing of all reversals for all employees within a given time frame.
- The listing of all balance initializations for a selected employee or all employees for a given time frame.

Running the Payroll Activity Request Set

Run the Payroll Activity Request Set from the Submit Request Set window.

To run the Payroll Activity request set:

1. In Request Set field select Payroll Activity Report from the List of Values.
2. In the Request Set Programs region, click in the Parameters field if the Parameters window does not automatically appear.
3. Select the parameters for the report. See the Payroll Activity Parameters section below, page 4-42 for more information.
4. Click OK to close the Parameters window.
5. In the Request Set Programs region, select the number of copies you want to print of the Payroll Activity and Payroll Activity Totals reports.

The Payroll Activity Report can require substantial printing resources for large organizations.

6. Click the Options button, and select Run and Print Options.
7. Submit the report.

Payroll Activity Parameters

The following parameters exist for the Payroll Activity reports:

Beginning Date Paid (required)	Select the beginning date for report selection. This date represents the payment date for the payroll runs/quick pays or the effective date of the payroll reversals or balance adjustments that are to be included in the report. In very large organizations, there may be a slight delay in accessing the List of Values for Beginning Date Paid.
Ending Date Paid (required)	Select the end for the report selection. This date represents the payment date for the payroll runs/quick pays or the effective date of the payroll reversals or balance adjustments that are to be included in the report. In very large organizations, there may be a slight delay in accessing the List of Values for Ending Date Paid.
Payroll (optional)	Select from the List of Values to run this report for a specific payroll.

Consolidation Set (optional)	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 automatically populates.
Government Reporting Entity (optional)	Select from the List of Values to limit the report to a single GRE. If nothing is entered in this field, the report contains information for all valid GREs in the business unit.
Organization (optional)	Select from the List of Values to limit the report to a single Organization. If nothing is entered in this field, the report contains information for all valid Organizations.
Location (optional)	Select from the List of Values to limit the report to a single Location. If nothing is entered in this field, the report contains information for all valid Locations.
Employee Name (optional)	Select from the List of Values to limit the report to a single employee. If nothing is entered in this field, the report contains information for all valid employees.
Process Type (required)	Select from the List of Values to limit the report to a single payroll process type or, in some cases, to a pair of process types. Select All if you want to report on all process types. The available process types are Balance Adjustments, Balance Initializations, Payroll Runs, Quick Pays, and Reversals. You can also select Balance Adjustments and Initializations, or Payroll Runs and Quick Pays. If you Select All, voided payments are also included in the report.
Suppress Current Zero Records (required)	The default entry for this field is Yes. If you enter No in this field, the report shows employee records for individuals that have zeros entered in current elements but may have quarter-to-date or year-to-date balances. Null records always appear in the Payroll Activity report.
Full Report (required)	The default entry for this field is No. With No selected, the report shows balances for Hours, Earnings, and Deductions. If you select Yes, the report also includes balances for Taxable Wages and Employer Tax Liabilities.

Reporting Dimensions (required)

The default entry for this field is Run. Run balances always show on the Payroll Activity report. In addition to Run balances, the report detail can also display quarter-to-date, year-to-date, or quarter-to-date and year-to-date balances.

You may encounter slow performance while running the Payroll Activity report if you selected a quarter-to-date Reporting Dimension.

The Payroll Activity Totals report ignores this parameter. Only Run values display on the Payroll Activity Totals report.

Sort Options (optional)

There are three fields for sort options. See the Sort Options section for more information on how to properly use these parameters.

Employee Page Break (required)

The default entry for this field is No. If you select Yes, the Payroll Activity report includes a page break after each employee contained in the report. The Payroll Activity Totals report ignores this parameter.

The Year End Pre-Process

The Year End Pre-Process

The Year End Pre-Process is the Oracle Payroll utility that archives employee and employer data for a specific year and GRE. Once archived, this data is available for end of year reporting. The system archives the data from the Year End Pre-Process so you can regenerate year end reports as required.

Before you can perform year end reporting, you must run the Year End Pre-Process for each GRE in the business group.

Who Gets Archived by the Year End Pre-Process?

The Year End Pre-Process archives any employee who has a non-zero value for any of the following balances for the selected year:

- Gross Earnings
- W2 Nontax Sick
- W2 Expense Reimb
- W2 Qual Move
- W2 No Gross Earnings

If you have employees that you want the Year End Pre-Process to archive (so they can receive W-2s, for instance), you must provide their W2 No Gross Earnings balance.

Running the Year End Pre-Process creates a log file that lists the numbers of assignments that were skipped, in error, or processed successfully.

Viewing Archived Data

Use the View Archive window to view any employee or assignment data archived by the Year End Pre-Process (however, you cannot query for employer-level data that has been archived or stored against the payroll action). In addition to the queried assignment action results, this window also displays any associated context code (such as Jurisdiction Code for State Income Tax).

This information is for display purposes only. You cannot modify or update it from this window. For instructions on how to run, retry, view, and rollback this information, refer to Managing the Year End Pre-Process, page 4-46.

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 large volumes of employees' balances are changed, it may be easier to rollback the Year End Pre-Process and re-run it to include the balance updates.

You can mark individual assignments for retry in the Employee Assignment Process window. You can also retry a payroll process for an assignment set.

You can re-archive employer data by marking the payroll action for retry in the Payroll Process Results window and then retrying the process by selecting Retry US Payroll Process from the Submit Requests window. If a GRE does not have any employees in

it, then its employer data is archived when you run the Year End Pre-Process for that GRE. In this case, you cannot re-archive employee data through the Retry US Payroll Process. You must rollback the process and then rerun the Year End Pre-Process.

Out of Balance Conditions in State and Federal W-2 Reports

An out of balance condition exists when the content archived by the "Year End Pre-Process" differs from the corresponding live payroll balances. By comparing your Year End pre-archive balancing reports (such as "GRE Totals" or Federal, State, or Local tax remittance reports) against your post-archive balancing reports (such as the W-2 Register/1099-R Register or the W-2 Magnetic Media Employee Detail file), you can determine if these discrepancies are in the pre-archive or post-archive balances.

Such conditions may occur when:

- When you make balance adjustments after you completed the "Year End Pre-Process".
- When you run payroll processes after you completed the "Year End Pre-Process".

Once you have determined if out-of-balance conditions exist, run the "Year End Archive Reconciliation" report to identify the source of the discrepancy. This report:

- Does not interlock any processes.
- Compares live and year-end archives for employee-related Federal and state level balances only.
- Compares only user-selected boxes and balances on the Form W-2/1099-R Information Return and Federal/State Magnetic Media. It does not compare all boxes and balances.
- Checks and reports on only those employees who are successfully processed by the "Year End Pre-Process". It does not check employees who were not picked up by the "Year End Pre-Process" or those employees with a status of "unprocessed," "error," or marked for retry.

Managing the Year End Pre-Process

Year End Pre-Processing involves the following operations:

- Running the Year End Pre-Process, page 4-46
- Viewing archived data, page 4-47
- Retrying the Year End Pre-Process, page 4-47
- Rolling back the Year End Pre-Process, page 4-48

Running the Year End Pre-Process:

Run the Year End Pre-Process from the Submit Requests window:

1. In the Request Name field, select Year End Pre-Process.
2. In the Parameters window, use the Lists of Values in the Year and Government Reporting Entity fields to specify the Year End Pre-Process that you want to run.
3. Click OK, then Submit.

4. On completion of the process, check the logfile for counts of successful, skipped, and assignments in error.

Viewing Archived Data:

To view data you have archived with the Year End Pre-Process:

1. Select Assignment Process Result from the View menu.
2. Select the appropriate assignment.
3. Select "Federal-YREND-XXXXX" (where XXXXX is your GRE name).
4. Click View Results.

The View Archived Values window opens. This displays data archived for an employee, including:

- Database item name
- Value archived against an assignment action
- Any associated context (such as Jurisdiction Code for State Income Tax)

This information is for display purposes only.

Note: The check box on this window indicates if the Year End Pre-Process was locked by a magnetic media process (such as Federal W-2 Magnetic Media) and cannot be rolled back or marked for retry.

Retrying the Year End Pre-Process:

When you retry the Year End Pre-Process, it re-archives any employee assignments that you have marked for retry.

If you have generated any of the following reports, you must first roll them back prior to retrying the Year End Pre-Process:

- Federal W-2 Magnetic Media report
- State W-2 Magnetic Media report
- Federal 1099-R Magnetic Media report
- State 1099-R Magnetic Media report

Mark assignments for retry in the Employee Assignment Process window. You can also run this process for an assignment set. If there are no employees in the GRE, you cannot perform a retry. You retry the Year End Pre-Process from the Submit Requests window.

To retry the Year End Pre-Process:

1. In the Name field, select Retry US Payroll Process. Click in the Parameters field if the parameters window does not automatically appear.
2. In the Process Year field, enter the appropriate year. In the Process Type field select Magnetic Report from the List of Values. In the Payroll Process field, select the Year End Pre-Process that you want to retry.
3. Click OK, then Submit.

Rolling Back the Year End Pre-Process:

When you rollback the Year End Pre-Process, you are removing all archived data on year end balances from the system.

If you have generated any of the following reports, you must roll them back prior to rolling back the Year End Pre-Process:

- Federal W-2 Magnetic Media report
- State W-2 Magnetic Media report
- Federal 1099-R Magnetic Media report
- State 1099-R Magnetic Media report

You rollback the Year End Pre-Process from the Submit Requests window.

To rollback the Year End Pre-Process:

1. In the Name field, select Rollback US Payroll Process. Click in the Parameters field if the Parameters box does not open automatically.
2. In the Process Year field, enter the appropriate year. In the Process Type field select Magnetic Report from the List of Values. In the Payroll Process field, select the Year End Pre-Process that you want to rollback.
3. Click OK, then Submit.

Verifying Employee Federal and State Balances

The "Year End Archive Reconciliation" report compares the employee Federal and state level balances archived by the "Year End Pre-Process" against the corresponding live payroll balances. It displays any employees that have discrepancies.

To verify your employee Federal and state balances:

1. Run the Year End Pre Archive balancing reports (such as the GRE Totals or Federal/State and Local Tax Remittance reports).
2. Run the "Year End Pre-Process".
3. Run the Year End Post Archive balancing reports (such as the W-2 Register/1099-R Register or the Federal/State W-2 Magnetic Media .a03 Employee Detail report).
4. Compare your pre-archive reports against your post-archive reports.
5. If this exposes any discrepancies, run the "Year End Archive Reconciliation" report to identify the causes.

Running the Year End Archive Reconciliation report:

Run the Year End Archive Reconciliation report from the Submit Requests window:

1. In the Request Name field, select Year End Archive Reconciliation report.
2. If the Parameters window does not open, click in the Parameters field.
3. In the Parameters window, enter the tax year for the report in the Year field.
4. Select the GRE you want to check. Your selection determines whether you are checking W2 or 1099-R reports.
5. Specify if you are checking Federal or state taxes.

6. If you are running this report at the state level, select a state.
7. Select the W-2/1099-R boxes you want to check.
8. Select a report output format.
9. Click OK, then Submit.

Oracle Payroll generates an output file with the name <User_name>.<request_id>, where <User.name> is your user name and <request_id> is this report's request ID. This file is placed in the OUT directory.

Resolving out-of-balance conditions:

If the "Year End Archive Reconciliation" report identifies any employees with out-of-balance discrepancies:

1. Mark the "Year End Pre-Process" for retry for those employees. You can do this at the assignment or individual level.
2. Re-run the "Year End Archive Reconciliation" report to confirm that the errors have been corrected.

Post Archival Reporting

Post-Archival Reports

Run the following reports after running the Year End Pre-Process.

W-2 Register	Shows the amounts reported in each box of the Form W-2 for all employees in a particular GRE as of the chosen effective date by W-2 box number (1 through 20). Note: The Puerto Rico W-2 Register is part of the W2 Puerto Rico Request Set and is explained along with Printing Form 499R-2/W-2PR (Puerto Rico W-2).
W-2 Exception Register	Identifies employees who have negative box 1 totals on the form W-2 or have zero box 1 totals but have other negative W-2 box totals.
1099-R Register	Lists the amounts reported in each box of the Form 1099-R for all employees in a particular GRE for a given year.
1099-R Exception Register	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.
Year End Negative Balances	Identifies individual employees in a GRE with negative balances that would be reported on the form W-2.
Year End Archive Missing Assignments Report	Identifies missing assignments from the Year End Pre-Process Archive for a GRE. This report produces an assignment set containing all assignments missing from the Year End Pre-Process.
Add Assignment Actions To The Year End Pre-Process	Adds assignments to the Year End Pre-Process after a run. The process also marks the eligible assignments for retry so that they are processed when you run the Retry US Payroll Process concurrent program.

Depending upon the returns of these reports, you may have to make adjustments to various balances.

Year End Negative Balances Report

The Year End Negative Balances Report identifies individual employees in a GRE with negative balances that would be reported on the Form W-2. Run this report after you have completed the Year End Pre-Process for the GRE in question. You should run this report before you begin the magnetic or paper W-2 or 1099-R creation process.

This report prints all employees with negative balances of the following types:

- Federal Wages (box 1)
- Federal Income Tax Withheld (box 2)
- Social Security Wages (box 3)
- Social Security Tax Withheld (box 4)
- Medicare Wages (box 5)
- Medicare Tax Withheld (box 6)
- Social Security Tips (box 7)
- Allocated Tips (box 8)
- Advanced EIC Payment (box 9)
- Dependent Care Benefits (box 10)
- Non-qualified Plans (box 11)
- FIT Third Party
- Deferred Comp.
- W-2 Gross
- Box 12 (A-W)
- Box 14 (A-Z)
- State Wages (box 16)
- State Income Tax (box 17)
- Local Wages (City, County, School) (box 18)
- Local Income Tax (Box 19)
- State Gross (DC only)
- SUI ER Wage (DC only)
- SUI ER Taxable (DC only)
- SUI ER Gross (DC only)
- NJDI SDI Tax Withheld (NJ only)
- CTB (Box 14Z) (NJ only)
- WDHC SUI Tax Withheld (NJ only)

Year End Negative Balances Report Sort Options

Organize the Year End Negative Balances Report according to user-defined criteria or sort options. Oracle Payroll does not require that you use sort options to generate your Year End Negative Balances Report, but they are the best way to customize the report to your specific needs. You can sort the report by any three of the following options:

- Employee Name
- Location
- Organization
- Social Security Number

The sort options are hierarchical in nature. The Sort Option Two field enables only after you make a selection in the Sort Option One field. The Sort Option Three field enables only after you make a selection in the Sort Option Two field.

Example of Sort Options

The following is an example of how to use sort options to customize the Year End Negative Balances Report.

If you want to create a report sorted by Organization, Location, and Employee Name:

1. Enter Organization into the Sort Option One field.
2. Enter Location into the Sort Option Two field.
3. Enter Employee Name into the Sort Option Three field.

Using these Sort Options, Oracle Payroll generates the report listing each employee name by location within each organization for the selected GRE.

Note: The sort options are nested. If you change Sort Option Two from Location to Employee Name, Sort Option Three automatically clears.

Sort Options and Report Layout

When printed, the Year End Negative Balances Report inserts a page break between each selected sort option, with the exception of Employee Name or Social Security Number.

For Example, if you choose Organization, Location, and Employee Name as sort options, the report contains a page break every time the Organization or the Location changes. The report does not have page breaks between the individual employees.

Year End Negative Balances Report Parameters

The following parameters exist for the Year End Negative Balances Report:

Reporting Year (required)	Enter the four digit calendar year you want to run the Year End Negative Balance report for.
Government Reporting Entity (required)	Select the GRE you want to report for.
Sort Options (optional)	There are three fields for sort options. See the Sort Options section for more information on how to properly use these parameters. If you do not select any sort options, the report uses Employee Name as the default.

Year End Negative Balances Report Output

The Year End Negative Balances Report prints according to the parameters that you select. The Parameters are included at the beginning of the report. The report is printed in landscape fashion and is designed to fit on 8.5" x 11" paper.

The values for boxes 1 through 6 of form W-2 are always printed for each employee on the report. The values for all other W-2 boxes will appear on the report only if they are non-zero values.

Year End Archive Missing Assignments Report

The "Year End Archive Missing Assignments" report identifies missing assignments from the "Year End Pre-Process Archive" for a GRE. Run this report after you run the Year End Pre-Process for the GRE in question. This process produces an assignment set containing all assignments missing from the archive. You can use this later in the "Add Assignment Actions To The Year End Pre-Process" process.

Example

An employee could be missing from the archive for different reasons. One example is if you performed a balance adjustment for an employee who was missing their initial balance upload. The employee wouldn't have originally been included in the Year End Pre-Process, but the balance adjustment within the year being processed creates the need for this employee to be archived. The report also identifies employees who were hired and paid (within the year being processed) after the Year End Pre-Process was run.

Year End Archive Missing Assignments Report Parameters

The following parameters exist for the Year End Archive Missing Assignments Report:

Year	Select the year for the Year End Pre-Process that you want to report on from the List of Values.
GRE	Select the GRE archived by the Year End Pre-Process that you want to report on. Note: The List of Values contains only the list of GREs that have been archived in the selected year.
Assignment Set	Enter a name for your Assignment Set. The report will create an assignment set containing the assignments not archived by the Year End Pre-Process. The Add Assignment Actions To The Year End Pre-Process process can use this set as source data to include these employees in the archive.
Output File Format	Select from the following formats: Comma Delimited (CSV) or HTML. HTML is the default value.

The Year End Pre-Process must be run successfully prior to submitting this process. The report displays the results in the following groupings:

- Already processed employees
- Not eligible as all balances are zero
- Secondary Assignments

Note: Year End Pre-Process Assignment actions are only created for Primary assignments

- Not eligible because the employee is in a different GRE

Adding Assignment Actions To The Year End Pre-Process

The Add Assignment Actions To The Year End Pre-Process adds assignments to the Year End Pre-Process archive after it is run. The process also marks the eligible assignments for retry so that they process when you run the Retry US Payroll Process for the Year End Pre-Process.

The Year End Pre-Process or the Add Assignment Actions To The Year End Pre-Process archives an employee if any of the following balances have a non zero value for a dimension of Year to Date:

- Gross Earnings
- W2 Nontax Sick
- W2 Expense Reimb
- W2 Qual Move
- W2 No Gross Earnings

Add Assignment Actions To The Year End Pre-Process Process Parameters

The following parameters exist for the Add Assignment Actions To The Year End Pre-Process:

Year	Select the year for the assignments you want to add from the List of Values.
GRE Archived by the Year End Pre-Process	Enter the GRE for the Year End Pre-Process you want to modify.
Assignment Set	You can enter any assignment set, but to ensure that all missing assignments are processed, use the assignment set created by the Year End Archive Missing Assignments Report.
Output File Format	Select Comma Delimited (.CSV) or HTML from the List of Values. HTML is the default value.

