Oracle® Human Resources Management Systems

Payroll Processing Management Guide (Canada)

Release 12.1

Part No. E13487-09

May 2015

ORACLE

Oracle Human Resources Management Systems Payroll Processing Management Guide (Canada), Release 12.1

Part No. E13487-09

Copyright © 2012, 2015, Oracle and/or its affiliates. All rights reserved.

Primary Author: Gowri Arur

Contributing Author: John Lawson, John Woodward, Ingrid Herale, Subbu Kuttetira

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Xeon are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Opteron, the AMD logo, and the AMD Opteron logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, delivered to U.S. Government end users are "commercial computer software" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, shall be subject to license terms and license restrictions applicable to the programs. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

This software or hardware and documentation may provide access to or information on content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services.

Contents

Send Us Your Comments

Preface

1 Payrolls

Payrolls Overview 1-1
Payrolls 1-2
Payroll Definition 1-3
Consolidation Sets 1-3
Exchange Rates 1-3
Assignment Sets 1-4
Further Payroll Information Window 1-5
Selecting Exchange Rate Types for a Business Group 1-6
Defining Consolidation Sets 1-7
Changing Consolidation Sets 1-7
Defining an Assignment Set Using Formula Criteria 1-8
Defining an Assignment Set by Including or Excluding Assignments 1-11
Defining a Payroll 1-11
Deleting Payrolls 1-14
Setting Up Payroll Contact Information 1-14
Allocating Payroll Contacts 1-15
Adjusting a Balance 1-15

2 Payroll Payment and Distributions

Payroll Payment and Distributions Overview 2-1
Payroll Payment and Distributions 2-1

Payment and Distributions 2-4
Payment Methods for Your Enterprise 2-4
Cash Management and Oracle Payroll 2-6
Payslip Modeler Overview 2-7
Setting Up Integration of Cash Management with Oracle Payroll for EFT Reconciliation 2-7
Defining a Payment Method 2-8
Viewing Statement of Earnings 2-11
Setting Up Payslip Information and Generating Payslips 2-13
Extracting Information to Appear on the Payslip 2-14
Running the Pay Advice Alignment Report 2-15
Running the Payments Summary Report 2-16
Running the Pay Advice Report 2-16
Setting Up Payslip Modeler 2-17

3 Payroll Statutory Deductions and Reporting

Payroll Statutory Deductions and Reporting Overview 3-1
Payroll Statutory Deductions and Reporting 3-1
Taxes 3-4
Tax Information for GREs 3-4
Tax Data for Employees 3-4
Taxability Rules for Earnings and Deductions Categories 3-5
Rules for Workers' Compensation 3-5
Rules for Provincial Medical Plans 3-6
Tax Withholding Methods 3-6
Tax Calculation Process 3-7
Tax Balances 3-8
Tax Information for an Employee Assignment 3-12
Assignment Location Rules Overview 3-13
Changing Taxability Rules for an Earnings Type 3-14
Changing Taxability Rules for a Taxable Benefit 3-15
Changing Taxability Rules for a Pre-Tax Deduction 3-16
Configuring WCB Accounts 3-17
Entering Federal Tax Information for an Employee 3-17
Entering Federal Tax Rules for a GRE 3-20
Setting the EI Rate for a GRE 3-20
Feeding Balances for Year End Reporting 3-20
Entering Provincial Tax Information For a PRE 3-21
Entering Provincial Tax Information for an Employee 3-21
Tax Balances 3-23
Introduction to Balance Adjustment 3-23

Year End and Tax Balances ... 3-24
Reasons For Balance Adjustments ... 3-36
Geocodes ... 3-37
Tax Balances Form ... 3-41
Setting Up the Tax Balance Adjustment Elements ... 3-43
Determining the Geocode Jurisdiction Code ... 3-54
Viewing Tax Balances ... 3-55
Performing Balance Adjustments ... 3-56
Reversing Federal Taxes ... 3-56
Deleting a Tax Balance Adjustment ... 3-56
End of Period Processing ... 3-58
End of Year Processing ... 3-58
Year Begin Processing ... 3-59
Pre-Archival Reports ... 3-59
Year End Preprocessing ... 3-60
Year End Preprocess ... 3-60
Managing the Year End Preprocess ... 3-62
Post Archival Reporting ... 3-67
Post-Archival Reports ... 3-67
Year End Archive Missing Assignments Report ... 3-67
Year End Exception Report ... 3-69
Identifying Missing Employees to Add to the Year End Preprocess ... 3-72
Running the Year End Exception Report ... 3-73
T4 Processing ... 3-75
T4 Slip ... 3-75
T4 Slip Box Information ... 3-78
Reducing Box 14 Balances ... 3-81
Reporting Employees with No Gross Earnings on the T4 ... 3-81
T4 Register Reporting ... 3-82
T4 Register Reporting ... 3-82
Running the T4 Register Report ... 3-83
Running the Federal T4 Slip and Magnetic Media ... 3-84
T4A Processing ... 3-90
T4A Slip ... 3-90
T4A Slip Box Information ... 3-93
Reporting Employees with No Gross Earnings on the T4A ... 3-95
T4A Register Reporting ... 3-96
T4A Register Reporting ... 3-96
Running the T4A Register Report ... 3-97
Running the Federal T4A Slip and Magnetic Media ... 3-98
Federal Year End Amendments and Cancellations ... 3-103