Running the Year End Negative Balances Report

Run the Year End Negative Balances Report from the Submit Request window.

To run the Year End Negative Balances Report:

1. In the Name field, select Year End Negative Balances from the List of Values.
2. Click in the Parameters field if the Parameters window does not automatically appear.
3. Select the parameters for the report. See the Year End Negative Balances Report Parameters section, page 4-52 for more information.
4. Click OK to close the Parameters window.
5. In the Print To field in the Submit Request window, select a printer or accept the default.
6. Click the Options button to enter print and run options for the report.

7. Click Submit.

Navigate to the View Requests window to view the report.

Running the Year End Archive Missing Assignments Report

Run the Year End Archive Missing Assignments Report from the Submit Request window.

To Run the Year End Archive Missing Assignments Report:

1. In the Name field, select Year End Archive Missing Assignments Report from the List of Values.
2. Click in the Parameters field if the Parameters window does not automatically appear.
3. Select the parameters for the report. See the Year End Archive Missing Assignments Report Parameters section, page 4-53 for more information.
4. Click OK to close the Parameters window.
5. Click Submit.

Navigate to the View Requests window to view the report.

Running the Add Assignment Actions To The Year End Pre-Process Process

Run the Add Assignment Actions To The Year End Pre-Process Process from the Submit Request window.

To Run the Add Assignment Actions To The Year End Pre-Process Process:

1. In the Name field, select Add Assignment Actions To The Year End Pre-Process from the List of Values.
2. Click in the Parameters field if the Parameters window does not automatically appear.
3. Select the parameters for the report. See the Add Assignment Actions To The Year End Pre-Process Parameters section, page 4-54 for more information.
4. Click OK to close the Parameters window.
5. Click Submit.

1099-R Processing

Reporting Retirement Income Distributions

At year's end, if you have made distributions of retirement income, you must use Form 1099-R to report those distributions and any amount withheld for FIT/SIT/LIT. If you have more than 249 retirees, you must file Forms 1099-R on magnetic media unless you were granted a waiver.

You must report any distributions from all types of retirement plans and report both periodic and lump-sum payments.

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

- Pensions
- Annuities
- 457 Plans for state and local agencies

You must successfully run the Year End Pre-Process for each GRE in your enterprise prior to running a Federal or State magnetic 1099-R report.

Form 1099-R Box Information

The following table depicts the various boxes and fields on form 1099-R and indicates where Oracle Payroll draws the appropriate balances to complete the form:

Box	Title	Information Contained
1	Gross Distribution	GROSS EARNINGS
2a	Taxable Amount	REGULAR EARNINGS + SUPPLEMENTAL EARNINGS FOR FIT SUBJECT TO TAX + SUPPLEMENTAL EARNINGS FOR NWFIT SUBJECT TO TAX + PRE TAX DEDUCTIONS FOR FIT SUBJECT TO TAX - PRE TAX DEDUCTIONS - FIT NON W2 PRE TAX DEDNS
2b	Taxable Amount not Determined	Defined by the "US Pension Reporting" EIT at the Assignment level
2b	Total Distribution	Defined by the "US Pension Reporting" EIT at the Assignment level
3	Capital Gain	CAPITAL GAIN
4	Federal Income Tax Withheld	FIT WITHHELD
5	Employee Contributions or Insurance Premiums	EE CONTRIBUTIONS OR PREMIUMS

Box	Title	Information Contained
6	Net Unrealized Appreciation (NUA) in Employer's Securities	UNREALIZED NET ER SEC APPREC
7	Distribution Code(s)	Defined by the "Pay US Pension Reporting" EIT at the Person level
8	Other	OTHER EE ANNUITY CONTRACT AMT
9a	Your Percentage of Total Distribution	Defined by the "Employee Distribution Percentage" EIT at the Assignment level
9b	Total Employee Contributions	TOTAL EE CONTRIBUTIONS
10	State Tax Withheld	SIT WITHHELD
11	State/Payer's State No.	State_id from ORG_INFORMATION of hr_organization_information
12	State Distribution	
13	Local Tax Withheld Indiana only: Indiana Advance Earned Income Credit	Tax type (SDI, city, county, school) WITHHELD STEIC_ADVANCE_PER_JD_GRE_YTD (Indiana)
14	Name of Locality Indiana only: IN-AEIC	
15	Local Distribution	

Form 1099-R Distribution Codes

Oracle Payroll supports all 1099-R distribution codes, but just one code per employee reported. Oracle does not support the printing of multiple codes for a single employee.

Box	Distribution
1	Early distribution, no known exception. Use Code 1 only if the employee/taxpayer has not reached age 59 1/2, 8, D, L, or P, and if none of the exceptions under distribution Codes 2, 3, or 4 apply when the distribution is made. Use Code 1 even if the distribution is made for medical, first-time homebuyer, or qualified higher education expenses, under section 72(t).

Box	Distribution
2	Early distribution, exception applies (under age 59 1/2). Form 5329 is not required.
3	Disability. Form 5329 is not required.
4	Death. Form 5329 is not required.
5	Prohibited transaction.
6	Section 1035 exchange (a tax-free exchange of life insurance, annuity, or endowment contracts).
7	Normal distribution.
8	Excess contributions plus earnings/excess deferrals (and/or earnings) taxable in 2004.
9	Cost of current life insurance protection (premiums paid by a trustee or custodian for current insurance protection, taxable to you currently).
A	May be eligible for 10-year tax option. See Form 4972.
D	Excess contributions, plus earnings/excess deferrals taxable in 2002.
E	Excess annual additions under section 415 and certain excess amounts under section 403(b) plans. Report on Form 1040/1040A on the line for taxable pension or annuity income. Form 5329 is not required.
F	Charitable gift, annuity.
G	Direct rollover to a qualified plan, a tax-sheltered annuity, a governmental 457(b) plan, or an IRA. May also include a transfer from a conduit IRA to a qualified plan. Form 5329 is not required.
J	Early distribution from a Roth IRA, no known exception (in most cases, under age 59 1/2). Report on Forms 1040 and 8606, and see Form 5329.
L	Loans treated as distributions.

Box	Distribution
N	Recharacterized IRA contribution made for 2004 and recharacterized in 2004. Report on 2004 Form 1040/1040A and Form 8606, if applicable.
P	Excess contributions plus earnings/excess deferrals taxable in 2003.
Q	Qualified distribution from a Roth IRA. You are age 59 1/2 or over and meet the 5-year holding period for a Roth IRA. See the Form 1040/1040A instructions. Form 5329 is not required.
R	Recharacterized IRA contribution made for 2003 and recharacterized in 2004. Report on 2003 Form 1040/1040A and Form 8606, in applicable.
S	Early distribution from a SIMPLE IRA in first 2 years, no known exception (under age 59 1/2). May be subject to an additional 25% tax. See Form 5329.
T	Roth IRA distribution, exception applies. Use Code T for a distribution from a Roth IRA if you do not know if the 5-year holding period has been met but: • The participant has reached age 59 1/2, or • The participant died, or • The participant is disabled If any other code applies (such as 8 or P, use Code J.

Defining 1099-R Reporting Rules

Access the 1099-R Magnetic Reporting Rules from the Organization window. You can display them by selecting the Organization Classification of Government Reporting Entity and clicking the Others button. From the Additional Organization Information window, you can select 1099R Magnetic Reporting Rules. You must define these rules for each retirement GRE.

Required Parameters

The reporting rules require the following parameters:

- 1099-R Transmitter
- Transmitter Control Code
- Bureau
- Combined Filing

- Recording Mode
- Parity
- Label
- Density
- Contact Name
- Contact Phone No.
- Produced using Oracle

Vendor Specific Parameters

You must enter the contact information for the vendor that produces the magnetic file you are submitting. If you select Yes in the produced Using Oracle field, then the following fields provide seeded vendor information:

- Vendor Name
- Vendor Address
- Vendor City
- Vendor State
- Vendor Zip
- Vendor Contact Name
- Vendor Phone Number
- Vendor Email Address

Other Reporting Concerns

Any GREs with the same Transmitter Control Code are reported on the same magnetic media file. For a retirement GRE that is not a 1099-R transmitter, the last eight parameters are not used and may be left blank.

Note: Since State 1099-R Magnetic Report for New York uses State Quarterly Wage Listings, and North Carolina and Michigan use the TIB4 format, you must define W2 Reporting Rules for the pertinent retirement GRE in order for the NY, NC, and MI 1099-R reports to be generated.

1099R Output

The "Federal" and "State 1099R Magnetic Report" generates two output files:

- Magnetic report with naming convention [FE or STATE ABBREVIATION][TRANSMITTER CONTROL CODE]_99R[YEAR].mf

Example

For example: FEXXXXXX_99R99.mf, NYXXXXXX_99R99.mf

- Transmitter report with naming convention FE[TRANSMITTER CONTROL CODE]_[YEAR].a01 for Federal or [STATE ABBREVIATION][TRANSMITTER CONTROL CODE]_99R[YEAR].a01

Example

For example: FEXXXXXX_99.a01, NYXXXXXX_99R99.a01

Note: If you are using Microsoft Windows NT to generate the magnetic media, you must shorten the first part of the filenames so they contain no more than 8 characters.

Report Errors and Resolution

If you run a Magnetic 1099R report, and it does not complete successfully, the View Requests window indicates that an error has occurred. To read the error message, you must open the log file specified in the View Requests window.

Errors most often occur because:

- Assignments are still marked for retry from a Year End Pre-Process run.
- The Year End Pre-Process was not run for every GRE in the enterprise.
- No employees existed in a particular state with wages more than Zero for a State 1099-R.

In order to resolve an error, you must roll back the magnetic report and fix the error. Once you have resolved the error, you can rerun the magnetic report.

Paper 1099-R Requirements

Employers use the Form 1099-R to report individuals' annual pension distribution information to Employees, Retirees, the IRS, state, and local governments.

Note: Oracle Payroll supports all 1099-R distribution codes.

You can print a single 1099-R or a range of 1099-Rs that you define, and sort options give you further flexibility in 1099-R distribution. However, you must print Paper 1099-Rs on Evergreen Form #7159-4, #7159-6 (both use envelope #7777-1) or the Evergreen self mailer version of this form.

Note: You must complete the Year End Pre-Process for your enterprise before you can run the Paper 1099-R report.

Sort Options for Paper 1099-Rs

You have the option of selecting sort criteria (or sort options) for Paper 1099-R distribution purposes. The sort options available for the 1099-R Information Return are:

Employee Name (last, middle, first)	As of archive date. This is the default sort option.
Social Security Number	As of archive date. If you select Social Security Number as a sort option, you may not select Employee Name as a subordinate sort option.
Zip Code	Use the current Zip Code from the employee's primary address.

The sort options are nested. If you change Sort Option One, Sort Option Two and Sort Option Three automatically clear. The sort options are also hierarchical in nature.

Example

If you want to print out paper 1099-Rs sorted by Zip Code, then Employee Name, and lastly Social Security Number:

1. Enter Zip Code into the Sort Option One field.
2. Enter Employee Name into the Sort Option Two field.
3. Enter Social Security Number into the Sort Option Three field.

Report Parameters for Paper 1099-Rs

Oracle Payroll requires you to select 1099-Rs by the following criteria:

- Reporting Year
- GRE Archived by Year End Pre-Process

When generating paper 1099-Rs, you have additional selection criteria. You can choose one of the following to further restrict your paper 1099-R report:

Organization	From employee's primary assignment as of the effective date.
Location	From employee's primary assignment as of the effective date.
Employee Name (last, middle, first)	As of 12/31 of year selected.
Social Security Number	As of 12/31 of year selected.
State	If you select a state in this field, 1099-Rs print for all employees that have taxable wages in that state. If an employee has taxable wages in an additional state, all 1099-Rs for that employee are printed.

Note: Selecting a value in the Selection Criterion field enables the corresponding field.

1099-R Register Reporting

Organizations have a need to preview 1099-Rs before printing. Through the "1099R Register" report, you can view the amounts reported in each box of the Form 1099-R for all employees in a particular GRE for a given year. You can also view the amounts for a particular assignment set. This report includes all balances reported on the "1099R Information Return". The "1099R Register" report shows totals by 1099-R box number (1 through 15). Using sort options, you can customize this report to further display withholding totals for employees, organizations, and locations.

You can use the "1099R Register" report to verify your 1099-R box totals prior to running your 1099-Rs.

1099-R Register Sort Options

You can organize "1099R Register" reports according to user-defined criteria or sort options. Oracle Payroll does not require that you use sort options to generate your "1099R Register" report, but they are the best way to customize the report to your specific needs. You can sort reports by any three of the following options:

- Employee Name
- Location
- Organization
- Social Security Number

Note: You can choose to sort by Social Security Number or by Employee Name, but not both. If you select Social Security Number as a sort option, Employee Name does not appear in the List of Values for the remaining sort options. If you select Employee Name as a sort option, Social Security Number does not appear in the List of Values for the remaining sort options.

The sort options are hierarchical in nature. The Sort Option Two field enables only after you make a selection in the Sort Option One field. The Sort Option Three field enables only after you make a selection in the Sort Option Two field.

Example of Sort Options

The following is an example of how to use sort options to customize the "1099R Register" report.

To create a "1099R Register" report sorted by Organization, Location, and Employee Name:

1. Enter Organization into the Sort Option One field.
2. Enter Location into the Sort Option Two field.
3. Enter Employee Name into the Sort Option Three field.

Using the selected Sort Options, Oracle Payroll generates the report listing the 1099-R box totals for each employee alphabetically by location within each organization for the selected GRE.

Note: The sort options are nested. If you change Sort Option Two from Location to Employee Name, Sort Option Three automatically clears.

Sort Options and Report Layout

When printed, the "1099R Register" report inserts a page break between each selected sort option, with the exception of Employee Name or Social Security Number.

For Example, if you choose Organization, Location, and Employee Name as sort options, the report contains a page break every time the Organization or the Location changes. The report does not have page breaks between the individual employees.

The report then lists the following information:

- Total Employees Successfully Processed
- Total Employees for whom a 1099-R will be printed
- Total Employees with Zero or Negative Wages (box 1)

- Total Employees Errored in Year End Pre-Process
- Total employees Marked for Retry of Year End Pre-Process

1099-R Register Parameters

The following parameters exist for the "1099R Register":

Reporting Year (required)	Enter the four digit calendar year that you want the "1099R Register" to report on.
Government Reporting Entity (required)	Select the GRE you want the "1099R Register" to report on. Only GREs that have been archived using the Year End Pre-Process for the specified Reporting Year appear in the List of Values. GREs that are used for retirees will not appear in the List of Values.
Totals Only (required)	Select Yes or No from the List of Values. If you select Yes, only the box totals for all selected employees in the report display; individual employees are not included in the report. If you select No, box totals in the report display for selected individual employees, as well as the totals for these employees.
Assignment Set (optional)	Select an assignment set if you want to generate a report for only those employees.
Sort Options (optional)	There are three fields for sort options. You cannot select Sort Options if you have set the Totals Only parameter to Yes. See the Sort Options section for more information on how to properly use these parameters. If you do not select any sort options, the report uses Employee Name as the default.

1099-R Register Output

The "1099R Register" prints according to the parameters that you select. The report is printed in landscape fashion and is designed to fit on 8.5" x 11" paper.

1099R Exception Register

The "1099R Exception Register" 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. This report lists all balances reported on the "1099R Information Return".

Run the "1099R Exception Register" for a single GRE or an assignment set. If you run this report for an assignment set, only those employees in the selected GRE appear on the report. You can configure the "1099Exception Register" to display the 1099-R box totals for all selected employees in the report, or you can display 1099-R box details for individual employees in the report, as well as the report totals. Employees identified by the "1099R Exception Register" are not included on the 1099-R magnetic report

or paper 1099-R. You will have to manually generate 1099-Rs for these employees and amend the magnetic files.

Note: You must run the Year End Pre-Process for the GRE before you can run this report.

1099R Exception Register Sort Options

Organize the "1099R Exception Register" according to user-defined criteria or sort options. Oracle Payroll does not require that you use sort options to generate your "1099R Exception Register", but they are the best way to customize the report to your specific needs. You can sort the report by any three of the following options:

- Employee Name
- Location
- Organization
- Social Security Number

Note: You cannot choose to sort by Social Security Number and then Employee Name. If you select Social Security Number as a sort option, Employee Name does not appear in the List of Values for the remaining sort options.

The sort options are hierarchical in nature. The Sort Option Two field enables only after you make a selection in the Sort Option One field. The Sort Option Three field enables only after you make a selection in the Sort Option Two field.

Note: Sort options are only selectable for reports that show employee level details.

Example of Sort Options

The following is an example of how to use sort options to customize the "1099R Exception Register".

To create a "1099R Exception Register" sorted by Organization, Location, and Employee Name:

1. Enter Organization into the Sort Option One field.
2. Enter Location into the Sort Option Two field.
3. Enter Employee Name into the Sort Option Three field.

Using these Sort Options, Oracle Payroll generates the report listing each employee by location within each organization for the selected GRE.

Note: The sort options are nested. Using the previous example, if you change Sort Option Two from Location to Employee Name, Sort Option Three automatically clears.

Sort Options and Report Layout

When printed, the "1099R Exception Register" inserts a page break between each selected sort option, with the exception of Employee Name or Social Security Number.

Example

If you choose Organization, Location, and Employee Name as sort options, the report contains a page break every time the Organization or the Location changes. The report will not have page breaks between the individual employees.

1099R Exception Register Parameters

The following parameters exist for the 1099-R Exception Register:

Reporting Year (required)	Enter the four digit calendar year you want the "1099R Exception Register" to report on.
Government Reporting Entity (required)	Select the GRE you want the "1099R Exception Register" to report on. Only GREs that have been archived using the Year End Pre-Process for the specified Reporting Year appear in the List of Values. GREs used for retirees do not appear in the List of Values.
Totals Only (required)	Select Yes or No from the List of Values. If you select Yes, only the W-2 box totals for all selected employees in the report will display; individual employees are not included in the report. If you select No, 1099-R box totals in the report display for selected individual employees, as well as the totals for these employees.
Assignment Set (optional)	Select an assignment set if you want to generate an exception report for only those employees.
Sort Options (optional)	There are three fields for sort options. You cannot select Sort Options if you have set the Totals Only parameter to Yes. See the Sort Options section for more information on how to properly use these parameters. If you do not select any sort options, the report uses Employee Name as the default.

1099R Exception Register Output

The "1099R Exception Register" prints according to the parameters that you select. The report is printed in landscape fashion and is designed to fit on 8.5" x 11" paper.