Federal Year End Amendments and Cancellations....3-103
Running the Federal Year End Amendment Preprocess....3-105
Retrying the Federal Year End Amendment Preprocess....3-107
Rolling Back the Federal Year End Amendment Preprocess....3-108
Running the T4/T4A Amendment Register Report....3-108
Running the T4/T4A Amendment PDF....3-110
Running the T4/T4A Cancellation PDF....3-115
Running the T4/T4A Amendment Magnetic Media....3-120
Running the T4/T4A Cancellation Magnetic Media....3-121
Running the T4 Amendment Paper Report....3-122
Running the T4A Amendment Paper Report....3-123
RL-1 Processing....3-125
RL-1 Year End Slip....3-125
RL-1 Slip Box Information....3-127
Reducing Box A Balances....3-128
Reporting Employees with No Gross Earnings on the RL-1....3-129
RL1 Register Reporting....3-130
RL1 Register Reporting....3-130
Running the RL1 Register Report....3-130
Running the Provincial RL1 Slip and Electronic Interface....3-132
RL-2 Processing....3-138
RL-2 Year End Slip....3-138
RL-2 Slip Box Information....3-140
Reporting Employees with No Gross Earnings on the RL-2....3-141
RL2 Register Reporting....3-143
RL2 Register Reporting....3-143
Running the RL2 Register Report....3-144
Running the Provincial RL2 Slip and Electronic Interface....3-145
Provincial Footnotes....3-151
Provincial Footnote Report....3-151
Running the Provincial Footnote Report....3-151
Provincial Year End Amendments and Cancellations....3-153
Provincial Year End Amendments and Cancellations....3-153
Running the Provincial Year End Amendment Preprocess....3-156
Retrying the Provincial Year End Amendment Preprocess....3-157
Rolling Back the Provincial Year End Amendment Preprocess....3-158
Running the RL1 Amendment Register Report....3-158
Running the RL2 Amendment Register Report....3-159
Running the RL1 Amendment PDF....3-161
Running the RL2 Amendment PDF....3-163
Running the RL1 Amendment Paper Report....3-165

Running the RL2 Amendment Paper Report 3-166
Running the RL1 Amendment Electronic Interface 3-167
Running the RL2 Amendment Electronic Interface 3-167
Running the RL1 Cancellation PDF 3-168
Running the RL2 Cancellation PDF 3-169
Running the RL1 Cancellation Electronic Interface 3-171
Running the RL2 Cancellation Electronic Interface 3-172
Misc. End Of Year Information 3-174
Printing Reports Using the PASTA Printer Driver 3-174
Setting Printer Styles for End of Year Processes 3-174
Making Changes on the Magnetic Media 3-175
Rolling back the Magnetic Media Process 3-175
Retrying the Magnetic Media Process 3-176

4 Payroll Processing and Analysis

Payroll Processing and Analysis Overview 4-1
Payroll Processing and Analysis 4-3
The Payroll Run 4-6
Process Part of a Payroll 4-6
Continuous Calculation 4-8
Event Group Qualification 4-8
Payroll Process Workflow 4-9
Multiple GRE Payroll Processing 4-15
Using the Payroll Process Workflow 4-20
Starting a Payroll Run 4-21
Setting Up Continuous Calculation 4-22
Running the Continuous Calculation Process 4-22
Running QuickPay 4-23
Running the Generate Run Balances Process 4-24
Performing Run Balance Diagnostics 4-25
Adjusting Run Balances 4-27
Configuring Employee Statutory Information 4-27
Post Processing for a Payroll 4-30
Post-Processing for a Payroll 4-30
Data Locks for Payroll Processes 4-32
Payroll Register Report 4-32
Running Post-Run Processes for QuickPay 4-39
Viewing Payroll Process Results 4-39
Printing the Payslip 4-41
Running the Employee Assignments Without Payroll Report 4-42