The values for boxes 1 through 6 of form 1099-R always prints on the report. The values for all other 1099-R boxes appear on the report only if they are non-zero values. This report format is the same as the "1099R Register" report.

The report then lists the following information:

- Total Employees Successfully Processed
- Total Employees for whom a 1099-R will be printed
- Total Employees with Zero or Negative Wages (box 1)
- Total Employees Errored in Year End Pre-Process

- Total Employees Marked for Retry of Year End Pre-Process

Running the Federal 1099R Magnetic Report

Run the "Federal 1099R Magnetic" report from the Submit Requests window.

Note: You must successfully run the Year End Pre-Process for each GRE in your enterprise prior to running a "Federal 1099R Magnetic" report.

To run the Federal 1099R Magnetic report:

1. In the Name field, select "Federal 1099R Magnetic" report from the List of Values.
2. If the Parameters window does not open, click in the Parameters field.
3. In the Parameters window, enter the tax year for the report in the Year field.
4. In the Transmitter field, select the name of the GRE that functions as the transmitter of this 1099-R report.

See: 1099-R Reporting on Magnetic Tape: *Running Your Payroll Using Oracle HRMS (US)*

5. Select Yes or No into the All Payers field.
The All Payers field indicates whether or not all retirement GREs defined with the same TCC as the chosen transmitter should be included in the magnetic report.
6. Indicate in the Final Filing field if this is or is not the final electronic file you are submitting.
7. If you are generating a file for testing purposes only, select Yes in the Test Tape field.
8. Select the appropriate file type in the File Type field.

Use the File Type field to specify if the output file should be an Original or Replacement File. If you select Replacement File, use the Replacement File AlphaChar field to give a letter designation to the file.

9. Click OK and then Submit.

When the report is complete, the files for electronic submission are generated. If desired, you can navigate to the View Requests window to view the processing status of the report.

Running a State 1099R Magnetic Report

The "State 1099R Magnetic" report request parameters are similar to the Federal parameters, except they contain a State parameter.

Note: You must successfully run the Year End Pre-Process for each GRE that does business in that State prior to running a "State 1099R Magnetic" report.

Run the "State 1099R Magnetic" report from the Submit Requests window.

To run a "State 1099R Magnetic" report:

1. In the Name field, select State 1099R Magnetic Report from the List of Values.

2. If the Parameters window does not open, click in the Parameters field.
3. In the Parameters window, select the appropriate state from the List of Values for the State field.
4. In the Year field, enter the tax year for the report.
5. In the Transmitter field, select the name of the GRE that functions as the transmitter of this 1099-R report.
6. If you are generating a file for testing purposes only, select Yes in the Test Tape field.
7. Select the appropriate file type in the File Type field.

Use the File Type field to specify if the output file should be an Original or Replacement File. If you select Replacement File, then use the Replacement File AlphaChar field to give a letter designation to the file.

8. Click OK and then Submit.

When the report is complete, the files for electronic submission are generated. If desired, you can navigate to the View Requests window to view the processing status of the report.

Generating Paper 1099-Rs for Individual Employees

You may be required to generate a Paper 1099-R for an individual at any time. Using the Selection Criterion field in the Parameters Window, you can generate a single 1099-R by selecting Person Name or Social Security Number.

Running the 1099R Information Return Report

Run the "1099R Information Return" report from the Submit Requests window.

To run the "1099R Information Return" Report:

1. Select 1099R Information Return in the Name field.
2. Click in the Parameters field if the Parameters window does not automatically open.
3. Enter the Reporting Tax Year and a GRE Archived by Year End Pre-Process for the Paper 1099-R report.

Note: 1099-Rs only print for assignments in the selected GRE.

4. Click in the Selection Criterion field, and choose one selection criterion from the List of Values (optional).

Note: This step activates the corresponding field on the Parameters window.

5. If you want to run this report for an assignment set, make a selection in the Assignment Set field.
6. If you entered a value in the Selection Criterion field, in the corresponding field, enter an appropriate value.
7. In the Submit Request window, select the printer and number of copies in the Print Options region.

Note: You must print Paper 1099-Rs on an impact printer using the Evergreen Form #7159-4, #7159-6 (both use envelope #7777-1) or the Evergreen self mailer version of this form.

8. Submit the report, or alternately, select sort options for the report (see below).

To select sort options:

1. Click in the Sort Option One field, and choose a sort option from the List of Values.
The Sort Option Two field becomes selectable.
2. If desired, enter options in the Sort Option Two and Sort Option Three fields.
3. Submit the report.

Running the 1099R Register Report

Run the "1099R Register" report from the Submit Request Set window.

Prior to running the "1099R Register" report, you must have run the Year End Pre-Process for the GRE you are reporting.

To run the 1099R Register report:

1. In the Request Set field, select 1099R Register from the List of Values.
2. Click in the Parameters field if the Parameters window does not automatically appear.
3. Select the parameters for the report. See the 1099-R Register Parameters section, page 4-64 for more information.
4. Click OK to close the Parameters window.
5. In the Options region, select the number of copies you want to print.
6. In the Printer field, select a printer or accept the default.
7. In the Run Options region, select any run options and click Submit.

Navigate to the View Requests window to view the 1099-R Register.

Running the 1099R Exception Register Report

Run the "1099R Exception Register" report from the Submit Request Set window.

To run the 1099R Exception Register:

1. In the Request Set field, select 1099R Exception Register from the List of Values.
2. Click in the Parameters field if the Parameters window does not automatically appear.
3. Select the parameters for the report. See the 1099R Exception Register Parameters section, page 4-66 for more information.
4. Click OK to close the Parameters window.
5. In the Options region, select the number of copies you want to print.

6. In the Printer field, select a printer or accept the default.
 7. In the Run Options region, select any run options and click Submit.
- Navigate to the View Requests window to view the 1099-R Exception Register.

W-2 Processing

Federal and State Magnetic W-2 Reporting

Your enterprise may be required to submit magnetic W-2 reports to both Federal and state agencies. These reports contain your enterprise's annual Wage and Tax Statement of employee earnings and tax withholding.

Note: You must successfully run the Year End Pre-Process for each GRE in your enterprise prior to running a Federal or state magnetic W-2 report.

State and Commonwealth Restrictions

Hawaii	Hawaii does not accept Magnetic W-2s. For this state, you must submit Paper W-2s.
Kentucky	Kentucky does not accept Magnetic W-2s on 3480 or 3490 cartridges.
Louisiana	Louisiana does not accept Magnetic W-2s on 9 track tape, but they do accept diskette and cartridge tapes.
Pennsylvania	Pennsylvania does not accept magnetic reel tapes for W-2 reporting. This state accepts only 3490 magnetic tape cartridges (CCH Payroll Management Guide No. 1142) or paper forms. You cannot submit W-2 data on diskette.
Puerto Rico	Oracle Payroll supports MMREF reporting requirements for employees in Puerto Rico. Employees who work in Puerto Rico must be in a different GRE than US employees.
Vermont	Vermont does not accept Magnetic W-2s. For this state, you must submit Paper W-2s.

See: State Paper W-2 Reporting, page 4-72

See: Year End Return Due Dates, page 4-5

Report Errors and Resolution

If you run a Magnetic W-2 report, and it does not complete successfully, the View Requests window indicates that an error has occurred. To read the error message, you must open the log file specified in the View Requests window. Errors most often occur because employee assignments are still marked for retry for a Year End Pre-Process run or the Year End Pre-Process was not run for every GRE in the enterprise.

In order to resolve an error, you must roll back the magnetic report and fix the error. Once you resolve the error, you can rerun the magnetic report.

Note: The report generates an output file (.a01) even if the process encounters errors.

W-2 Output

The Federal and State W-2 processes each generate four output files:

- Magnetic report with naming convention [FED or STATE ABBREVIATION]W2_YY.mf
This is the flat file that you send to the SSA or State.
- Totals report with naming convention [FED or STATE ABBREVIATION]W2_[YY].a01
This file reports tax withheld and wages reported per GRE.
- Exception Report with naming convention [FED or STATE ABBREVIATION]W2_[YY].a02

Employees who contain errors are reported here and not on the .mf file. This file is comma delimited (.CSV), and you can view it in a spreadsheet for easy searching. The monetary values appear exactly as they do on the electronic submission media and do not include decimal points.

Employees with an RO Status of Error, but a valid RW record, do not appear on this report even though their records contain errors on the .mf file. You need to search the Audit Report (.a03) for a status of RO-Error to identify these employees.

See: Understanding the Audit and Exception Reports, page 4-71

- Audit Report with naming convention [FED or STATE ABBREVIATION]W2_[YY].a03
This file contains all of the employee information contained in the .mf file. It is comma delimited (.CSV), and you can view it in a spreadsheet for easy searching. The monetary values appear exactly as they do on the electronic submission file and do not include decimal points. The Create Audit Report parameter controls the creation of this file for the Federal W-2 Magnetic Report process.

State Paper W-2 Reporting

Your enterprise is required to submit W-2 reports to state agencies. These reports contain your enterprise's annual Wage and Tax Statement of employee earnings and tax withholding. Use the "Employer W2 to be filed with the state" process whenever the "State W2 Magnetic Media" process is not practical (you only have a handful of employees to report) or is not supported by the state (Vermont and Hawaii do not accept magnetic W-2s).

You can print single State W-2s or a subset of W-2s for the state you define. Sort options give you further flexibility in printing State Paper W-2s.

State Paper W-2s are supported for printing in accordance with the Evergreen 5201 pre-printed laser form.

Run the "Employer W2 to be filed with the state" report from the Submit Requests window.

Selection Options for State Paper W-2s

You can specify selection criterion when generating state paper W-2s. With this option, you can generate state paper W-2s for a single employee or a small set of employees.

Oracle Payroll requires you to select W-2s by the following criteria:

- Reporting Year
- GRE Archived by Year End Pre-Process
- State

Additionally, you can choose one item from the List of Values in the Selection Criterion field to further restrict your State Paper W-2 report:

- Organization
- Location
- Employee Name (last, first middle)
- Social Security Number
- Assignment Set

Note: Selecting from the List of Values enables the corresponding field.

Sort Options for State Paper W-2s

You can sort your W-2s by one or more of the following options:

Organization Name	From archived data.
Location	From archived data.
Employee Name: (last, first, middle)	From archived data. Note: This is the default selection.
Social Security Number	From archived data.
Termination Reason	From archived data.
Zip Code	Use the Zip Code of the employee's primary address as of the session date (or as of termination date for terminated employees).

Selecting Sort Options for State Paper W-2 Reporting

You have the option of selecting sort criteria for state paper W-2s. You select and sort paper W-2s from the Submit Requests window.

The Sort Options are hierarchical in nature. For instance, if you want to print out state paper W-2s by Zip Code and Employee Name, you enter Zip Code into the Sort Option One field, and Employee Name into the Sort Option Two field.

The sort options are nested. Using the previous example, if you change Sort Option One from Zip Code to Organization, Sort Option Two (Employee Name) automatically clears. If you still want to sort by Employee Name, you must re-enter it into the Sort Option Two field.

Local Magnetic W-2 Reporting

Oracle Payroll supports the creation of W-2 magnetic media in MMREF-1 format for the reporting of annual local wages for the following cities or localities:

- Kansas City, MO
- Dayton, OH
- Philadelphia, PA
- St. Louis, MO

In addition, Oracle Payroll supports the creation of magnetic media for the following government organizations in the state of Ohio:

- RITA
- CCA

Note: Oracle supports magnetic media reporting requirements for cities that have a statutory mandate for magnetic reporting and a population of 2-million or more persons.

Run the "Local W-2 Magnetic Media" report from the Submit Requests window.

Note: Prior to running the Local W-2 Magnetic Media Report, you must have completed the Year End Pre-Process for all GREs in your enterprise.

Local W-2 Magnetic Media Output Files

The Local W-2 Magnetic Media report produces the following four output files:

.mf	Flat file to be sent to the appropriate local tax agency.
.a01	Totals for Tax withheld and Wages reported per Government Reporting Entity (GRE).
.a02	Exception file. This is CSV file that you can open in a spreadsheet. If the process detects an error, the person in error is not included on the .mf file and is reported in this file. A successful process with no errors results in an empty .a02 file. A person may be excluded from .mf file and included in .a02 Exception Report file for the following reasons: • Negative value in any balance. • Amount reported exceeds 11 digits in the value column. Note: No value (NULL) does not exclude a person from the .mf file. • No Address or invalid address. • If Box 3 (Social Security Wages) + Box 7 (Social Security Tips) are greater than \$87,900, or if Box 4 (Social Security tax withheld) is greater than \$5449.80.
.a03	Audit file. This is a CSV file that you can open in a spreadsheet. If the file is large, it may be necessary to split it into smaller files. This file contains RS (Employee Wage Record) information.

Local W-2 Magnetic Media Output File Naming Convention

Local W-2 Magnetic Media files follow these naming conventions for output files:

- Maximum of 6 characters Business Group Short Name (embedded blanks are ignored)
- Maximum of 5 Characters of City Name/ Agency Name (KNSAS, for example)
- Format specifier (W2, for example)
- Last two digits of the year (03, for example)
- File Suffix (.mf, for example)

Example

Some examples of possible Local W-2 Magnetic Media output file names are:

- HRMSBGKNSASW202.mf
- HRMSBGKNSASW202.a01
- HRMSBGKNSASW202.a02

- HRMSBGKNSASW202.a03

Elective Deductions for Returning Veterans (USERRA Compliance)

Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), employers must reinstate individuals returning from service in the Armed Forces or National Guard to their former jobs following discharge or release from active duty, reserve duty, or training. USERRA is intended to guarantee that returning employees be reemployed in the jobs held when military leave began, if feasible, but in any case, with the same seniority, pay, status, and benefit rights the employees would have had if they had worked continuously for the employer.

As a result of this, your pension plans must treat employees on military leave as though they had been in continuous employment. When an employee returns from military leave, you must credit them for pension entitlements and other deferred-income plans, plus profit-sharing plans, for the period that the employee was on military leave.

To ensure that plans to which employers have made retroactive contributions for returning veterans still meet qualification requirements (not exceeding annual contribution limits), pursuant to USERRA, any employer or employee contributions are not taken into account in the year to which they relate. Under this provision, contributions are not subject to the limitations of elective deferrals, §403(b), §415 limitations, §457 government plans, and IRAs and SIMPLE accounts (§408). Plans that accept such contributions are also treated as passing the nondiscrimination test, minimum coverage tests, and minimum participation tests.

Employers must permit returning employees to make up to the maximum elective deferral the employee could have made during military service, from the date of reemployment through three times the period of military service or 5 years (whichever is lesser). Employers must match such contributions.

Note: If employees assigned to a Puerto Rico GRE contribute to a deduction under the USERRA plan, you must manually generate a Form 499R/W2PR or create a separate statement showing the type of plan, the year to which the deferrals relate, and the amount deferred.

See Setting up Elective Deductions for Returning Veterans (USERRA Compliance), page 4-94

Employee Verification Service

The Social Security Administration (SSA) offers the free Employee Verification Service (EVS) you can use to verify that the employee names and social security numbers you report on Form W-2 match the SSA's records. The SSA recommends detecting these errors early and correcting them prior to W-2 submission. If you submit Form W-2 with errors, the affected employees will receive notification letters from the SSA. As the employer, you will receive a "no-match" letter from the SSA if you have at least 11 mismatches and 1/2 of 1% of all your W-2 forms have a mismatch.

The inability to resolve an employee's name with their social security number may result in them being unable to collect their benefits when needed.

IRS Advice to Employers

The IRS provides the following suggestions to aid employers in verifying they have the correct employee SSNs on record:

- Ask each new employee for proof of their SSN by showing their social security card.
- Maintain a copy of each employee's W-4, and keep documentation for each W-4 form request.
- Maintain accurate payroll records of each employee's name and SSN.
- Remind employees to report any name changes to SSA and to the employer (due to marriage, divorce, and so on).
- Remind employees to check their W-2s for typos or other errors.
- Use the EVS to validate the SSNs reported on the W-4s.
- Inform employees that a W-4 social security number beginning with a 9 is actually an Individual Taxpayer Identification Number (ITIN) and cannot be used to report earned income. ITIN should not be used when filing W-2 forms.

Electronic EVS Report

Oracle HRMS now provides the "Electronic EVS Report" concurrent process to assist you in your employee verification efforts. This process creates an output file that you can submit electronically to the SSA's Employee Verification Service.

See Verifying Employee Names and Social Security Numbers, page 4-99

Employee Paper W-2s

Employers use the Wage and Tax Statement (Form W-2) to report to the IRS, state, and local governments taxable and non-taxable income information for individual employees.

With Oracle Payroll, you can print single W-2s or a range of W-2s. Sort options give you further flexibility in W-2 distribution.

Oracle Payroll supports paper W-2s for printing in accordance with the Evergreen 5218 pre-printed laser form (envelope #5151-1).

Note: The unique control number printed on each form is the Assignment Action ID archived by the Year End Pre-Process.

Run the "Employee W2" report from the Submit Requests window.

Note: Prior to running the Employee W-2 report, you must have completed the Year End Pre-Process for all GREs in your enterprise.

Selection Options for Paper W-2s

With Oracle Payroll, you can enter selection criteria for generating paper W-2s. This option is useful in instances where an employee has lost their W-2 and needs a new copy.

Oracle Payroll requires you to select W-2s by the following criteria:

- Reporting Year

- Government Reporting Entity

Additionally, you can choose one item from the List of Values to further restrict your paper W-2 report:

- Organization
- Location
- Employee Name (last, middle, first)
- Social Security Number
- State

Note: If you select a state in this field, Payroll prints W-2s for all employees that have taxable wages in that state. If an employee has taxable wages in an additional state, Payroll prints all W-2s for that employee.

- Assignment Set (optional)

Note: Selecting from the List of Values enables the corresponding field.

Sort Options for Paper W-2s

With Oracle Payroll, you can sort W-2s by one or more of the following options:

Organization Name	From archived data.
Location	From archived data.
Employee Name: (last, first, middle)	From archived data. Note: This is the default selection.
Social Security Number	From archived data.
Termination Reason	From archived data.
Zip Code	Use the Zip Code of the employee's primary address as of the session date (or as of termination date for terminated employees).

Selecting Sort Options for Paper W-2 Reporting

You have the option of selecting sort criteria for Paper W-2 distribution purposes. You select and sort paper W-2s from the Submit Requests window.

The Sort Options are hierarchical in nature. For instance, if you want to print out paper W-2s by Zip Code and Employee Name, enter Zip Code into the Sort Option One field and Employee Name into the Sort Option Two field.

The sort options are nested. Using the previous example, if you change Sort Option One from Zip Code to Organization, Payroll automatically clears Sort Option Two (Employee Name). If you still want to sort by Employee Name, you must re-enter it into the Sort Option Two field.