Running the Payroll Actions Not Processed Report..... 4-42
Running the Employee Assignments Not Processed Report..... 4-43
Running the Element Register Report..... 4-43
Entering Payroll Archiver Level Information..... 4-45
Running the Canadian Payroll Archiver..... 4-45
Direct Deposit..... 4-46
Deposit Advice Report..... 4-47
Reconciling Payments..... 4-47
Running the Payment Report..... 4-48
Running the PrePayments Process..... 4-49
Payroll Register Reporting..... 4-51
Defining the Profile Option for Pay Annualization..... 4-52
Setting Up Custom BI Publisher Templates for Canadian Payroll..... 4-52
Running the Canadian Cheque Writer (XML) Process..... 4-63
Running the Canadian Deposit Advice (XML)..... 4-64
Running the Canadian Third Party Cheque Writer (XML)..... 4-65
Running the Cheque Writer Process..... 4-66
Setting Printer Styles for Cheque Writer and Deposit Advice..... 4-67
Running the Void Cheque/Check Payments Process..... 4-67
Reissuing a Voided Cheque..... 4-68
Running the Cheque Listing Report..... 4-69
Running the Void Payments Report..... 4-69
Running the Payroll Cheque/Check Payment Report..... 4-69
Voiding Magnetic Tape Payments..... 4-70
Making External/Manual Payments..... 4-71
Viewing Tax Deductions..... 4-71
Viewing Non-Tax Deductions..... 4-72
Quebec Health Services Reporting..... 4-74
Provincial Medical Reporting..... 4-75
Workers' Compensation Reporting..... 4-76
Business Payrolls Survey..... 4-77
Payroll Exception Reporting (Canada)..... 4-78
Record of Employment..... 4-82
Record of Employment..... 4-82
Setting Up Elements for ROE..... 4-88
Setting Up the ROE – Magnetic Media Process..... 4-93
Setting Up the Record of Employment Interface Process..... 4-94
Marking Employees for Inclusion in the Record of Employment..... 4-94
Running the Record of Employment for Employees or Assignment Set..... 4-95
Running the ROE-Magnetic Media Process..... 4-99
Running the Record of Employment Interface Process..... 4-101

RetroPay Processing 4-103
Overview of RetroPay Processing 4-103
RetroPay Processes Available in Oracle Payroll 4-106
When to Run the RetroPay Process 4-108
Troubleshooting RetroPay 4-110
Setting Up Retro-Notification and RetroPay 4-114
Setting Up the Retro-Notifications Report 4-117
Setting Up RetroPay by Element 4-119
Setting Up RetroPay by Run and RetroPay (by Aggregate) 4-119
Setting up Retro Elements for Overtime 4-121
Setting Up Enhanced RetroPay with Component Usages and Element Time Spans 4-123
Setting Up Overlapping RetroPay Using Balance Adjustments 4-128
Understanding the Sequence of Your RetroPay Activities 4-129
Viewing RetroPay Status and History 4-132
Running the Retro-Notifications Report 4-135
Running the Retro-Notifications Report (Enhanced and Enhanced PDF) 4-137
Running Enhanced RetroPay 4-138
Running RetroPay by Element 4-138
Running RetroPay by Run or by Aggregate 4-139
Running Quick RetroPay 4-140
Exception Reporting 4-141
Payroll Exception Reporting: Overview 4-141
Examples of Exception Report Setup 4-143
Running the Payroll Message Report 4-144
Reconciling Payments 4-145
Setting Up Exception Reports 4-146
Grouping Exception Reports 4-151
Running an Exception Report, or Exception Report Group 4-152
Retries, Reversals and Rollbacks 4-154
Correction of Run Results: Rollbacks 4-154
Correction of Run Results: Retries 4-155
Correction of Run Results: Reversals 4-156
Marking and Retrying Payroll Runs and Other Processes 4-157
Marking a Group of Employee Assignments for Retry 4-157
Correcting Run Results: Reversals 4-158
Running the Batch Reversals Process 4-158
Retrying a Payroll Run or Other Payroll Process 4-159
Rolling Back Payroll Runs and Other Processes 4-159
Rolling Back a Process from the Payroll Processes Window 4-159
Rolling Back a Process from the Submit Requests Window 4-160
Rolling Back a Process from the Assignment Processes Window 4-160

Setting Up the Payroll Purge Process....4-160
Running the Upgrade Action Contexts Process....4-161
Running the Purge Preparation Phase....4-161
Running the Purge Deletion Phase....4-162
Running the Purge Process Events Process....4-162
Workforce Intelligence (HRMS) for Payroll Processing and Analysis....4-164
Costing Detail Workbook....4-164
Costing Summary Workbook....4-165
Element Detail Workbook....4-165
Element Link Detail Workbook....4-166
Employee Assignments Without Payroll Workbook....4-167
Employee Assignments Not Processed Workbook....4-168
Employee Payment Methods Workbook....4-169
Organization Payment Methods Workbook....4-169
Payroll Message Workbook....4-170

5 Payroll Event Rules

Payroll Event Rules Overview....5-1
Payroll Event Rules....5-2
Triggers, Events and Parameters....5-3
Database Triggers....5-3
Process Parameters....5-4
Defining Dynamic Triggers....5-5
Grouping Dynamic Triggers into Legislative Functional Areas....5-7
Making Table Event Updates....5-8
Maintaining Parameters and Parameter Groups for Payroll Processes....5-9

HRMS Glossary

Index

Send Us Your Comments

Oracle Human Resources Management Systems Payroll Processing Management Guide (Canada), Release 12.1

Part No. E13487-09

Oracle welcomes customers' comments and suggestions on the quality and usefulness of this document. Your feedback is important, and helps us to best meet your needs as a user of our products. For example:

- Are the implementation steps correct and complete?
- Did you understand the context of the procedures?
- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
- Do you need different information or graphics? If so, where, and in what format?
- Are the examples correct? Do you need more examples?

If you find any errors or have any other suggestions for improvement, then please tell us your name, the name of the company who has licensed our products, the title and part number of the documentation and the chapter, section, and page number (if available).

Note: Before sending us your comments, you might like to check that you have the latest version of the document and if any concerns are already addressed. To do this, access the new Oracle E-Business Suite Release Online Documentation CD available on My Oracle Support and www.oracle.com. It contains the most current Documentation Library plus all documents revised or released recently.

Send your comments to us using the electronic mail address: appsdoc_us@oracle.com

Please give your name, address, electronic mail address, and telephone number (optional).

If you need assistance with Oracle software, then please contact your support representative or Oracle Support Services.

If you require training or instruction in using Oracle software, then please contact your Oracle local office and inquire about our Oracle University offerings. A list of Oracle offices is available on our Web site at www.oracle.com.

Preface

Intended Audience

Welcome to Release 12.1 of the *Oracle Human Resources Management Systems Payroll Processing Management Guide (Canada)*.

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

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

  If you have never used Oracle HRMS, Oracle suggests you attend one or more of the Oracle HRMS training classes available through Oracle University
- Oracle Self-Service Web Applications.
- The Oracle Applications graphical user interface.

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

See Related Information Sources on page xiv for more Oracle E-Business Suite product information.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For

information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

Structure

1 Payrolls
2 Payroll Payment and Distributions
3 Payroll Statutory Deductions and Reporting
4 Payroll Processing and Analysis
5 Payroll Event Rules
HRMS Glossary

Related Information Sources

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 E-Business Suite User's Guide

This guide explains how to navigate, enter data, query, and run reports using the user interface (UI) of Oracle E-Business Suite. This guide also includes information on setting user profiles, as well as running and reviewing concurrent requests.

Guides Related to This Product

Oracle Daily Business Intelligence for HRMS User Guide

This guide describes the dashboards and reports available for HR Line Managers, Chief HR Officer, Budget Managers, and Benefits Managers using Daily Business Intelligence for HRMS. It includes information on using parameters, how DBI for HRMS derives values, and how to troubleshoot dashboards and reports.

Oracle Daily Business Intelligence for HRMS Implementation Guide

This guide provides basic setup procedures for implementing and maintaining HRMS-related dashboards.

Oracle Daily Business Intelligence Implementation Guide

This guide describes the common concepts for Daily Business Intelligence. It describes the product architecture and provides information on the common dimensions, security considerations, and data summarization flow. It includes a consolidated setup checklist

by page and provides detailed information on how to set up, maintain, and troubleshoot Daily Business Intelligence pages and reports for the following functional areas: Financials, Interaction Center, iStore, Marketing, Product Lifecycle Management, Projects, Procurement, Sales, Service, Service Contracts, and Supply Chain.

Oracle Daily Business Intelligence User Guide

This guide describes the common concepts for Daily Business Intelligence. It describes the product architecture and provides information on the common dimensions, security considerations, and data summarization flow. It includes a consolidated setup checklist by page and provides detailed information on how to set up, maintain, and troubleshoot Daily Business Intelligence pages and reports for the following functional areas: Financials, Interaction Center, iStore, Marketing, Product Lifecycle Management, Projects, Procurement, Sales, Service, Service Contracts, and Supply Chain.

Oracle Application Framework Personalization Guide

Learn about the capabilities of the OA 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 Guide

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 implement Oracle HRMS successfully in your enterprise.

Oracle Human Resources Management Systems FastFormula User Guide

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

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

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

Oracle Performance Management Implementation and User Guide

Learn how to set up and use performance management functions. This includes setting objectives, defining performance management plans, managing appraisals, and administering questionnaires.

Oracle Succession Planning Implementation and User Guide

Learn how to set up and use Succession Planning functions. This includes identifying succession-planning requirements, using talent profile, suitability analyzer, and performance matrices.