Generating Paper W-2s for Individual Employees

You may be required to generate a Paper W-2 for an individual employee at any time. Using the Selection Criterion field in the Parameters Window you can generate a single W-2 by selecting Employee Name or Social Security Number. You can also specify an Assignment Set and generate Paper W-2s only for those employees in that set.

Important: In order to assure that the W-2 will contain the correct box totals, you must run the Year End Pre-Process for the selected employee's GRE prior to running the Paper W-2 Report.

Employee Online W-2s

Employers use the Wage and Tax Statement (Form W-2) to report to the IRS, state, and local governments taxable and non-taxable income information for individual employees.

By enabling the "Allow online W-2 viewing as of Month/Day (MM/DD)" profile option, you can allow your employees to view and download their W-2s as PDF files. You can specify the month and day that the current year's W-2s are viewable, and grant these rights at the application, responsibility, user, server, organization, or site-wide.

These PDFs are compliant with the substitute forms requirements specified in IRS Pub 1141.

If employees attempt to view their W-2 before the specified date, they will only be able to see previous years' W-2s.

Employees must have Adobe Acrobat Reader installed to view these online W-2s.

W-2s with corrected information display the "CORRECTED" label with the corrected date.

Paper Versus Online Delivery

You can specify that employees receiving online W-2s do not receive paper copies. The Online W-2 functionality uses the statutory document printing option, which specifies the method of delivery for statutory documents. This is managed by setting up the self-service preferences at the person, location, HR organization, and/or business group levels:

Person	Defined through the "Self Service Preference for Person" Extra Information Type. You must add this to your user-defined responsibility to access the statutory document printing option.
Location	Defined through the "Self Service Preference for Location" Extra Information Type. You must add this to your user-defined responsibility to access the statutory document printing option.
HR Organization	Defined through the "Self Service Preference" segment in the HR Organization descriptive flexfield.
Business Group	Defined through the "Self Service Preference" segment in the Business Group descriptive flexfield.

Outsourcing the Printing of Employee W-2s

Employers use the Wage and Tax Statement (Form W-2) to report taxable and non-taxable income information of individual employees to the IRS, state, and local governments.

If your organization outsources your employee W-2 print operations, Oracle HRMS provides an XML interface for exporting your W-2 reports. Use it to generate your employee W-2s in XML format.

You run the Employee W-2 XML Interface report from the Submit Requests window.

Note: Prior to running the Employee W-2 XML Interface report, you must have completed the Year End Pre-Process for all GREs in your enterprise.

Selection Options for XML W-2s

You can provide selection criteria for generating W-2s in XML format. This option is useful in instances where an employee has lost their W-2 and needs a new copy.

If you do not want to generate W-2s for all employees, you can limit the reports by specifying an Assignment Set.

Agent 2678 Filer Support

Oracle HRMS supports the use of Agent 2678 Filers for payroll processing and W-2 distribution.

When you use a payroll vendor for W-2 distribution, your agent's company name appears on your employee W-2s as the employer, followed by a statement that they are an agent on your behalf, followed by their business address. The agent's EIN appears in the EIN Identification Number field of the W-2.

For instructions on how to set up an Agent 2678 Filer, see *Setting Up an Agent 2678 Filer for W-2 Reporting*, page 4-92.

Form W-2 Box Information

The following table depicts the various boxes and fields on form W-2 and indicates where Oracle Payroll draws the appropriate balances to complete the form:

Box	Title	Information Contained
a	Control Number	Assignment Action ID archived by the Year End Pre-Process
b	Employer Identification Number	Employer ID (Federal EIN)
c	Employer's Name, Address, and Zip Code	Tax Unit Name (GRE Name), Tax Unit Address (GRE Location)
d	Employee's SSN	National Identifier
e	Employee's Name	First, Middle Initial, Last

Box	Title	Information Contained
f	Employee's Address, and Zip Code	Primary Address
1	Wages, Tips, and Other Compensation	FIT_REDUCED_ SUBJ_ WHABLE + SUBJ_NWHABLE (PER_GRE_YTD)
2	Federal Income Tax Withheld	FIT_WITHHELD (PER_GRE_YTD)
3	Social Security Wages	SS EE TAXABLE (PER_GRE_YTD)
4	Social Security Tax Withheld	SS EE WITHHELD (PER_GRE_YTD)
5	Medicare Wages and Tips	MEDICARE EE TAXABLE (PER_GRE_YTD)
6	Medicare Tax Withheld	MEDICARE EE WITHHELD (PER_GRE_YTD)
7	Social Security Tips	W2_SOCIAL_SECURITY_TIPS
8	Allocated Tips	W2_ALLOCATED_TIPS
9	Advanced EIC Payment	EIC_ADVANCED (PER_GRE_YTD)
10	Dependent Care Benefits	W2_DEPENDENT_CARE
11	Nonqualified Plans	W2_NONQUAL_PLANS
12	Codes	See Balances for W-2 Box 12, page 4-84 for descriptions of the supported codes and their content
13	Statutory Employee	Check box on Tax Information form
13	Retirement Plan	W-2 Pension
13	Third-party Sick Pay	W2_TP SICK PAY

Box	Title	Information Contained
14	Other	• BOONOC: Kentucky Boon County occupational tax • BOONMH: Kentucky Boon County Mental health tax • CA SDI: California SDI • CA VPDI: California VPDI • NJDI: New Jersey SDI • NY SDI: New York SDI • WD/HC: New Jersey SUI For New Jersey, this box also displays the DIPP number.
14A	Other	W2 BOX 14A
14B	Other	W2 BOX 14B
14C	Other	W2 BOX 14C
14D	Other	W2 BOX 14D
14E	Other	W2 BOX 14E
14F	Other	W2 BOX 14F
14G	Other	W2 BOX 14G
14H	Other	W2 BOX 14H
14I	Other	W2 BOX 14I
14J	Other	W2 BOX 14J
14K	Other	W2 Box 14K
14Z	CTB	Predefined balance fed by user-defined CTB element
15	State	State Code (The state information on the W-2 is provided only if that state or locality information is entered in the tax information form for the assignment.)
15	Employer's State ID Number	State_id from ORG_INFORMATION of hr_organization_information

Box	Title	Information Contained
16	State Wages, Tips, and so on	SIT REDUCED _SUBJ_ WHABLE + SUBJ_NWHABLE (PER_GRE_YTD)
17	State Income Tax	SIT WITHHELD
18	Local Wages, Tips, and so on	REDUCED _SUBJ_ WHABLE + SUBJ_NWHABLE (PER_GRE_YTD)
19	Local Income Tax Indiana only: Indiana Advance Earned Income Credit	Tax type (SDI, city, county, school) WITHHELD STEIC_ADVANCE_PER_JD_GRE_YTD (Indiana)
20	Locality Name Indiana only: IN-AEIC	
*	MMREF Balances only	W2_NONQUAL_457TERRITORY_TAXABLE_COMMTERRITORY_TAXABLE_ALLOWTERRITORY_TAXABLE_TIPSTERRITORY_TAXABLE_CONTRIB

Form W-2PR Box Information

The following table depicts the various boxes and fields on form W-2 and indicates where Oracle Payroll draws the appropriate balances to complete the form:

1	Employee's Name	First, Middle Initial, Last
2	Employer's Name and Mailing Address	Tax Unit Name (GRE Name), Tax Unit Address (GRE Location)
3	Employee's SSN	National Identifier
4	Civil Status	Defined by the "Marital Status" parameter at the Person level
5	Spouse's SSN	Obtained from the employee's Contact form - Inserts zeros when employee indicates Married status but no spouse SSN is provided. - Inserts blanks if employee is single.
6	Employer's Ident. No. (EIN)	Employer ID (Federal EIN)

7	Cost of Pension or Annuity	Territory Pension Annuity
8	Wages	FIT_REDUCED_ SUBJ_ WHABLE + SUBJ_NWHABLE (PER_GRE_YTD)
9	Commissions	Territory Taxable Comm
10	Allowances	Territory Taxable Allow
11	Tips	Territory Taxable TIPS
12	Total	Sum of boxes 8, 9, 10, and 11
13	Reimbursed Expenses	Territory Reimb Expenses
14	Tax Withheld	FIT_WITHHELD (PER_GRE_ YTD)
15	Retirement Fund	Territory Retire Contrib
16	Contributions to CODA PLANS	Summation of W-2 401(K), W-2 403(B), and W-2 457 Balances are for this calendar year only.
17	Subtotals-every 41	
18	Social Security Wages	SS EE TAXABLE (PER_GRE_ YTD)
19	Social Security Tax Withheld	SS EE WITHHELD (PER_ GRE_YTD)
20	Medicare Wages and Tips	MEDICARE EE TAXABLE (PER_GRE_YTD)
21	Medicare Tax Withheld	MEDICARE EE WITHHELD (PER_GRE_YTD)
22	Social Security Tips	W2_SOCIAL_SECURITY_TI PS
23	Social Security Tax on Tips	W2 UNCOLL SS TAX TIPS
24	Medicare Tax on Tips	W2 UNCOLL SS MED TIPS

Balances for W-2 Box 12

Box 12 holds a variety of information. Many of these boxes represent balances that need to be fed by an element. You can create individual elements to feed box 12 as appropriate.

Define Box 12 balances from the Balances window in the Total Compensation area of the Navigator.

For each Box 12 code, a definition is provided below:

Code	Description	Information Contained
A	Uncollected social security or RRTA tax on tips A balance for Code A includes the amount of social security tax on an employees tips that could not be collected because of insufficient funds.	W2_UNCOLL_SS_TAX_TIPS
B	Uncollected Medicare tax on tips A balance for Code B includes the amount of Medicare tax on an employee's tips that could not be collected because of insufficient employee funds.	W2_UNCOLL_MED_TIPS
C	Taxable cost of group-term life insurance over \$50,000 A balance for Code C includes the value of employer-provided group-term life insurance coverage over \$50,000 minus the employee's after-tax contributions.	W2_GROUP_TERM_LIFE
D	Elective deferrals to a section 401(k) cash or deferred arrangement A balance for Code D includes the employee's total elective deferrals to a 401(k) cash or deferred arrangement, even if the employee exceeds the annual elective deferral limit. For participating employees, lists USERRA by year.	W2_401K
E	Elective deferrals to a section 403(b) salary reduction arrangement A balance for Code E includes the employee's total elective deferrals to a 403(b) salary reduction agreement to purchase an annuity contract, even if the employee exceeds the annual elective deferral limit. For participating employees, lists USERRA by year.	W2_403B

Code	Description	Information Contained
F	Elective deferrals to a section 408(k)(6) salary reduction SEP A balance for Code F includes the employee's total elective deferrals to a 408(k)(6) salary reduction Simplified Employee Pension plan, even if the employee exceeds the annual elective deferral limit. For participating employees, lists USERRA by year.	W2_408K
G	Elective deferrals and employers contributions (including non-elective deferrals) to any governmental or non-governmental section 457(b) deferred compensation plan A balance for Code G includes the total elective and nonelective contributions made to a 457(b) deferred compensation plan for government employees or tax exempt organizations, even if the employee exceeds the annual elective deferral limit. For participating employees, lists USERRA by year.	W2_457
H	Elective deferrals to a section 50(c)(18)(D) tax-exempt organization plan A balance for Code H includes the total elective deferrals to a 501(c)(18)(D) tax-exempt organization plan (not employer nonelective contributions or employee after-tax contributions). For participating employees, lists USERRA by year.	W2_501C
J	Nontaxable sick pay A balance for Code J includes the amount of third-party sick pay that is not subject to federal income tax because of the employee's after-tax contributions to the sick pay plan.	W2_NONTAX_SICK

Code	Description	Information Contained
K	20% excise tax on golden parachute payments A balance for Code K includes a 20% excise tax on excess golden parachute payments made to key corporate employees after a merger or acquisition.	W2_EXCISE_PARACHUTE
L	Substantiated employee business expense reimbursements A balance for Code L includes the amount of employee business expense treated as substantiated (nontaxable) only if the employer reimburses its employees for expenses under a per diem or mileage allowance that exceeds the government-approved rates.	W2_EXPENSE_REIMB
M	Uncollected social security or RRTA tax on taxable cost of group-term life insurance over \$50,000 (for former employees) A balance for Code M includes the amount of uncollected social security tax on the value of excess group-term life insurance coverage for former employees.	W2_UNCOLL_SS_GTL
N	Uncollected Medicare tax on taxable cost of group-term life insurance coverage over \$50,000 (for former employees) A balance for Code N includes the amount of uncollected Medicare tax on the value of excess group-term life insurance coverage for former employees.	W2_UNCOLL_MED_GTL
P	Excludable moving expense reimbursements paid directly to employees A balance for Code P includes the amount of moving expense reimbursements paid to employees that were not included in the employee's income because they were paid for qualified moving expenses.	W2_QUAL_MOVE

Code	Description	Information Contained
Q	Do not use this box.	N/A
R	Employer contributions to an Archer MSA A balance for Code R includes employer contributions to your medical savings account (MSA).	W2_MSA
S	Employee salary reduction contributions under a section 408(p) SIMPLE A balance for Code S includes employee salary reduction contributions under a section 408(p) SIMPLE (not included in box 1).	W2_408P
T	Adoption benefits A balance for Code T includes adoption benefits not included in box 1.	W2_ADOPTION
V	Income from the exercise of nonstatutory stock option(s) (included in boxes 1, 3, and 5) A balance for Code V includes income from the exercise of non-statutory stock options.	W2_NONQUAL_STOCK
W	Employer contributions to a Health Savings Account	W2_HSA

W2 Register Reporting

Organizations have a need to preview W-2s before printing them. Through the "W2 Register" request set, you can view the amounts reported in each box of the Form W-2 for all employees in a particular GRE for a given year. You can also view the amounts for a particular assignment set. The "W2 Register" report shows totals by W-2 box number (1 through 20). Using sort options, you can customize this report to further display withholding totals for employees, organizations, and locations.

You can use the "W2 Register" report to verify your W-2 box totals prior to running your W-2s. The totals generated by this report balance to the GRE Totals report, the Year-to-Date values on the Tax Remittance Report, and the .a01 report created when you run the process.

W2 Register Sort Options

You can organize the "W2 Register" reports according to user-defined criteria or sort options. Oracle Payroll does not require that you use sort options to generate your "W2 Register" report, but they are the best way to customize the report to your specific needs. You can sort reports by any three of the following options:

- Employee Name
- Location
- Organization
- Social Security Number

Note: You cannot choose to sort by Social Security Number and then Employee Name. If you select Social Security Number as a sort option, Employee Name will not appear in the List of Values for the remaining sort options.

The sort options are hierarchical in nature. The Sort Option Two field enables only after you make a selection in the Sort Option One field. The Sort Option Three field enables only after you make a selection in the Sort Option Two field.

Example of Sort Options

The following is an example of how to use sort options to customize the "W2 Register" report.

To create a "W2 Register" report sorted by Organization, Location, and Employee Name:

1. Enter Organization into the Sort Option One field.
2. Enter Location into the Sort Option Two field.
3. Enter Employee Name into the Sort Option Three field.

Using the selected Sort Options, Oracle Payroll generates the report listing the W-2 box totals for each employee alphabetically by location within each organization for the selected GRE.

Note: The sort options are nested. If you change Sort Option Two from Location to Employee Name, Sort Option Three automatically clears.

Sort Options and Report Layout

When printed, the "W2 Register" report inserts a page break between each selected sort option, with the exception of Employee Name or Social Security Number.

For Example, if you choose Organization, Location, and Employee Name as sort options, the report contains a page break every time the Organization or the Location changes. The report will not have page breaks between the individual employees.

The report then lists the following information:

- Total Employees Successfully Processed
- Total Employees for whom a W-2 will be printed
- Total Employees with Zero or Negative Wages (box 1)
- Total Employees Errored in Year End Pre-Process
- Total Employees Marked for Retry of Year End Pre-Process

W2 Register Parameters

The following parameters exist for the "W2 Register" report:

Reporting Year (required)	Enter the four digit calendar year you want the "W2 Register" to report on.
Government Reporting Entity (required)	Select the GRE you want the "W2 Register" to report on. Only GREs that have been archived using the Year End Pre-Process for the specified Reporting Year appear in the List of Values. GREs used for retirees do not appear in the List of Values.
Totals Only (required)	Select Yes or No from the List of Values. If you select Yes, only the W-2 box totals for all selected employees in the report are displayed; individual employees are not included in the report. If you select No, W-2 box totals in the report are displayed for selected individual employees, as well as the totals for these employees.
Assignment Set (optional)	Select an assignment set if you want to generate a report for only those employees.
Sort Options (optional)	There are three fields for sort options. You cannot select Sort Options if you have set the Totals Only parameter to Yes. See the Sort Options section for more information on how to properly use these parameters. If you do not select any sort options, the report uses Employee Name as the default.

W2 Register Output

The "W2 Register" report prints according to the parameters that you select. The report is printed in landscape fashion and is designed to fit on 8.5" x 11" paper.

The values for boxes 1 through 6 of form W-2 always print on the report. The values for all other W-2 boxes appear on the report only if they are non-zero values.

W2 Exception Register Reporting

The "W2 Exception Register" request set identifies employees who have negative box 1 totals on the Form W-2, or have a zero box 1 total on the Form W-2, but have other negative W-2 box totals.

Run the "W2 Exception Register" for a single GRE or an assignment set. You can configure the "W2 Exception Register" to display the W-2 box totals for all selected employees in the report, or you can display W-2 box details for individual employees in the report, as well as the report totals.

Note: You must run the Year End Pre-Process for the GRE before you can run this report.

W2 Exception Register Sort Options

You can organize the "W2 Exception Register" report according to user-defined criteria or sort options. Oracle Payroll does not require that you use sort options to generate your "W2 Exception Register", but they are the best way to customize the report to your specific needs. You can sort the report by any three of the following options:

- Employee Name
- Location
- Organization
- Social Security Number

Note: You cannot choose to sort by Social Security Number and then Employee Name. If you select Social Security Number as a sort option, Employee Name does not appear in the List of Values for the remaining sort options.

The sort options are hierarchical in nature. The Sort Option Two field enables only after you have made a selection in the Sort Option One field. The Sort Option Three field enables only after you have made a selection in the Sort Option Two field.

Note: Sort options are only selectable for reports that show employee level details.

Example of Sort Options

The following is an example of how to use sort options to customize the "W2 Exception Register".

To create a "W2 Exception Register" sorted by Organization, Location, and Employee Name:

1. Enter Organization into the Sort Option One field.
2. Enter Location into the Sort Option Two field.
3. Enter Employee Name into the Sort Option Three field.

Using these Sort Options, Oracle Payroll generates the report listing each employee by location within each organization for the selected GRE.

Note: The sort options are nested. Using the previous example, if you change Sort Option Two from Location to Employee Name, Sort Option Three automatically clears.