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.

Oracle Human Resources Management Systems Approvals Management Implementation Guide

Use Oracle Approvals Management (AME) to define the approval rules that determine the approval processes for Oracle applications.

Oracle Human Resources Management Systems Window Navigation and Reports Guide

This guide lists the default navigation paths for all windows and the default reports and processes as they are supplied in Oracle HRMS.

Oracle iRecruitment Implementation and User Guide

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

Oracle Learning Management User Guide

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.

Oracle Labor Distribution User Guide

Learn how to maintain employee labor distribution schedules, distribute pay amounts, encumber (commit) labor expenses, distribute labor costs, adjust posted labor distribution, route distribution adjustment for approval, and manage error recovery processes. You also learn how to set up effort reporting for Office of Management and Budget (OMB) compliance.

Other Implementation Documentation

Oracle Workflow Administrator's Guide

This guide explains how to complete the setup steps necessary for any product that includes workflow-enabled processes. It also describes how to manage workflow processes and business events using Oracle Applications Manager, how to monitor the progress of runtime workflow processes, and how to administer notifications sent to workflow users.

Oracle Workflow Developer's Guide

This guide explains how to define new workflow business processes and customize existing Oracle E-Business Suite-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 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 E-Business Suite Flexfields Guide

This guide provides flexfields planning, setup, and reference information for the Oracle E-Business Suite implementation team, as well as for users responsible for the ongoing maintenance of Oracle E-Business Suite 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 My Oracle Support.

Integration Repository

The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a complete catalog of Oracle E-Business Suite's business service interfaces. The tool lets users easily discover and deploy the appropriate business service interface for integration with any system, application, or business partner.

The Oracle Integration Repository is shipped as part of the Oracle E-Business Suite. As your instance is patched, the repository is automatically updated with content appropriate for the precise revisions of interfaces in your environment.

Do Not Use Database Tools to Modify Oracle E-Business Suite Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle E-Business Suite 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 E-Business Suite data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle E-Business Suite tables are interrelated, any change you make using an Oracle E-Business Suite form can update many tables at once. But when you modify Oracle E-Business Suite data using anything other than Oracle E-Business Suite, 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 E-Business Suite.

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

1

Payrolls

Payrolls Overview

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

Payrolls in Oracle HRMS

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

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

Key Concepts

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

- Consolidation sets, page 1-3
- Assignment sets, page 1-4
- Element sets and distribution sets, *Oracle HRMS Compensation and Benefits Management Guide*

Reporting on Payrolls

See Reports and Processes in Oracle HRMS, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

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 window.

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.

How do you synchronise a payslip with the official payment date?

Use the payslip offset on the Define Payroll window to specify the number of days between the completion of your payroll processes and the availability of employee payslips.

Payroll Definition

Consolidation Sets

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

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

Use consolidation sets 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.

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.

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. You maintain daily rates in Oracle General Ledger.

See: Entering Daily Rates, *Oracle General Ledger User's Guide*

You can associate a daily rate 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 is automatically 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 you create a business group, 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 Selecting Exchange Rate Types for a Business Group, page 1-6

Assignment Sets

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.

  Important: To define an assignment set for a benefits eligibility profile, you must enter information about the person to be included or excluded in both the Amendment and Criteria windows.

  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, page 1-11

Further Payroll Information Window

When defining a payroll, the Further Payroll Information window contains additional information for your payroll.

See: Defining a Payroll, page 1-11

You can specify the following general payroll criteria:

- Tax Multiple Payments as One: If you make multiple regular payments to employees in a single pay period, this option determines how Oracle Payroll taxes those payments.

  Select Yes if you want to base the second payment's taxation on the period to date taxable wages instead of the taxable wages of the current payment.

  Select No to calculate federal and provincial tax based on the current payment amount.

  > **Note:** When set to Yes, you must enter additional tax amounts for all assignments. When set to No, the additional tax amount is only entered on one assignment.
  >
  > See: Entering Federal Tax Information for an Employee, page 3-21.

- Terminate Seeded Earnings By: Use this field to select a termination rule for the seeded earnings types Regular Salary and Regular Wages. Your selection here overrides the value selected for the business group.

  If you select First Pay After Term Date, Oracle Payroll uses the actual termination date on the end employment form.

  If you select Last Standard Process Date, Oracle Payroll uses the Last Standard Process date on the end employment form.

- HR/Payroll Representative: If you select Further Payroll Information for the HR: HR/Payroll Representative Source profile option, enter the name of the contact person who should receive workflow notifications from SSHR (such as when an employee enters an exception on the Online Tax form).

Configuring the Record of Employment

When setting up your Record of Employment (ROE) report, you must define the ROE contacts for each payroll in the Further Payroll Information window.