Sort Options and Report Layout

When printed, the "W2 Exception Register" inserts a page break between each selected sort option, with the exception of Employee Name or Social Security Number.

For Example, if you choose Organization, Location, and Employee Name as sort options, the report contains a page break every time the Organization or the Location changes. The report will not have page breaks between the individual employees.

W2 Exception Register Parameters

The following parameters exist for the "W2 Exception Register":

Reporting Year (required)	Enter the four digit calendar year you want the W-2 Exception Register to report on.
Government Reporting Entity (required)	Select the GRE you want the W-2 Exception Register to report on. Only GREs you have archived using the Year End Pre-Process for the specified Reporting Year will appear in the List of Values. GREs used for retirees do not appear in the List of Values.
Totals Only (required)	Select Yes or No from the List of Values. If you select Yes, only the W-2 box totals for all selected employees in the report are displayed; individual employees will not be included in the report. If you select No, W-2 box totals in the report will be displayed for selected individual employees, as well as the totals for these employees.
Assignment Set (optional)	Select an assignment set if you want to generate an exception report for only those employees.
Sort Options (optional)	There are three fields for sort options. Sort Options cannot be selected if the Totals Only parameter has been set to Yes. See the Sort Options section for more information on how to properly use these parameters. If you do not select any sort options, the report will use Employee Name as the default.

W2 Exception Register Output

The "W2 Exception Register" prints according to the parameters that you select. The report is printed in landscape fashion and is designed to fit on 8.5" x 11" paper.

The values for boxes 1 through 6 of form W-2 is always be printed on the report. The values for all other W-2 boxes appear on the report only if they are non-zero values. This report format is the same as the "W2 Register" report.

The report then lists the following information:

- Total Employees Successfully Processed
- Total Employees for whom a W-2 will be printed
- Total Employees with Zero or Negative Wages (box 1)
- Total Employees Errored in Year End Pre-Process
- Total employees Marked for Retry of Year End Pre-Process

Setting Up an Agent 2678 Filer for W-2 Reporting

Oracle Payroll supports the use of Agent 2678 Filers for W-2 reporting.

To create an Agent 2678 Filer:

1. Create a location for your payroll vendor. You must provide a valid mailing address as it should appear on Form W-2.
2. Navigate to the Organizations window, and create a new organization for your business group.
3. Provide your 2678 Filer's name as it should appear on Form W-2.
4. Assign this organization to your payroll vendor's location.
5. Give it a "GRE/Legal entity" Organization Classification.
6. Select the "GRE/Legal entity" entry and click Others.
7. Select "Employer Identification," and specify your 2678 Filer's EIN as it should appear on Form W-2.
8. Save your work.
9. In the Organization window, select the "GRE/Legal entity" entry and click Others.
10. Select "W2 Reporting Rules".
11. Designate this GRE as a W-2 transmitter and a 2678 filer.

Note: While you can have multiple W-2 transmitter GREs, you can have only one Agent 2678 Filer. Your Agent 2678 Filer must be a W-2 transmitter GRE.

12. Specify all other required W-2 information for this GRE.
13. Save your work.

Feeding Balances for W-2 Box 13 and Box 14

Establish balance feeds from the Balances window in the Total Compensation area of the Navigator.

Important: Balances are date effective. Ensure that you have set your effective date.

To enter a balance feed for W-2 Box 13 and 14:

1. Query the code for W-2 box 13 and/or query for a balance for box 14 for which you want to establish a balance feed.

Note: Codes for Box 13 and 14 take the form of "W2 Box ##A," where ## represents the box number and A represents the box code. Combined, they correspond to the information required for that code, in that box.

2. Click Feeds.
The Balance Feeds window displays.
3. Select the appropriate Element name from the list on the Balance Feeds window.
4. Select the appropriate Input Value Name for what you want to add or feed.
5. Select Add for the Add/Subtract field to feed a balance.

6. Save your changes.

Populating Box 14 with Additional Information

Employers use Form W-2 box 14 to provide information regarding additional income and deductions. Through Oracle Payroll, you can report on such information as:

- United Way deductions
- Moving expenses
- Union dues
- Health insurance premiums
- Educational assistance payments
- Employer 401K matching

You can customize the box 14 labels to provide a description for these values.

To customize and populate Box 14:

1. Create the appropriate element, and assign its eligibility criteria.
2. Through the element entries, give the element to the employees at the assignment level.
3. In the Balance window, choose the W-2 Box 14 you want to use, and create the balance feed.
4. Navigate to the Application Utilities Lookup window, and query for "W2 Box 14 User-Defined".
5. In the Meaning column, customize the label for the Box 14 you want to use. There is a six character limit for this field.

The Meaning you specify here appears as the Box 14 label on Form W-2.

6. Save your work.

Setting up Elective Deductions for Returning Veterans (USERRA Compliance)

If any employees in your organization opt to make retroactive contributions to their 401K, 403B, 457, or other plans, you must create a new pre-tax element for each year that your employees want to contribute to.

If employees assigned to a Puerto Rico GRE contribute to a deduction under the USERRA plan, you must manually generate a Form 499R/W2PR or create a separate statement showing the type of plan, the year to which the deferrals relate, and the amount deferred.

To set up elective deductions for returning veterans:

You do not need to perform these steps if you do not have any employees serving and covered by USERRA or interested in making deductions for the years they served.

1. For every year that your employees want to contribute deductions, create a new element as a pre-tax deferred compensation deduction (401K, 403B, or 457):
 1. Navigate to the Deductions form.

2. Specify a descriptive name.
3. Choose a classification of "Pre-Tax Deductions".
4. For Category, choose one of the following:
 - Deferred Comp 401K
 - Deferred Comp 403B
 - Deferred Comp 457

These new elements begin accruing contributions immediately upon the attachment to an employee assignment.

2. For each calendar year you had employees out on service and covered by USERRA, run the "Create USERRA Balances" process. This process requires two parameters:
 - Prior Tax Year: Calendar year of elective contribution catch-up. Run this process for each year that you have employees needing to recover lost contributions.
 - Balance Category: Must match the category choice you made when creating the element:
 - Deferred Comp 401K
 - Deferred Comp 403B
 - Deferred Comp 457

This process creates the required defined balance and the lookup codes and database items.

3. Add the feed of the element(s) you created to the new balance(s):
 1. Navigate to the Balance form.
 2. Query for a balance you created.
 3. Click Feeds.
 4. Associate the element for each balance.
4. Navigate to the fast formula screen (Total Compensation | Basic | Write Formulas), and query the formula associated with the new element
5. Click Edit.
6. Locate the "PASS THROUGH SECTION BEGINS" section.
7. At the beginning of this section, add the following code:

```

userra = 'YES'
prior_dedn_taken = <USERRA BASE NAME>_PER_YTD
reg_ele_override = <REGULAR ELEMENT BASE NAME>_OVERRIDE_IRS_LIMIT_
ENTRY_VALUE
prior_def = 0

IF (userra = 'YES') THEN
(
IF (prior_dedn_taken >= calc_401_limit ) THEN
dedn_amt = 0
ELSE
(
IF Year_Of_Prior_Deferral = RUN_YEAR ('DUMMY') THEN
prior_def = Prior_Deferral
IF (reg_ele_override <> 0 ) THEN
reg_ele_override = LEAST(annual_401k_limit, reg_ele_override)
ELSE
reg_ele_override = annual_401k_limit

IF ((DEF_COMP_401K_PER_YTD + DEF_COMP_403B_PER_YTD + prior_def) <
reg_ele_override) THEN
(
mesg = '<USERRA BASE NAME>:Not processed as yearly limit is'
mesg = mesg||' not reached'
RETURN mesg
)
ELSE IF (dedn_amt + prior_dedn_taken) > calc_401_limit THEN
(
temp = LEAST(dedn_amt+prior_dedn_taken-calc_401_limit,
dedn_amt)
dedn_amt = GREATEST(dedn_amt - temp, 0)
)
)
RETURN Clear_Repl_Amt
,clear_addl_amt
,dedn_amt
,mesg
,not_taken
,stop_entry
,to_total_owed
,to_arrears
,sub_priority
)

```

8. Locate the "DATABASE ITEM DEFAULTS BEGIN" section, and set the NET_ASG_GRE_RUN default to 0 (zero).
9. Insert the following line before the default statement in the previous step:


```

Default for <REGULAR ELEMENT BASE NAME>_OVERRIDE_IRS_LIMIT_ENTRY_
VALUE is 0

```
10. Replace each instance of <USERRA BASE NAME> with your USERRA element name (capitalized for the balance).
11. Replace each instance of <REGULAR ELEMENT BASE NAME> with your current year's regular 401K element name.
12. **457 deduction plans only:** Change the line:

```
IF ((DEF_COMP_401K_PER_YTD + DEF_COMP_403B_PER_YTD + prior_def) <
    reg_ele_override) THEN
```

to:

```
IF ((DEF_COMP_457_PER_YTD + prior_def) < annual_457_limit) THEN
```

13. **457 deduction plans only:** Replace all instances of "annual_401k_limit" with "annual_457_limit".

Replace all instances of "calc_401_limit" with "calc_457_limit".

14. Compile the formula and link it.
15. For each contributing employee, calculate how much they are eligible to contribute this year, and in the element entry screen, enter that value in the "Override IRS Limit" input value on the element.

This ensures that the element stops after taking its maximum deductions.

Identifying a GRE

For each GRE serving as a transmitter of Federal W-2 electronic reporting, you must enter information identifying the GRE. If the GRE is a W-2 transmitter, you must also specify whether or not this GRE is to be used as a 2678 Filer.

Start from the Organization window to make entries in the W2 Reporting Rules window.

To identify a GRE:

1. Enter or query the GRE in the Organization window.
2. In the Organization Classifications region, select Government Reporting Entity.
3. Choose the Others button, and select W2 Reporting Rules.
4. Click in the Additional Organization Information field to open the W2 Reporting Rules window.
5. Enter Yes in the W-2 Transmitter field for this GRE to function as a transmitter of W-2 information.
6. If this GRE is a W-2 Transmitter, select Yes in the 2678 Filer field.
7. Select a GRE in the Company Name field. This is the name that will appear on the magnetic file.
8. Select a contact person in the Contact Name field. This person's contact information (address, phone, FAX, and email) appears on the magnetic file as the SSA contact for processing problems.

Note: Make sure the Phone Numbers window (accessed by way of Person > Others > Phones) contains the proper work phone number for the employee. The W-2 magnetic files and SQWL reports will format these phone numbers to comply with the Forms' requirements. All variations of extension, spaces, and "-" (dashes) are removed. This is the number that appears in the magnetic file.

Example

A phone number entered as:

222-333-4444Ext555

Would appear as

2223334444 555

On the Forms' magnetic file.

9. Select the Problem Notification Method you prefer the SSA to use in case they wish to contact you regarding the magnetic file.
10. In the Preparer field, select the preparer of the magnetic file.
11. If this electronic submission is for Puerto Rico, select Puerto Rico in the Tax Jurisdiction field. Otherwise, select All US States and District of Columbia.
12. If you have terminated your business during this tax year, select Yes in the Terminated GRE field. Otherwise, select No.
13. Enter No in the Third Party Sick pay field unless you are a third party sick pay payer filing Form W-2 for an employee of an insured company.
14. If you have used another EIN to submit Form 941 or 943 to the IRS, or you have previously submitted W-2 data to the SSA using an EIN different from the EIN in the Employer Identification field that defines your GRE, enter that number in the other EIN field.

Note: Oracle Payroll only supports one value for this field per GRE.

15. **Alabama only:** Specify the job development fee.
16. **Puerto Rico only:** Specify the 499R Starting Control Number.
17. **California only:** Type either SDI or VPDI in the Disability Insurance Type field. This label appears in Box 14 of your employees' W-2 forms.
18. Save your work.

Defining the New Jersey Disability Insurance Private Plan ID

For employees enrolled in a private disability plan (DIPP) in New Jersey, their DIPP ID appears in Box 14 of their W-2 reports.

Employers must enter the New Jersey DIPP number for their employees.

To specify your New Jersey DIPP number:

1. Select Enter and Maintain from the People menu.
2. Query for a qualifying employee, and click Assignment.
3. Click Others, and select Extra Information.
4. Select PAY_US_DISABILITY_PLAN_INFO.
5. Specify the DIPP number in the Plan ID (NJ) field.
6. Save your work.

Allocating the New Jersey Annual \$3 Employee Fee

The state of New Jersey is requiring an annual surcharge of \$3 per employee for all employers who are subject to the NJ unemployment compensation law. This fee is collected by the comptroller for the NJ UCF and paid to the State Treasurer for deposit into the fund annually, and you will receive an annual assessment notice from the NJ DOL with the amount due. You may treat this surcharge as a payroll deduction to each covered employee.

Refer to "NJ Medical Care Access and Responsibility and Patients First ACT" A50.

You may deduct the \$3 surcharge from each subject employee or pay this amount for each subject employee. If you deduct the amount from the employee, you must report the deduction in Box 14 of Form W-2 with a literal of MIF (Malpractice Insurance Fund). You may start deducting the assessment at anytime.

To setup the annual \$3 employee fee for W-2 reporting:

1. Create the fee as a Pre-Tax deduction element.
2. Create a User-Defined Pre-Tax Category with the tax withholding rules set appropriately.
3. Set the Wage Attachment Rules appropriately so that the fee is correctly included for involuntary deductions.
4. Define Box 14 of Form W-2 with the meaning of "MIF", and complete the balance feed for the appropriate Box 14 balance.

Verifying Employee Names and Social Security Numbers

Oracle HRMS now provides the "Electronic EVS Report" concurrent process to assist you in your employee verification efforts. This process creates an output file that you can submit electronically to the Social Security Agency's (SSA) Employee Verification Service (EVS).

You should run the EVS yearly before submitting your W-2s, to ensure your reports are error-free. The best practise is to check each new hire against the EVS.

Run the Electronic EVS Report process from the Submit Requests window.

To submit five or less names for verification:

The SSA provides a toll-free number:

1. Call 1-800-772-6270 weekdays from 7:00 a.m. to 7:00 p.m. EST.
2. Provide your company name and EIN.
3. Provide the following information for each name/SSN you want to verify:
 - SSN
 - Last name
 - First name
 - Middle initial (if applicable)
 - Date of birth
 - Gender

To submit up to 50 names for verification:

You can submit the reports in paper format to your local SSA office. Some offices accept faxed listings.

For each name/SSN you want to verify, provide the following information:

- SSN
- Last name
- First name
- Middle initial (if applicable)
- Date of birth
- Gender

To find a SSA office near you, check <http://www.socialsecurity.gov/employer/empcontacts.htm>.

To submit more than 50 names for verification:

To verify more than 50 names, the SSA provides the EVS. Use Oracle Payroll's "Electronic EVS Report" to generate a magnetic media report you can submit electronically to the EVS.

Refer to the EVS Instruction booklet [<http://www.socialsecurity.gov/employer/-evs2002.doc>] for instructions on how to register and submit names for verification.

1. In the Name field, select Electronic EVS Report from the List of Values.
2. If the Parameters window does not open, click in the Parameters field.
3. Enter the range of dates (start and end dates).

By default, the start date is the effective date and the end date is 31st December of the year of the effective date.

4. Select the GRE.

Government Reporting Entity (GRE) is an optional parameter. If you specify no GRE, the report applies to all GREs in the current business group.

5. Select a report category.

The report category (a lookup parameter) identifies the group of people you want to report on for the specified period. The List of Values are:

- All Employees
- New Hires Only
- Retirees
- Employees and Retirees

6. Select an output media type. You can choose between Diskette and CD.

If you choose Diskette, this process produces a file for every 11,000 employees. The first file is named EVSREQ2K1, and subsequent files increment the final digit by 1 (EVSREQ2K2, EVSREQ2K3, EVSREQ2K4, and so on). The suffix number is written to the multiple request indicator field in each record in the relevant report file.

If you select CD, all records are written to a file named EVSREQ2K.

7. Click OK, then Submit.
8. Submit the generated output file to the EVS for verification.
9. Resolve any discrepancies it detects.

Running a Federal Magnetic W2 Report for Employers

Run the "Federal Magnetic W-2" report from the Submit Requests window.

To run the "Federal W-2 Magnetic Media" report:

1. In the Name field, select "Federal W-2 Magnetic Media" from the List of Values.
2. If the Parameters window does not open, click in the Parameters field.
3. In the Parameters window, enter the tax year for the report in the Year field.
4. In the Transmitter GRE field, select the name of the GRE that functions as the transmitter of this W-2 report.
5. Enter the number assigned to the employee who is authorized to submit the W-2 files to the SSA in the Personal Identification Number (PIN) field.

You may obtain a PIN from the SSA website (<http://www.ssa.gov>).

6. If you have been asked to resubmit the W-2 report by the SSA, enter the WFID number provided in the Resub WFID field. Otherwise leave this field blank.
7. If you want the process to produce an Audit Report (.a03), select Yes in the Create Audit Report field.

This Audit Report file contains the information in the magnetic file in a comma delimited (.CSV) format that you can open in a spreadsheet.

8. Click OK, then Submit.

When the report is complete, Oracle generates the files for electronic submission. If desired, you can navigate to the View Requests window to view the processing status of the report.

Running a State Magnetic W-2 Report for Employers

Run the State Magnetic W-2 report from the Submit Requests window.

To run a state magnetic W-2 report:

1. In the Name field, select State W-2 Magnetic Media from the List of Values.
2. If the Parameters window does not open, click in the Parameters field.
3. In the Parameters window, select the appropriate state from the List of Values for the State field.
4. In the Year field, enter the tax year for the report.
5. In the Transmitter GRE field, select the name of the GRE that functions as the transmitter of this W-2 report.
6. Click OK and then Submit.

When the report is complete, Oracle generates the files for electronic submission. If desired, you can navigate to the View Requests window to view the processing status of the report.

Running a State Paper W-2 Report for Employers

Run this report from the Submit Request window.

To run the "Employer W2 to be filed with the state" report:

1. Type "Employer W2 to be filed with the state" in the Name field.
2. Click in the Parameters field if the Parameters window does not automatically open.
3. Enter the Reporting Year, GRE Archived by Year End Pre-Process, and State for the W-2 report (required).
4. Click in the Selection Criterion field and choose one selection criterion from the List of Values (optional).

Note: This step activates the corresponding field on the Parameters window.

5. If you typed a value in the Selection Criterion field, in the corresponding field, enter an appropriate value.
6. In the Submit Request window, select the printer, number of copies, and style (for example, *Paper W2*) in the Print Options region.

Note: The name of the printer style is determined by your System Administrator and may be slightly different than the example shown here.

7. Submit the report, or alternately, select sort options for the report (see below).

To select sort options:

1. Click in the Sort Option One field, and choose a sort option from the List of Values. The Sort Option Two field is now selectable.
2. If desired, enter options in the Sort Option Two and Sort Option Three fields.
3. Submit the report.