See: Running the Record of Employment, page 4-95

You can specify the following ROE report parameters:

- ROE Contact Person: Appears in Block 16 of the ROE under "For Further Information, Contact." This list of values displays only those employees that have been hired as of the session date. This field is mandatory.

- ROE Contact Telephone: Appears in Block 16 of the ROE under "For Further Information, Telephone Number."

- ROE Name of Issuer: Appears in Block 22 of the ROE under "Name of Issuer."

  Note: The date of issue does not appear on the ROE worksheet; however, the Effective Date you specify when running the Record of Employment process is transferred to the ROE laser and ROE Web software and appears on the printed form.

- Correspondence Language: Appears in Block 20 of the ROE under "Communication preferred in."

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 EXCHANGE_RATE_TYPES table.

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*.

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 an Assignment Set Using Formula Criteria

Use the Assignment Set window to define your set.

To define an assignment set using criteria for a formula:

1. Enter a unique name for the set.
2. Do *one* of the following:
   - If you are defining an assignment set for payroll processing, select a payroll. You cannot process an assignment set drawn from more than one payroll.
   - If you are defining an assignment set for other purposes, selecting a payroll is optional. If you select a payroll, the formula generated from your selection criteria will select assignments from this payroll only. If you do not select a payroll, the formula will select assignments from the whole business group.
3. Save the new set and click Criteria.
4. In the Assignment Criteria window, enter one criterion in each row, and join the criteria with AND or OR in the Condition field.

   Field details are:

Field	Description
No.	The sequence number of each condition in your rule. If you use sequence numbers that are multiples of 10, it will be easier to insert new conditions later.
Condition	Leave the first row blank. Enter AND or OR for second and subsequent rows.
Database Item	Select database items as variables for your definition. All database items are prefixed by an ampersand [&].
Operator	Select operators to determine relationships between database items or values. See the following table for details
Value/Database Item	Select database items for the second variable. Alternatively, you can enter a fixed value of the same type as the database item.

Operator details are:

Operator	Symbols	Meaning
Equals	=	Condition is true if both expressions have exactly the same value. For text, the case of the expression must be the same. For example: "Smith" is not equal to "SMITH".
Not Equal	!=	Condition is true if the result of the first expression does NOT have the same value as the result of the second expression.

Operator	Symbols	Meaning
Greater Than	>	Condition is true if the first expression is alphabetically after, is numerically greater than, or is a later date than the second expression.
Less Than	<	Condition is true if the first expression is alphabetically before, is numerically lesser, or is an earlier date than the second expression.
Greater Than or Equal To	>=	Condition is true if either the greater than OR the equal to operator returns a true result.
Less Than or Equal To	<=	Condition is true if either the less than OR the equal to operator returns a true result.

Example

For example: The following is a definition for an assignment set of employees with salaries between 16,000 and 24,000:

No.	Condition	Database Item	Operator	Value/ Database Item
10		&SALARY_PAY_VALUE_ENTRY_VALUE	>=	16000
20	AND	&SALARY_PAY_VALUE_ENTRY_VALUE	<=	24000

5. Save your criteria, and click Generate to generate the formula.

   You can view and edit the formula in the Formula window. Its name is the same as the assignment set name.

6. If you want to include or exclude individual assignments from the set defined by your criteria, choose the Amendment button. Select the assignments you want to include or exclude from the set.

   Note: The list of assignments you see in this window is either all the assignments in the business group or, if you selected a payroll, all the assignments to that payroll. It does not show the assignments matching your criteria since these are identified dynamically each time the formula runs.

7. Save the set.

Defining an Assignment Set by Including or Excluding Assignments

Use the Assignment Set window to define your set.

To define a set by including or excluding assignments:

1. Enter a unique name for the set.
2. If you are defining a set for payroll processing, select a Payroll.
3. Save the new set.
4. Click Amendment.
5. Do one of the following:
   - If you want to create a small set of assignments, select Include in the Inc/Exc field and select all the assignments for the set.
   - If you want to start from the full set of assignments for the payroll or Business Group, select Exclude in the Inc/Exc field and select assignments to remove from the set.

   Do not create a mixture of Include and Exclude rows if you have not entered criteria and generated a formula.
6. Save your set.

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. You can also set the Payslip offset to determine when employees can view payslip information.

   - 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.

   - A payslip offset, reckoned from the completion date for your payroll processes is always a positive number to enable you to prevent employees from viewing payslips before the official payment date. For example, if the payroll processes complete on 15th May, and employees do not receive payment until 20th May, you can enter an offset of 5 to align the payslip date to the payment date.

   These offsets are the defaults for the calendar. You can manually make date changes in the calendar (such as when an offset date falls on a weekend or holiday, by choosing Period Dates).