Running a Local Magnetic W-2 Report for Employers

Run the "Local W-2 Magnetic Media" report from the Submit Requests window.

To run the "Local W-2 Magnetic Media" report:

1. Select the appropriate city or agency in the Locality or Agency field.
2. Enter the reporting year.
3. Enter a Transmitter GRE.
4. Enter a SSA Personal Identification Number (PIN).

Enter the number assigned to the Employee who is authorized to submit the W-2 Files in MMREF-1 format. This is the same PIN obtained from the SSA.

5. Review the Resub WFID parameter.

This is an optional field. Only enter a value if it is necessary to resubmit the Local Magnetic Media file. Resubmission notification will be received from the appropriate tax agency. This notice provides the WFID number. This value must be entered in the parameter when resubmitting the Local W-2 Magnetic Media process.

6. Review the Create Audit Report parameter.

This parameter defaults to Yes. Oracle recommends accepting the default unless there are space constraints. By selecting Yes, an audit report with an .a03 extension is created.

7. Click OK and then Submit.

Running a Federal Paper W-2 Report for Employees

Run this report from the Submit Request window.

To run the Employee W-2 Report:

1. Select Employee W2 Report in the Name field.
2. Click in the Parameters field if the Parameters window does not automatically open.
3. In the Submit Request window, select the printer, number of copies, and style in the Print Options region (for example, *Paper W2*).

Note: The name of the printer style is determined by your System Administrator and may be slightly different than the example shown here.

4. Enter the Reporting Year and the GRE Archived by Year End Pre-Process for the W-2 report.
5. If you want to run W-2s for an assignment set, make a selection in the Assignment Set field.

Note: W-2s only print for assignments in the selected GRE.

6. Click in the Selection Criterion field, and choose one selection criterion from the List of Values (optional).

Note: This step activates the corresponding field on the Parameters window.

7. If you entered a value in the Selection Criterion field, in the corresponding field, enter an appropriate value.
8. Select a state in the State field, or leave this field blank to run the W-2s for all states.

If you select a state in this field, W-2s for all employees that have taxable wages in that state are printed. If an employee has taxable wages in an additional state, all W-2s for that employee are printed.
9. Submit the report, or alternately, select sort options for the report (see below).

To select sort options:

1. Click in the Sort Option One field, and choose a sort option from the List of Values.
The Sort Option Two field is now selectable.
2. If desired, enter options in the Sort Option Two and Sort Option Three fields.
3. Submit the report.

Exporting a Federal W-2 Report for Employees in XML Format

Run this report from the Submit Request window.

To run the Employee W2 XML Interface report:

1. Select Employee W2 XML Interface report in the Name field.
2. Click in the Parameters field if the Parameters window does not automatically open.
3. Enter the Reporting Year.
4. Enter the GRE.
5. If you want to run W-2s for an assignment set, make a selection in the Assignment Set field.

Note: The W-2 XML files will only contain assignments in the selected GRE.

6. Submit the report.

When the process completes, HRMS stores the output file to the \$APPLCSF/out directory. The filename is <username>.<requestID>.

Running a Puerto Rico W-2 Report for Employees

Use forms 499R-2/W-2PR to provide the annual withholding statement to employees in Puerto Rico.

Puerto Rico employees must be in a separate GRE from other employees. If employees are currently in a GRE that represents both the U.S. and Puerto Rico, you must define a new GRE. This GRE should have the parameter for Tax Jurisdiction in the W2 Reporting Rules defined as Puerto Rico.

Running this request set generates four output files:

- Puerto Rico Employee W2 Report
- Puerto Rico W2 Register Report
- Puerto Rico W2 Totals Report
- Puerto Rico W2 Exceptions Report

Run this Request Set from the Submit Request window.

To run the Puerto Rico Employee W2 Reports:

Before you can run the "W2 Puerto Rico" report, you must specify a 499R Starting Control Number in the W2 Reporting Rules segment for your GRE. See Identifying a GRE, page 4-97 for instructions.

1. Select "W2 Puerto Rico" in the Name field.
2. Click in the Parameters field if the Parameters window does not automatically open.
3. Enter the Reporting Year and the GRE Archived by Year End Pre-Process for the report.

Note: Only those GREs defined with the Tax Jurisdiction of Puerto Rico in the W2 Reporting Rules appear in the List of Values. This list of GREs will not be the same as the list displayed for the "Employee W2" report or the "W2 Register".

4. Click in the Selection Criterion field, and choose one selection criterion from the List of Values (optional).

Note: This step activates the corresponding field on the Parameters window.

5. If you entered a value in the Selection Criterion field, in the corresponding field, enter an appropriate value.

Note: Puerto Rico W-2s only print for assignments in the selected GRE, regardless of what criterion you select.

6. Submit the report, or alternately, select sort options for the report (see below).

To select sort options:

1. Click in the Sort Option One field, and choose a sort option from the List of Values.
The Sort Option Two field is now selectable.
2. If desired, enter options in the Sort Option Two and Sort Option Three fields.
3. Submit the report.

To print forms 499R-2/W-2PR:

1. In the Submit Request window, select the printer, number of copies, and style in the Print Options region (for example, *Puerto Rico W2*).

Note: The name of the printer style is determined by your System Administrator and may be slightly different than the example shown here.

Important: Puerto Rico Employee W2 Report output is for Form 499R-2/W-2PR. These forms are ONLY for an impact printer. To obtain these forms, you must register with Puerto Rico Tax Department. The forms come with preprinted serial numbers. You cannot order these forms from Evergreen.

Viewing the Puerto Rico W2 Register, Totals, and Exceptions Reports:

You can export the Puerto Rico W2 Register, Totals, and Exceptions Reports to a spreadsheet. Use these reports for verification. You find this file in the OUT directory, and you can open and save it as a text (.txt) or .csv file. After saving the output, you can view this comma-delimited files as a spreadsheet.

Puerto Rico W2 Register

The Puerto Rico W2 Register Report gives the details of the employees that are picked up in the FORM 499R-2/W-2PR. This report is similar in nature to the W2 Register Report.

Puerto Rico W2 Exceptions Report

Puerto Rico W-2 is not printed for:

- Employees with dollar amounts greater than the length of 13 (anything over 9.9 million).
- Employees with negative dollar amounts.

Employees meeting these conditions are included on the Puerto Rico Exceptions Report.

For employees appearing as an exception due to negative dollar amounts, you must:

1. Correct their balances.
2. Retry the Year End Pre-Process for those employees.
3. Reprint their Form 499R-2/W-2PR. You must generate this form manually if the employee has a dollar amount that exceeds the maximum length.

Puerto Rico W2 Totals Report

The Puerto Rico W2 Totals Report includes the totals for all employees for whom the Puerto Rico W-2 has been printed. These totals are used for balancing purposes and for recording the totals on the applicable transmittal submitted with Form 499R-2/W-2PR.

Year End Employer Re-Archive

If you discover that Employer data on the Federal or State magnetic W-2 is missing or NULL, you can:

1. Correct this information.
2. Rollback and rerun the magnetic media generation process to include the data for electronic submission.
3. Run the Year End Employer Re-Archive to include this data in the archive created by the Year End Pre-Process.

You do not need to rollback the Year End Pre-Process for the GRE.

Note: You can correct only null values. You cannot make changes to already existing data.

Run the Year End Employer Re-Archive process from the Submit Request window.

To run the Year End Employer Re-Archive:

1. Select Year End Pre-Process Re-Archive (ER only) in the Name field.
2. Enter the reporting year the Year End Pre-Process Re-archive needs to be submitted for. This is a mandatory parameter.
3. Enter the GRE archived by the Year End Pre-Process. This is a mandatory parameter.
4. In the Selection Criterion field, select either Federal or State. This parameter indicates whether to archive Federal or State level information. If you select State, enter the State you want to archive the info for.

Report Output

The Year End Pre-Process Re-Archive process produces output with the following information:

- Year
- Name of the GRE
- Federal/State Level
- Name of the field
- Previous Value
- Updated Value

You can export the output of the Year End Pre-Process Re-Archive to a spreadsheet for verification of the data that you have updated. You find this file in the OUT directory. After saving the output as a text (.txt) or .csv file, view this comma-delimited file in a spreadsheet.

Note: Employer-level information gets re-archived based on the parameters you select when submitting the Year End Pre-Process Re-Archive. If you have already submitted a magnetic file, and employer-level information has since changed, the re-archive process re-archives the updated information. You must submit the Federal/State W-2 Magnetic Media process for retry (the new employer information is included in the output). Before submitting the Year End Pre-Process Re-Archive, please review the updated employer level data and determine which federal/state magnetic processes was submitted, so the appropriate processes can be marked for retry

Rearchived Data

You can update the following data with this process:

Employer Identification:	• Employer Identification Number
W2 Reporting Rules:	• W2 Transmitter • 2678 Filer • Company Name • Contact Name • Problem Notification Method • Preparer • Tax Jurisdiction • Terminated GRE Indicator • Third Party Sick Pay • Other EIN
Federal Tax Rules:	• Type of Employment
Organization Information:	• GRE Name • County Code of GRE
1099-R Magnetic Rules:	• 1099-R Transmitter Code • 1099-R Transmitter Indicator • 1099-R Bureau Indicator • 1099-R Combined Fed State Filer
State Tax Rules:	• FIPS Code JD • SIT Company State ID • SUI Company State ID

Rolling Back a Magnetic Report

If you have already run a magnetic tape report and must make changes to the data that was processed, do the following:

1. Roll back the report.
2. Make all necessary changes to employee data, and mark those employees for retry.
3. Retry the Year End Pre-Process, and rerun the report.

Note: If you are adding employer-specific data that was previously missing, you do not need to roll back the Year End Pre-Process before rerunning the magnetic report.

Roll back a process from the Submit Request window.

To roll back a process for a magnetic tape report:

1. In the Name field, select Rollback US Payroll Process.

2. Click in the Parameters field if the Parameters box does not open automatically.
3. In the Process Year field, select the appropriate year.
4. In the Process Type field select Magnetic Report from the List of Values.
5. In the Payroll Process field, select the magnetic report that you want to rollback.
6. Click OK and then Submit.

Important: The rollback process does not have any effect on the four files produced by the Magnetic Report process. However, when you rerun the process following a rollback, this new process produces four files that overwrite the existing files.

Retrying a Magnetic Report

Magnetic media can be damaged or lost when shipped. With the Retry US Payroll Process utility, you can recreate a magnetic report and prepare it for re-submittal.

Retry a payroll process from the Submit Request window.

To retry a payroll process for a magnetic tape report:

1. In the Name field, select Retry US Payroll Process.
2. Click in the Parameters field if the parameters window does not automatically appear.
3. In the Process Year field, select the appropriate year.
4. In the Process Type field select Magnetic Report from the List of Values.
5. In the Payroll Process field, select the magnetic report that you want to retry.
6. Click OK and then Submit.

When the report is complete, Oracle generates the files for the magnetic tape. Any pre-existing files are overwritten. If desired, you can navigate to the View Requests window to view the processing status of the report.

Note: Retrying a payroll process for a magnetic tape report will not include new data for selected employees that were marked for retry. It only recreates the files from the original magnetic report.

Running the W2 Register Report

Run the "W2 Register" report from the Request Set window.

Prior to running the "W2 Register" report, you must have run the "Year End Pre-Process" for the GRE you are reporting.

To run the "W2 Register" report:

1. In the Request Set field, select "W2 Register" from the List of Values.
2. Click in the Parameters field if the Parameters window does not automatically appear.
3. Select the parameters for the report. See the W2 Register Parameters section, page 4-89 for more information.

4. Click OK to close the Parameters window.
5. In the Print Options region, select the number of copies you want to print.
6. In the Printer field, select a printer or accept the default.
7. In the Run Options region, select any run options and click Submit.

Navigate to the View Requests window to view the W-2 Register.

Running the W2 Exception Register Report

Run the "W2 Exception Register" from the Submit Request Set window.

To run the "W2 Exception Register" report:

1. In the Request Set field, select "W2 Exception" from the List of Values.
2. Click in the Parameters field if the Parameters window does not automatically appear.
3. Select the parameters for the report. See the W2 Exception Register Parameters section, page 4-91 for more information.
4. Click OK to close the Parameters window.
5. In the Print Options region, select the number of copies you want to print.
6. In the Printer field, select a printer or accept the default.
7. In the Run Options region, select any run options and click Submit.

Navigate to the View Requests window to view the W-2 Exception Register.

W-2c Reporting

W-2c Pre-Process

The W-2c Pre Process takes a snapshot of year end employee information after year end processing is complete, so you can include any changes on the Form W-2c. You must run the W-2c Pre-Process prior to generating a form W-2c using Oracle Payroll. In order for the W-2c Pre-Process to run correctly, you must have previously run the Year End Pre-Process. Any employees not included in the Year End Pre Process are not archived when you run the W-2c Pre-Process. The message "The Year End Pre-Process was not run for this employee" appears in the log file along with the employee's name and Social Security number.

Note: You cannot roll back the Year End Pre-Process once you have run the W-2c Pre-Process for the same GRE and Tax Year without first rolling back the W-2c Pre-Process.

W-2c Pre-Process Parameters

The following parameters exist for the W-2c Pre-Process:

Reporting Year (required)	Select the tax year of the W-2c Reports you are archiving data for. This parameter defaults to the prior year. You cannot select a year prior to 2001.
GRE Archive by Year End Pre-Process (required)	Select the GRE. Only GREs that you have run the Federal W2 Magnetic Media process for are included in the List of Values.
Selection Criteria (required)	You must run this process for a specific employee or assignment set. If you select Employee Name, the Employee Name field becomes active. If you select Social Security Number, the Social Security Number field become active. If you select Assignment Set, the Assignment Set field becomes active.
Employee Name (optional) (optional)	If you have selected Employee Name in the Selection Criteria field, choose an employee from the list of employees in the Business Group who have been archived by the Year End Pre-Process.
Social Security Number (optional)	If you have selected Social Security Number in the Selection Criteria field, choose an employee's Social Security Number from the list of employee SSNs in the Business Group who have been archived by the Year End Pre-Process.
Assignment Set (optional)	Select from the List of Values to run this report for an assignment set. Only static assignment sets can be selected. Dynamic, or formula based, assignment sets are not included.

Paper W-2c Reporting

With Oracle Payroll, you can print a single W-2c or a range that you define. Sort options give you further flexibility in W-2c distribution. The W-2c is supported for printing in accordance with the Evergreen pre-printed laser forms 5313 through 5316. Oracle Payroll also includes a W-2c Audit Report in the Request Set with the W-2c Report that contains all information related to the W-2c(s) that you print. This report is comma delimited (.CSV) and can be opened in a spreadsheet for easy searching (you can use this audit report to help you with the preparation of Form W-3c). The W-2c Audit Report only runs if the W-2c report

Note: Prior to running the Employee W-2c Report, you must have completed the W-2c Pre-Process for the affected employees (or Assignment Set). Running the W-2c report locks the W-2c Pre-Process so employees cannot be retried until the report is rolled back (with one exception noted below). You also cannot retry the W-2c Report. You must roll it back to rerun it.

Paper W-2c Report Parameters

The following parameters exist for the W-2c report:

Reporting Year (required)	Select the tax year of the W-2c Reports you are printing. This parameter defaults to the prior year. You cannot select a year prior to 2001.
GRE Archive by Year End Pre-Process (required)	Select the GRE. Only GREs that you have run the Federal W2 Magnetic Media process for are included in the List of Values.
Print Options (required)	This field defaults to Only Unprinted W-2c. If you want to print all W-2cs for the selected employee(s) (including those that were previously printed), select the Reprint All W-2cs option. Note: Selecting the Reprint All W-2cs option does not lock the W-2c Pre-Process.
Selection Criteria (optional)	You may run this process for a specific employee or assignment set. If you select Employee Name, the Employee Name field becomes active. If you select Social Security Number, the Social Security Number field become active. If you select Assignment Set, the Assignment Set field becomes active.
Employee Name (optional)	If you have selected Employee Name in the Selection Criteria field, choose an employee from the list of employees in the GRE. The List of Values only shows those employees that the W-2c Pre-Process has archived.
Social Security Number (optional)	If you have selected Social Security Number in the Selection Criteria field, choose an employee's Social Security Number from the list of employee SSNs in the GRE. The List of Values only shows those SSNs that the W-2c Pre-Process has archived.
Assignment Set (optional)	Select from the List of Values to run this report for an assignment set in the Business Group. Only employees in the selected GRE appear on the report.

Sort Options for the W-2c

You can sort W-2c print jobs by one or more of the following options:

Organization	From archived data.
Location	From archived data.
Employee Name (last, middle, first)	From archived data (this is the default selection).
Social Security Number	From archived data.
Termination Reason	From archived data.
Zip Code	Use the Zip Code of the employee's primary address as of the session date (or as of termination date for terminated employees).

The Sort Options are hierarchical in nature. For instance, if you want to print by Zip Code and Employee Name, enter Zip Code into the Sort Option One field and Employee Name into the Sort Option Two field. The sort options are nested. Using the previous example, if you change Sort Option One from Zip Code to Organization, Sort Option Two (Employee Name) automatically clears. If you still want to sort by Employee Name, you must re-enter it into the Sort Option Two field.

Generating a W-2c for an Individual

You may be required to generate a W-2c for an individual employee at any time. Using the Selection Criterion field in the Parameters Window you can generate a single W-2c by selecting Employee Name or Social Security Number. You can also specify an Assignment Set and generate a W-2c only for those employees in that set.

Mark Paper W-2c and Exclude From Future Tapes

If you will be filing more than 249 W-2cs in a tax year, you are required to file from the 250th W-2c onward on magnetic media. Since you may have filed the first 249 W-2cs on paper, Oracle provides the Mark Paper W-2c and Exclude From Future Tapes process to denote that some W-2cs have been filed on paper with the Government while others will be picked up by the W-2c Magnetic Media process.

This process locks all assignments pertaining to the Employee W-2c Report process. Once you have submitted an Employee W-2c Report, those assignments marked by the Mark Paper W-2c and Exclude From Future Tapes process are not included in the report produced by the Federal W-2c Magnetic Media process.

Important: You need to run this process to define the end of reporting W-2 corrections on paper.

Federal W-2c Magnetic Media

You can report W-2 corrections on Magnetic Media (in MMREF-2 Format) for all open assignments not marked by the Mark Paper W-2c and Exclude From Future Tapes process. You can only run this process after you have run the Federal W-2 Magnetic Media process and W-2c Pre-process.

The Employee W-2c Report Process needs to run for all Corrections. Whenever you make a correction and submit the W-2c Pre-Process to create an assignment action for the corrected assignment, the Employee W-2c Report process needs to run to print the W-2c paper report. The Federal W-2c Magnetic Media process displays a message if the Employee W-2c Report process is not run while a W-2c Pre Process or W-2c archive process is complete.

Note: The W-2c does not report any corrections to Employer level data

Federal W-2c Magnetic Media Output Files

The following output files are created by the Federal W-2c Magnetic Media process:

.mf	Flat file to be sent to the government.
.a01	Totals for Tax withheld and Wages reported per Government Reporting Entity (GRE).
.a02	Exception File. View this CSV file in a spreadsheet. If the process detects an error, the person in error is not included on the .mf file and is reported in this file. A successful process with no errors results in an empty .a02 file. A person is excluded from .mf file and included in .a02.
.a03	Audit File. View this CSV file in a spreadsheet. If the file is large, you may need to split it into smaller files. This file contains the same records as reported on the .mf file.

Federal W-2c Magnetic Media Output File Naming Convention

The following naming convention applies to the Federal W-2c Magnetic Media Output Files:

- Maximum of 6 characters Business Group Short Name (Embedded blanks will be ignored)
- FEDW2C (format specifier)
- Last two digits of the tax year (03, for example)
- Run Sequence (not limited to 99)
- File Suffix (.mf, for example)

Running the W-2c Pre-Process

Run the W-2c Pre-Process from the Submit Request window.

To run the W-2c Pre-Process:

1. In the Type field, select Single Request.
2. In the Name field select W-2c Pre-Process from the List of Values.

3. In the Run This Request region, click in the Parameters field and select the parameters for the report. See the W-2c Pre-Process Parameters section, page 4-111 for more information.
4. Click OK and then Submit.

Caution: If you have already run this process for an employee and subsequently changed information prior to running the W-2c Report, the employee in question is not archived a second time. The message "An unprinted W-2c exists" appears in the log file along with the employee's name and Social Security number. To correct this situation, retry the W-2c Report for the affected employees or run the W-2c Report every time you change an employee's record.

Running the W-2c Report

Run the W-2c Request Set from the Submit Request window.

To run the W-2c Request Set:

1. In the Type field, select Set.
2. In the Name field, select W-2c report from the List of Values.
3. In the Run This Request region, click in the Parameters field and select the parameters for the report. See the W-2c report Parameters section, page 4-112 for more information.
4. Click OK to close the Parameters window.
5. In the Submit Request window, select the printer, number of copies, and style (Portrait for W-2c Paper) in the Print Options region.
6. Submit the report.

What's Next

The W-2c report is formatted to print on all four Evergreen pre-printed forms (5313 thru 5316). In order to reprint the W-2c run (to create the Employee copy for instance), you can navigate to the View Requests screen, select the request, and choose the Reprint option (Tools > Reprint).

Note: In some circumstances, printer drivers may need to be edited by your System Administrator for proper printing. See the White Paper on Metalink (<http://metalink.oracle.com>) titled "Editing Postscript Printer Drivers for End Of Year Processing" for more information.

Running the Mark Paper W-2c and Exclude From Future Tapes Process

Run Mark Paper W-2c and Exclude From Future Tapes process from the Submit Request window

To Run the Mark Paper W-2c and Exclude From Future Tapes process:

1. Enter the year for which one or more W-2c paper reports were filed This is a mandatory parameter. It defaults to the prior tax year. You can select any valid year from the list of values.

Note: If you do not run this process, assignments pertaining to the Employee W-2c Report process are potential candidates for the Federal W-2c Magnetic Media process.

Running the Federal W-2c Magnetic Media process

Run the Federal W-2c Magnetic Media process from the Submit Request window

1. Select the tax year of the W-2c Reports you filing. This parameter defaults to the prior year. You cannot select a year prior to 2001.
2. Select the GRE that would be used as Transmitter. This includes a list of all archived GREs in the business group. This list shows the GREs only if you have submitted the Federal Mag file for the business group.
3. Enter the SSA Personal Identification Number (PIN) assigned to the employee who is authorized to submit the W-2c Files in MMREF-2 format. This is the same PIN obtained from the SSA. This is an optional parameter.
4. Review the Resub WFID parameter. This is an optional parameter. Only enter if it is necessary to resubmit the W-2c Magnetic Media file. Resubmission notification will be received from the government. This notice will provide the WFID number. You must enter this value in the parameter when resubmitting the Federal W-2c Magnetic Media process.
5. Review the Create Audit Report parameter. This parameter defaults to Yes. It is recommended to accept the default unless there are space constraints. By selecting "Yes," an audit report with an .a03 extension is created.

Misc. End Of Year Information

Printing Reports Using the PASTA Printer Driver

The Oracle Payroll reports support a printer type of HPLJ4 and, in some cases, the PASTA printing driver configuration tool. PASTA greatly simplifies printer and printer driver configuration. When you submit a report using PASTA, and select a printer, the pasta configuration file is used to print the information to the printer. The configuration file has parameters to change page height, width, fonts, font size, margins, and so on. PASTA uses the delivered HRMS configuration files so you do not need to alter any configuration file parameters to print the delivered reports.

In order to use this functionality, you must change your printer type to "PASTA Universal Printer Type". Do this by navigating with the Sysadmin Responsibility to Install > Printer > Register.

You can print the following reports using PASTA:

- Employee W2 Report
- Employer W2 to be filed with the state
- Employee W-2c Report
- W2 Register
- W2 Exception
- 1099R Register
- 1099R Exception

Viewing Archived Data

Oracle Payroll provides the ability to view the data you archive through its many reporting features:

- 1099-R
- Balance Build
- FLS
- State Quarterly Wage Listing
- Mark W-2c
- W-2
- W-2c
- W-2c Pre-Process
- XFR Interface
- Year End Pre-Process

To view archived data:

To view data you have archived:

1. Select Assignment Process Result from the View menu.

2. Select the appropriate assignment.
3. Select the appropriate archive:

Archive Type	Archive Name
1099-R	<Federal/State>-1099R-<GRE Name> where: • <Federal/State> indicates if this is a Federal or State 1099-R archive. • <GRE Name> is the name of your GRE.
Balance Build	Balance Build
FLS	FLS
Mark W-2c	Mark W2C Paper
State Quarterly Wage Listing	<State>-SQWL where <State> is the archived state.
W-2	W2
W-2c	<Federal/State>-W2C-<GRE Name> where: • <Federal/State> indicates if this is a Federal or State W-2c archive. • <GRE Name> is the name of your GRE.
W-2c Pre-Process	W2C Pre Process
XFR Interface	<Federal/State>-XFR_INTERFACE where <Federal/State> indicates if this is a Federal or State XFR Interface archive.
Year End Pre-Process	Year End Pre-Process

4. Click View Results.

The View Archived Values window opens. This displays data archived for an employee, including:

- Database item name
- Value archived against an assignment action
- Any associated context (such as Jurisdiction Code for State Income Tax)

This information is for display purposes only.

Producing Magnetic Tapes

This section is intended to assist Oracle Applications Payroll customers in preparing a nine-track magnetic tape on a UNIX system for annual W-2/1099-R/State Quarterly Wage reporting. Note the following:

- This is a sample process for W-2 reporting.
- This procedure should be performed by an operator familiar with general UNIX system administration procedures.
- This is an example procedure that should work on most UNIX systems with standard nine-track device drivers. Certain platforms or tape drives may require modifications or additional steps.
- The customer should use this procedure to produce a first-article tape and submit that tape to the IRS for approval. This procedure is not complete and correct for the customer's installation and platform until the customer has obtained this approval.
- This procedure is intended for reporting of quarterly/year end and other tax data to the federal government. Specific differences in reporting requirements for some states may require changing this procedure. (In general, such differences should be limited to altering the block size parameters described below.)

This example generates the flat file according to Oracle Payroll forms procedure of submitting the process entitled Wage and Tax Statement (the flat file produced has a .mf extension). This flat file contains multiple logical records; each logical record is 275 bytes in length; MMREF is 512 bytes. For this example, assume the working flat file is named "image.mf", with a size of 46200 bytes, or 168 logical records.

- 2004 tax files (submitted in 2005) last year SSA will accept magnetic tape or cartridge.
- 2005 tax files (submitted in 2006) last year SSA will accept diskettes.

Oracle strongly urges you to file electronically.

To Generate a Magnetic Tape (sample procedure only):

1. Identify the appropriate nine-track tape device name for your platform.

Federal mag tape reporting supports two tape densities: 1600 BPI (bytes per inch) and high-density: 6250 BPI. Most nine-track physical devices are capable of supporting either density. Generally they use a name like "rmt0h" for high-density and "rmt0l" for low-density. This example uses the name "rmt0h" (high-density), with a full path of "/dev/rmt0h".

Note: Ensure that the density you select matches what was entered under the Organization Classification/Other Information/W2 Reporting Rules for the specified GRE.

2. Calculate the output physical block size.

The ICESA magnetic tape format documentation specifies that logical records for federal tax reporting are 275 bytes in length and that the size of physical blocks written to a nine-track should be a multiple of the 275 bytes, not to exceed 23375, or a maximum of 85 logical records per physical block. The documentation further states that 25 logical records per physical block is preferred for nine-track tapes: $25 * 275 = 6875$. Therefore, this example will use 6875 bytes per output physical block.

Note: Ensure that the blocking factor you create matches what was entered under the Organization Classification/Other Information/W2 Reporting Rules for the specified GRE.

3. Plan to convert Oracle's ASCII data file to EBCDIC.

ICESA's documents state the government will accept ASCII but EBCDIC format is preferred.

Note: Some UNIX systems tape write utilities support multiple EBCDICs. On such platforms, be sure to specify "IBM EBCDIC".

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 5-5
- Continuous Calculation, page 5-6
- PrePayments, page 5-24
- Retries, page 5-59
- Reversals, page 5-60
- Rollbacks, page 5-59
- RetroPay, page 5-24
- Advance Pay, page 5-45

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.

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 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.

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. You can identify which checks have been cleared and the date on which they were cleared. You can also view a reconciliation report which shows if voided checks appear to have been cashed.

Does Oracle Payroll Support Electronic Data Transfer to TIAA-CREF?

If your employees contribute to a TIAA-CREF retirement plan, you can use Oracle Payroll to track their TIAA-CREF contributions, and generate an output file for direct submission to TIAA-CREF. Oracle Payroll provides you with pre-defined balances for TIAA-CREF contribution tracking and supports the TIAA-CREF file format for electronic submission.

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. In the Name field, select the name of your payroll run process.

UK users: select Payroll Run UK.

French users: select Payroll Run (France).

Irish users: select Payroll Run IE.

Other users: select Payroll Run.

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

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.

Running QuickPay

You navigate to the QuickPay window from an employee assignment.

To define a QuickPay run for an employee assignment:

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

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

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

2. Select a consolidation set.

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

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

3. If your legislation makes use of run types, select the run type for this QuickPay.
4. Enter a pay advice date and message if required. These fields are for information only.
5. Save your QuickPay definition.

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

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

To execute a QuickPay run for an employee assignment:

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

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

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

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

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

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

Running the Generate Run Balances Process

Run this process when you want to recalculate run level balance values that may have become invalid, such as through changes to historical data.

You run this process in the Submit Requests window.

To run the Generate Run Balances Process :

1. In the Name field, select the process name. Then enter the Parameters field to open the Parameters window.
2. In the Parameters window, optionally enter a start date from when you want run balances recalculated. If you do not enter a date, the balances will be recalculated for the entire life of the balances.
3. Select a mode to determine which balances to include. There is no specific time required to run these, such as once a month. All Invalid Balances is likely to be run most often, with Single Balances and All balances run as required. You can choose from the following:
 - A Single Balance
 - All Invalid Balances

- All Balances

If you select Single Balance mode, the Defined Balance field becomes active.

4. The Defined balance field is only enabled if Single Balance mode is selected from the Mode field. Select the option that shows the route for retrieving balance values, even if its status is Invalid.
5. Select a balance level to determine which balances are to be recalculated. The following is the complete list of balance choices available, depending if enabled for your localization.
 - Assignment
 - Group
 - Assignment and Group
6. Choose the Submit button.

Performing Run Balance Diagnostics

Use the Run Balance Architecture Diagnostic report to assist you in identifying problems with your balance reporting setup.

This report consists of four sections:

Run Balance Status	Lists the status of each run balance for your business group. It lists all invalid balances, followed by all valid balances.
Balance Attribute Status	Lists the status of each attribute with the date from which the balance is valid.
Balances By Attribute	Describes the relationship between attributes and balances. This section is omitted from the report by default.
Incorrect Run Balance and Attribute Setup	Displays any balances that are in attribute but have no row in balance validation.

The recommended best-practice is to run the Generate Run Balance process every month to correct invalid balances. Use the Run Balance Architecture Diagnostic report to assist you in identifying these invalid balances, as well as any other conditions that may cause performance issues with your run balances.

To run the Run Balance Architecture Diagnostic report:

1. In the Name field, select the Run Balance Architecture Diagnostic report name.
2. Click in the Parameters field to open the Parameters window.
3. Choose whether you want the output report in either CSV or HTML formats.
4. Indicate if you want to enable the "Balances By Attribute" section.
5. Click OK and then Submit.
6. Check the report output and fix any problems that were detected:

- If there are any entries in the "Run Balance Status," "Balance Attribute Status," or "Balances By Attribute" sections, run the Generate Run Balances process to correct the invalid balances.
- If there are any entries in the "Incorrect Run Balance and Attribute Setup" section, contact Oracle Support and log a TAR. This data condition is likely an issue with the code in the report rather than a data issue.

Adjusting Run Balances

The Adjust Run Balance Dates concurrent process moves the date for the valid run balances backwards or forwards.

The recommended best practice is to maintain run balances over a 15 month period. You can use Adjust Run Balance Dates to purge older run balances by moving the effective date forward, or you can expand your effective run balances period by moving the date back.

As part of your yearly planning, schedule time to run this process to purge older run balances.

Note: The Adjust Run Balance Dates process adjusts the dates for valid run balances only.

Example

You ran the Generate Run Balance process with the start date of 01-Jan-2003. On 01-Apr-2005, you run the Adjust Ran Balance Date process with a date of 01-Jan-2004. This purges any run balances with a date earlier than 01-Jan-2004.

To run the Adjust Run Balance Dates process:

1. In the Name field, select the Adjust Run Balance Dates process name.
2. Click in the Parameters field to open the Parameters window.
3. In the Parameters window, enter a start date from when you want run balances adjusted.
4. Click OK and then Submit.

US Payroll Processing

Changes to Earnings or Deductions Before a Run

Before running a payroll, you may need to make one-time changes to a recurring earnings or deduction. Such changes may be to:

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

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

To make these changes possible, Oracle Payroll includes a second, special inputs element for all predefined and user-initiated earnings, payments, and deductions elements. You can make entries to this nonrecurring element using BEE or the Element Entries window. Special inputs elements take the name of their original, with the words Special Inputs added (such as, Quarterly Bonus Special Inputs). They function as extensions to the original element.

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

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

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

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

The Special Input *Adjust Arrears*

Special inputs elements for deductions with arrearage include not only the input values Replacement Amount and Additional Amount, but also the input value Adjust Arrears. When you enter an amount in this input value, the amount adds to or reduces the arrears balance for the deduction when the payroll run next processes the deduction.

Input Value Name	Purpose of Entry
Adjust Arrears	A positive or negative entry to add to or reduce the arrears balance.

Reviewing Earnings and Deductions Balances

To review earnings and deductions balances that accumulate for individuals after payroll runs, use the View Earnings and Deductions Balances window.

To view balances:

1. Set the effective date at which you want to see these balances and, if necessary, query the employee assignment for which you are reviewing balances.
2. Select the classification of the deductions or earnings types you are reviewing.
3. Choose whether to see balances at the assignment level or the person level. For employees with more than one current assignment, the person level balances show totals of the balances accumulated for each assignment.
4. The earnings types or deductions for the selected classification appear in the Balances region.

The dimensions for which you see assignment-level balances are period to date, month to date, quarter to date and year to date. You also see person-level balances for these dimensions, except for period to date. No person-level balances exist for the dimension period to date.

Entering One-Time Changes Before a Run

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

Use BEE or the Element Entries window.

To enter one time changes:

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

Employees Not Paid Request Set

The Employees Not Paid Request Set combines three reports to help you identify employees who have not received a paycheck in a time period you specify:

- Employee Assignments Not Processed
- Employees Without Payrolls
- Payroll Message

To Run the Employees Not Paid Request Set:

1. Open the Submit Processes and Reports window.
2. Choose Request Set and press OK.
3. Enter or choose Employees Not Paid in the Request Set field.

4. In the Program list, click in the Parameters field of each of the reports, and enter the parameters for each. For details, see the Employee Assignments Not Processed and Employees Without Payrolls report sections below or "Running the Payroll Message Report" in the *Running Your Payroll Using Oracle HRMS* guide.

Note: You need to enter the beginning and ending dates only once, because they automatically propagate from the Employee Assignments Not Processed parameters.

5. Enter any desired options, and press Submit.

Running the Employee Assignments Not Processed Report

The Employee Assignments Not Processed report lists, for a given payroll or consolidation set, the employees who have not received regular payments to which they are entitled. This report covers primary assignments only.

Optionally, you can run the Employee Assignments Not Processed report for a single GRE, organization, or location.

You must enter either a payroll or a consolidation set in the Parameters window. If you want to run this report specifically for a consolidation set, do not enter a payroll.

Run the Employee Assignments Not Processed report from the Submit Requests window. You can submit this report alone or as part of a Request Set.

Running the Employees Without Payrolls Report

The Employees Without Payrolls report lists any employee or ex-employee (prior to their final processing date) whose primary assignment does not include a payroll.

Run the Employees Without Payrolls report from the Submit Requests window. You can submit this report alone or as part of a Request Set.

To run the Employee Assignments Not Processed report:

1. In the Name field, enter or select Employee Assignments Not Processed.
2. Click in the Parameters field and select the parameters for the report. See the Report Parameters section for more information.
3. Enter the printer information and number of copies that you want to print. The report is entitled Employee Assignments Not Processed.
4. Submit the report.

Report Parameters

The parameters window includes 10 fields:

Beginning Date (required)	Enter the first date you want to include in the report. The report includes information from all payroll runs and Quickpays that contain an end date on or between the dates specified.
Ending Date (required)	Enter the last date you want to include in the report.
Consolidation Set (required if not using a payroll)	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 automatically populates. You must choose either a payroll or a consolidation set to run the report.
Payroll name (required if not using a consolidation set)	Select from the List of Values to run this report for a specific payroll. You must choose either a payroll or a consolidation set to run the report.
Government Reporting Entity (US only)	Select from the List of Values to limit the report to a single GRE. If you leave this field empty 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 you leave this field empty 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 you leave this field empty the report will contain information for all valid locations.
Sort Options	Three fields allow you to sort the report output. See the Sort Options section for more information on how to properly use these parameters.