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 ledger 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 *Oracle HRMS Workforce, Sourcing, Deployment, and Talent Management Guide*

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.

Setting Up Payroll Contact Information

1. Use the Information Types Security form to add the Payroll Contact Extra Information Type (EIT) to your Responsibility.

   See: Responsibilities, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

2. Write a formula to specify your criteria for allocating payroll contacts to employees.

See: Sample Formula for Payroll Contact, *Oracle HRMS FastFormula User Guide*

3. Run the Allocate Payroll Contact concurrent program. You supply this program with date on which the contact becomes effective, and a formula containing the allocation rules. The program runs as a batch process on all assignments in the business group.

   See Allocating Payroll Contacts, page 1-15

Allocating Payroll Contacts

Use the Allocate Payroll Contact concurrent program to generate payroll contact information for your employees. Your enterprise can store multiple methods of allocating a payroll contact. For example, payroll contacts can derive from:

- Alphabetical range - where all employees with names from A to E have one named payroll contact, whereas employees with names from F to J have a different contact.
- Organizational criteria - where all employees in the Accounting department have one named payroll contact whereas employees in the Marketing department have a different contact.

You store these separate allocation criteria in separate formulas, and then use the Allocate Payroll Contact concurrent program to select the formula that contains your preferred criteria.

To allocate payroll contacts:

1. Enter the effective date. The date that you supply determines which assignments receive a payroll contact. For example, if you enter 18-MAY-2005 the allocation applies for all assignments with this effective date, provided that they meet the criteria that your formula specifies..
2. Select the formula that contains your allocation criteria. You can select any formula of the Payroll Contact type, and these are the only formula types that appear in the list of values.
3. Click OK.

   Alternatively, you can allocate a payroll contact by navigating to the Extra Assignment Information window, selecting the Payroll Contact information type, and modifying the payroll contact details in the Details descriptive flexfield.

Adjusting a Balance

Balance adjustments can be made to any user balance and to assignment level predefined balances. You can make adjustments to balances of any unit type, and when

you adjust a balance there is no requirement for you to carry out further processing actions. However, Oracle Payroll processes the results of money balance adjustments in such a way that you can easily pay the value of an adjustment to an employee if you require.

When you save your adjustment, it processes like a payroll run with just one entry, and the value you enter becomes a processed run result. When you select a consolidation set for the adjustment, the system labels the run result for prepayments processing, in the same way that it labels the results of payroll runs and QuickPay runs.

You adjust balances in the Adjust Balance window.

To adjust a balance:

1. Query the assignment for which you want to adjust the balance.

2. Set the effective date to when you want to adjust the balance.

   The window displays your current effective date. If the assignment is to a payroll, it also displays the corresponding payroll processing period.

3. Select the element whose pay or input values you want to change, and update the entry values as you require.

4. Select a consolidation set to control further post-run processing.

   The default consolidation set displays automatically but you can select another set. This is a required field even for balance adjustments that do not require further post-run processing.

5. Check the Costed check box and select the Costing field if you want to cost the balance adjustment. This enables you to enter costing details by using the Cost Allocation key flexfield.

6. Save your changes.

   Oracle Payroll applies the adjustment by creating a processed run item equivalent to the adjustment value you entered. The option buttons display the progress of the adjustment's processing.

   > **Note:** If the transaction finally shows Error, check that the units of measure for the entry values are correct. If they are, consult your system administrator.

2

Payroll Payment and Distributions

Payroll Payment and Distributions Overview

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

Payroll Payment and Distributions in Oracle HRMS

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

Key Concepts

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

- Payment methods for your enterprise, page 2-4
- Cash Management and Oracle Payroll, page 2-6

Reporting on Payroll Payment and Distributions

See: Reports and Processes in Oracle HRMS, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Payroll Payment and Distributions

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

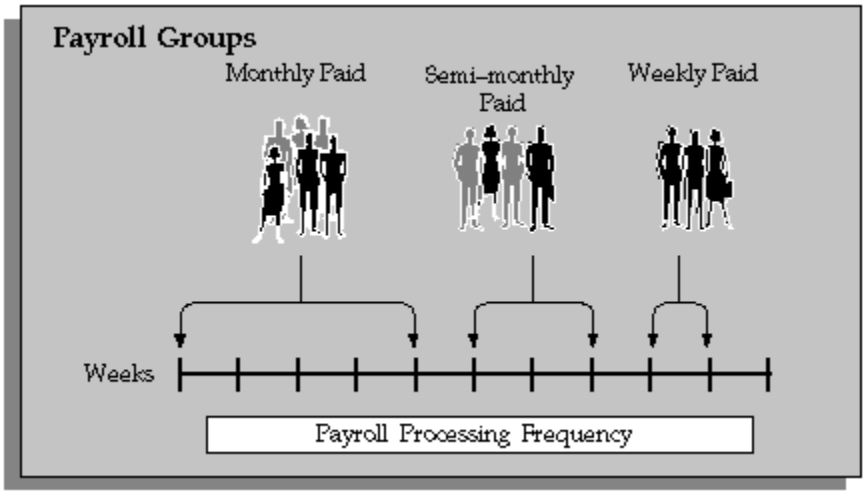
Can you verify that payments have been made?