Sort Options

You can sort the report by up to three categories, using a list of sort options. Oracle Payroll does not require that you use sort options to generate your report, but they are the best way to tailor the report to your specific needs. You can sort reports by any of seven criteria:

- Assignment status
- Employee name
- Assignment number
- GRE
- Location
- Organization
- Payroll

If you select no sort options, Oracle Payroll uses Payroll and Employee Name to sort the report.

The sort options are hierarchical. Sort Option Two field enables only after you have made a selection in the Sort Option One field. Likewise, the Sort Option Three field enables only after you have made a selection in the Sort Option Two field.

Once you have selected any criterion as a sort option, it disappears from the LOV of the next sort option field. Once you have selected either employee name or number as a sort option, both criteria disappear from the LOV of the next sort option field.

Note: The report does not break on Employee Name or Employee Number, so choosing one of those items for Sort Option One means that your report will not be subdivided.

Example

This example shows how to use sort options to customize the report.

If you want to create a report sorted by GRE, Organization, and Location:

1. Enter GRE into the Sort Option One field.
2. Enter Organization into the Sort Option Two field.
3. Enter Location into the Sort Option Three field.

Using the selected Sort Options, Oracle Payroll generates the report listing the employee assignments not processed for each location alphabetically by organization within each GRE for the selected payroll or consolidation set.

Note: The sort options are nested. For example, if you change Sort Option Two from Organization to Location, Sort Option Three is automatically cleared.

Report Output

The report header includes the start and end dates, the payroll or consolidation set the report covers, and the sort options, if any. The columns list Assignment Number, Employee Name, Assignment Status, Absence Type, Salary Basis, and Period End.

Note: The report displays Period End only when the Ending Date does not match the Period End date.

The report prints in landscape orientation and fits on 8.5" x 11" paper.

To run the Employees Without Payrolls report:

1. In the Name field, enter or select Employees Without Payrolls.
2. Click in the Parameters field, and select a Beginning Date and an Ending Date. See the following Report Parameters section for more information.

Note: If you are running this report as part of the request set, you do not need to reenter the dates, which automatically propagate from the Employee Assignments Not Processed parameters.

3. Enter the printer information and number of copies that you want to print. The report is entitled Employees Without Payrolls.
4. Submit the report.

Report Parameters

The parameters window includes two fields, both required.

Beginning Date	Enter the first date you want to include in the report. The report includes information for all employees within your business group on or between the dates specified.
Date	Enter the last date you want to include in the report.

Report Output

The Employees Without Payrolls report automatically sorts by Employee Name. If the system finds no one who fits the criteria, the report returns the message "No Data Found." The report header includes the starting and ending dates. Its columns are Employee Name, Assignment Number, Assignment Status, and Location. The report prints in landscape orientation and fits on 8.5" x 11" paper.

Running the External Process Archive

The External Process Archive preserves payroll run information, so you can use it for accurate payroll reporting or third-party tax filing. This is a mandatory part of payroll processing if you are using the Online Payslip functionality included with Oracle Self-Service HRMS or if you will be using the FLS tax filing interface.

Note: You do not need to run the External Process Archive if you implemented Online Payslip before 08-30-2001.

You must run the External Process Archive after you have run Payroll and Pre-Payments but before running the NACHA or Check Writer processes. You run the External Process Archive from the submit requests window.

To run the External Process Archive:

1. Select External Process Archive in the Name field.
2. If the parameters window does not open automatically, click in the Parameters field to open it.
3. Enter a Start Date and End Date. Oracle Payroll archives information for payroll runs that occurred in the date range you specify.
4. Select the Payroll or Consolidation Set that you want to archive data for. If you select a payroll, the Consolidation Set automatically defaults.
5. Select OK, and then Submit.
6. After running the External Process Archive, use the Payroll Actions Not Processed report to see any employees (and corresponding payroll processes) that were not archived but fell within the report's parameters.

Running the Periodic Tax Filing Interface

The Periodic Tax Filing Interface creates a flat file (.mf) containing the archived data from the External Process Archive in a format that you can directly submit for tax filing and reporting. Run the Periodic Tax Filing Interface from the Submit Requests window.

Note: You must successfully run the External Process Archive prior to running the Periodic Tax Filing Interface.

The Periodic Tax Filing Interface creates an audit report output file (.a01) that contains all of the information contained in the .mf file in a printable format.

After running the Periodic Tax Filing Interface, you can use the Payroll Actions Not Processed report to see any employees (and corresponding payroll processes) that were not included in the output file, but fell within the report's parameters.

To run the Periodic Tax Filing Interface:

1. Select Periodic Tax Filing Interface in the Name field.
2. If the parameters window does not open automatically, click in the Parameters field to open it.
3. Enter a Start Date and End Date. Tax information for the period selected are included in the output file.
4. Select a Payroll or Consolidation Set. If you Select a Payroll, the Consolidation Set automatically defaults. If you want to run this process for the entire Consolidation Set, make sure to leave the Payroll field blank.
5. You can also select a GRE. If you select a GRE along with a payroll or consolidation set, then all employees in that payroll or consolidation set in the selected GRE are included. If you want all assignments in the GRE included, then you do not need to select anything but the GRE.
6. Select OK, and Submit.

Naming Convention for Output Files

The files created by the Periodic Tax Filing Interface will be named accordingly:

File	Convention	Example
Flat File	FLSPDDMMYYYY.mf	FLS15072001.mf
Audit Report	FLSPDDMMYYYY.a01	FLS15072001.a01

Note: The date included in the name of the output file will always be the same as the Start Date report parameter.

Listing Assignments Not Picked Up by a Payroll Run

The "Payroll Actions Not Processed" report identifies assignments that were not included in the either the External Process Archive or the Periodic Tax Filing FLS Interface. Once identified, you can use the information in the report to troubleshoot these exceptions and then rollback and rerun processes as appropriate.

You run the "Payroll Actions Not Processed" report from the Submit Request window.

To run the Payroll Actions Not Processed report:

1. In the Request field, select Payroll Actions Not Processed report.
2. Enter a Start Date and End Date.

Note: If you are using this report to audit a particular run of the External Process Archive or the Periodic Tax Filing FLS Interface, select the same dates as you did for the process you are auditing. You can expand the date range to audit multiple runs of these processes.

3. Select a Payroll or Consolidation Set. If you Select a Payroll, the Consolidation Set automatically defaults. If you want to run this process for the entire Consolidation Set, make sure to leave the Payroll field blank.
4. You can also select a GRE. If you select a GRE along with a payroll or consolidation set, then all employees in that payroll or consolidation set in the selected GRE are included. If you want all assignments in the GRE included, then you do not need to select anything but the GRE.
5. Select a Mode for the report to run in. Valid options are:

External Process Archive	Lists employees who were not archived.
Periodic Tax Filing FLS Interface	Lists employees who have been archived but not included in the FLS output file.
Costing	Lists Run and Quick Pay Actions for which the Costing process has not been run.

6. Select OK, and Submit.

Payroll Actions Not Processed Report Output

The Payroll Actions Not Processed report is formatted to print in landscape fashion on 8.5 x 11 paper. For every employee, this report lists:

- Full Employee Name
- Assignment Number
- Action Type
These include Payroll Runs, Quick Pays, Balance Adjustments, and Reversals.
- Effective Date of the Action Type
- Assignment Action ID of the Payroll Action
- GRE for the Assignment
- Payroll Name
- Consolidation Set Name

Earnings Audit

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

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

Run this report from the Submit Request window.

To run this report:

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

NACHA Report

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

Run this report from the Submit Request window.

To run this report:

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

Running the TIAA-CREF Transmission Report

Run the TIAA-CREF Transmission Report from the Submit Request Set window.

To run the TIAA-CREF Transmission Report:

1. Select TIAA-CREF Transmission Report in the Request Set field.
2. Click in the Parameters field for the first program in the Set to open the Parameters window.
3. Enter a value into both the Start Date Process and End Date Process fields. These dates define the period you want represented in the TIAA-CREF Transmission Report output file.
4. Select the Government Reporting Entity that you want to run this report for. Leave this field blank to run this report for all GREs.
5. Select the Payroll that you want to run this report for. Leave this field blank to run this report for all Payrolls.

6. Select the Consolidation Set that you want to submit the TIAA-CREF Transmission Report for. This is a required field.

If you select a Payroll and/or GRE, this field is already populated.

7. Click OK, then Submit.

Use the View Requests window to see the progress of the report and view the audit report produced by the TIAA-CREF Transmission Report request set. You can then submit the ASCII file created by the TIAA-CREF Transmission Report Request Set to TIAA-CREF.

Running the Payments Register Reports

The Payments Register Detail report shows for each employee:

- Assignment number
- Payment type
- Deposit advice or check number
- Payment amount
- Bank name, account number and account type

The Payments Register Summary report shows total amounts paid for a payment type by GRE.

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

Run these reports from the Submit Request window.

To run the Payment Register reports:

1. Select Payments Register Report or Payments Register Summary Report in the Name field.
2. If the parameters window does not open automatically, click in the Parameters field to open it.
3. Select a consolidation set whose run results the report should cover or a payroll run for the report to cover. If you select a payroll run, its consolidation set may display.
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.

Listing Voided Payments

The Void Payments report shows details of voided payments. Currently, the report shows details of cancelled check payments only.

You run this report in the Submit Request window.

To run the Void Payments report:

1. In the Name field, select Void Payments Report.
2. In the Parameters window, enter a start date and an end date for the report.

3. Select a payroll and/or consolidation set and/or GRE if you want to restrict your information by these parameters. If you leave these fields blank, the report returns information on all payrolls for the period chosen.
4. Choose Submit.

Calculating Alien Retroactive Benefits

The Alien Retro Benefits Projection report identifies employees who are earning alien tax treaty benefits that could be subject to a retroactive loss at some point in the future. This report is customizable: You can identify employees who are very near their maximum benefit amount, or you can configure the report to display all employees who have only earned a small portion of their maximum benefit amount. You can also configure this report to display employees who are nearing their benefit end date, regardless of the amount they have earned.

To Run the Alien Retro Benefits Projection:

1. Select Alien Retro Benefits Projection in the Name field.
2. If the parameters window does not open automatically, click in the Parameters field to open it.
3. In the Government Reporting Entity Name field, select the GRE that you want to run this report for.

If you do not select a GRE, the report runs for all GREs in your business group.
4. Select an Effective Date for the report.

The report includes all employees who meet the selected criteria from the start of the tax year (January 1) up until the effective date.
5. If you want to restrict this report by Maximum Benefit Amount Remaining, enter a dollar amount in this field.

The report includes all employees who have less than or equal to this amount remaining in unearned treaty benefits.
6. If you want to restrict this report by Maximum Benefit Percent Remaining, enter a percentage in this field.

The report includes all employees who have less than or equal to this percent remaining in unearned treaty benefits.
7. If you want this report to include employees whose benefits will be expired on a certain date, enter a date into the Benefit End Date field.

Note: The Maximum Benefit Amount Remaining, Maximum Benefit Percent Remaining, and Benefit End Date parameters can work in unison. The report will display only those employees that meet any or all of the report criteria.

The report displays all employees who will lose benefits on or before that date.

8. Select OK, and Submit.

What's Next

Report Output

The Alien Retro Benefits Projection is formatted to print in landscape fashion on 8.5 x 11 paper. Each page of the report contains the name of the business group, as well as the selected report parameters. The report lists information alphabetically by employee last name. The following information appears on the report for each employee listed:

- Income Code - An employee may have treaty benefits for more than one income code
- Amount Earned
- Maximum Benefit Amount allowed
- Date Benefit Ends

Calculating Alien Retroactive Benefits Losses

The "Alien Retro Benefits Loss" report identifies employees who have earned treaty benefits that are then revoked. Treaty benefits can be subject to a retroactive loss when an employee has resided in the country for a certain amount of time, or when earnings exceed a certain amount. It is important to identify these employees so you can properly tax the income they have earned.

To Run the Alien Retro Benefits Loss report:

1. Select Alien Retro Benefits Loss report in the Name field.
2. If the parameters window does not open automatically, click in the Parameters field to open it.
3. In the Government Reporting Entity Name field, select the GRE that you want to run this report for.

If you do not select a GRE, the report runs for all GREs in your business group.

4. Select an Effective Date for the report.

The report includes all employees who have retroactively lost benefits from the start of the tax year (January 1) up until the date selected.

5. Select OK, and Submit.

What's Next

Report Output

The Alien Retro Benefits loss report is formatted to print in landscape fashion on 8.5 x 11 paper. Each page of the report contains the name of the business group, as well as the selected report parameters. The report lists information alphabetically by employee last name. The following information appears on the report for each employee listed:

- Income Code - An employee may have treaty benefits for more than one income code
- Amount Earned
- Maximum Benefit Amount allowed
- Date Benefit Ends
- Reason for Retroactive Loss - An employee may retroactively lose a benefit either because they cross the benefit end date, or cross the maximum benefit amount.

Post Processing for a Payroll

Post-Processing for a Payroll

PrePayments Process

Within Oracle Payroll the PrePayments process enables you to select a payment method to pay your employees. You can distribute employee pay over more than one method using either a percentage or monetary split.

You can override the PrePayments 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 PrePayments process, having distributed the regular payments over the payment methods entered, allocates the supplementary payments to the override method.

Cheque/Check Writer Process

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

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

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

Oracle Payroll provides automatic cheque/check numbering for the Check Writer process. You can keep track of cheque/check numbers when you process multiple cheques/checks per day.

Note: Your System Administrator can enable the HR: Default Check/Cheque Number Method profile which enables you to use the automatic check/cheque numbering process.

See User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Void Cheque/Check Payments Process

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

External/Manual Payments Process

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

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 PrePayments and other processes from the QuickPay window:

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

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

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

Note: If you have already included the QuickPay run in the default consolidation set for the assignment payroll, it can take part in the batch PrePayment 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 retrieval, 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.

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

Running the Cheque/Check Writer Process

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

To run the Cheque/Check Writer process:

1. In the Name field, select Cheque/Check Writer.
Irish Payroll: select IE Cheque Writer
2. In the Parameters window, select the name of a payroll or consolidation set. When you select a payroll, the default consolidation set is displayed.
3. Enter the start and end dates for the process.

4. Enter your cheques/checks payment method.
5. Enter the sort sequence for the cheques/checks This defaults to Organization, then to Person.
6. Enter your cheque/check style. If you enter Default, this selects the sample cheque/check report, PAYRPCHQ.
7. Enter the first cheque/check number of your cheque/check sequence in the Start Cheque/Check field. If required, you can enter the last cheque/check number in the End Cheque/Check Number field.

Note: If your system administrator has enabled the automatic cheque/check numbering process, Oracle Payroll automatically provides the cheque/check number. (US and Canadian payroll only).

See User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

8. Choose the Submit button.

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/Check

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

To reissue a voided cheque/check with the same amount:

1. To verify that the void has been processed, select the employee in the Employee Assignment Processes window. For the process that originally produced the cheque, VOID will appear in the Status Column.
2. Run the Cheque/Check Writer process again. A new cheque/check will be produced with a new number.

3. If you want to verify the process, select the employee in the Employee Assignment Processes window. The number of the original prepayment will be in the Applied Column of the latest process.
4. Run the Void Payments Report any time after the void has been processed. See: Running the Void Payments Report, page 5-30

To reissue a voided cheque/check with a different amount:

1. Reverse the cheque/check that you have voided in the Reverse Payroll Run window. See: Correcting Run Results: Reversals, page 5-62
2. Enter the new amounts to be paid in the Salary Administration, or Element Entries window as appropriate.
3. Run QuickPay for the new amounts that is to be paid to the employee. See: Running QuickPay, page 5-8
4. Run the PrePayments process. See: Running Post-Run Processes for QuickPay, page 5-25
5. You can now do one of the following:
 - Manually issue the cheque/check. See: Making External/Manual Payments, page 5-31
 - Run the Cheque/Check Writer process again.
6. If you want to verify the process, select the employee in the Employee Assignment Processes window. The number of the original prepayment will be in the Applied Column of the latest process.
7. Run the Void Payments Report any time after the void has been processed. See: Running the Void Payments Report, page 5-30

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.

Running the Void Payments Report

Run the Void Payments report when you want to show details of cancelled cheque/check payments.

You run this report in the Submit Requests window.

To run the Void Payments report:

1. In the Name field, select Void Payments Report
Irish Payroll: select IE Void Payments Listing
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. US users can optionally select a GRE at this point. If you leave these fields blank the report will return information on all payrolls for the period chosen.
4. Choose the Submit button.

Making External/Manual Payments

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

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

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

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

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

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

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 5-35

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 5-41

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 5-35

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 5-32

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 5-43

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 determine the processing of outstanding retrospective payments, see Viewing RetroPay Status and History., page 5-41

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 5-40

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 5-37

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 5-38

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 1-5.

- 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 5-43

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 5-40

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 5-43

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 identifies 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 5-45 (if applicable).
2. Set Up Advance Pay for Batch Assignments, page 5-46 (if applicable).
3. Run the Advance Pay Listing Report, page 5-47
4. Run the Advance Pay Process, page 5-47.
5. View the results of the Advance Pay process, page 5-48

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 5-52

See Variance Operators and How You Can Use Them, page 5-52

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 5-26

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, <i>Variance Value (+/-)</i> 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, <i>Less than</i> 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, <i>Less than or equal</i> 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, <i>Equal</i> 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, <i>Greater than</i> 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, <i>Greater than or equal</i> 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 1-5 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 5-63
Roll back processes for many employees (defined as an assignment set)	Rolling Back a Process from the Submit Requests Window, page 5-63
Roll back an assignment process for an individual employee	Rolling Back a Process from the Assignment Processes Window, page 5-63

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 1-5.

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.

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 as these 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.

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 Supplier 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. Choose the Tax Information button.
4. Choose the Tax information button from the Federal Tax Rules <Employee> window.
5. Choose the Tax information button from the State Tax Rules <Employee> window.
6. Choose the Tax information button from the County Tax Rules <Employee> window.

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 Statutes (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 Statutes 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. Choose the Tax Information button.
4. Choose the Tax information button from the Federal Tax Rules <Employee> window.
5. Choose the Tax information button from the State Tax Rules <Employee> window.

Court Orders

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.

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.

EE04 Reports (US)

Run this report for state and local governments.

EE05 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 Mutilés de Guerre et Assimilés) (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 submitted 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 States 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 States 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 to 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 to 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 to 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 your 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 1099R 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 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 than 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 Ministère du Revenu du Québec, 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 Ministère du Revenu du Québec.

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 Ministère du Revenu du Québec 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 Ministère du Revenu du Québec 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.

Transcendentive

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.

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