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

Payment Methods for Your Enterprise

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 method as the default method for the payroll. To choose the payment methods for an individual employee, use the Personal Payment Method window. If you do not enter any personal payment methods, the employee is paid by the default method for the payroll.

Payment Methods and Payment Types

Any payment method that you define must belong to one of the payment method types that your enterprise supports. The most common payment method types are:

- Direct Deposit
- Check/Cheque
- Cash

Your particular enterprise may support a different range of types. Additionally, there can be local variations within each type. For example, the direct deposit type is NACHA in the U.S., BACS in the U.K. and BECS in Australia.

However, in all enterprises you can define multiple payment methods for the same payment method type.

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).

Valid Payment Methods

A valid payment method is a payment method that:

- Belongs to one of the payment method types approved in your enterprise

  For example, payments by cash are not allowed in some enterprises.

- Is an accepted local variation for your enterprise

  For example, U.S. direct deposit payments can be made only by NACHA transfer and not by BACS

Payment Method Types: Required Information

When you define a payment method, always include the required information for the payment method type:

Payment Method Type	Required Information
Check/Cheque	Source bank account name and number. The source account is the account from which your enterprise makes the payment. The payee account details are only known to the payee. You do not record them in Oracle Payroll.
Direct Deposit	Source and destination account details. The destination account is the payee account. Because payments transfer directly to a named account, Oracle Payroll can make direct deposits only if you supply source and destination account details.
Cash	Coinage analysis. If your enterprise makes cash payments, you use the coinage analysis to specify the denominations of notes and coins in which employees receive payment.

Payment Methods and Employees

Each employee must have at least one valid payment method, but you can also use multiple payment methods for an individual employee.

Payment Methods and Source Bank Accounts

When you pay employees from separate source accounts, each source account must have a separate payment method. You cannot share a payment method across several different source bank accounts. However, you can create multiple payment methods for the same source bank account.

Payment Methods: Summary

Observe these guidelines when defining your payment methods:

- Each payroll must have at least one valid payment method.
- Each payroll must have a default payment method.
- Each employee must have at least one valid payment method.
- Each source account must have at least one valid payment method.

Your sequence for defining payment methods and attaching them to a payroll is:

1. Define your organizational payment methods.

   See: Defining a Payment Method, page 2-8

2. Link your organizational payment methods to a payroll.

   See: Defining a Payroll, *Oracle HRMS Payroll Processing Management Guide*

Cash Management and Oracle Payroll

Oracle Cash Management manages and controls the enterprise cash cycle. The Cash Management auto reconciliation 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 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 available only for the Payroll payment methods of checks/cheques and electronic fund transfers (such as NACHA in the U.S, Direct Deposit in India).

> **Important:** If you want to use Cash Management fully, you must install Oracle Accounts Payable and Oracle Accounts Receivable due to the interdependency of the products. All accounting functions take place in

Accounts Payable and Accounts Receivable, and Cash Management provides the engine for reconciliation and forecast.

Payslip Modeler Overview

The payslip modeler enables employees and payroll administrators to model a paycheck/payslip by running a mock payroll run.

Employees can use this feature to make decisions regarding various benefit options and savings using the estimates. They can check their estimated take-home pay based on an upcoming bonus or tax refunds.

Payroll administrators can use this feature to answer employee queries or to perform what-if analysis.

The terms Payslip Modeler or Paycheck Modeler refer to the same functionality. The application displays these terms depending on your localization.

The Payslip Modeler is not available by default for your localization. Please contact your system administrator to check if it is available for your localization.

For more information, see Using Payslip Modeler, *Oracle SSHR Deploy Self-Service Capability Guide*

See: Setting up Payslip Modeler, page 2-17

Setting Up Integration of Cash Management with Oracle Payroll for EFT Reconciliation

For setup steps to integrate Cash Management with Oracle Payroll, see the Oracle Cash Management User Guide.

Additional Steps to reconcile EFT payments for the UAE legislation:

Oracle HRMS provides a reconciliation function, pay_ae_tran_identifiers.get_eft_recon_data for AE EFT Payments (AE Direct Deposit AED). This function is predefined in the RECONCILIATION_FUNCTION column of the PAY_PAYMENT TYPES table. This function retrieves your Unique Identifier for the bank statements.

To specify your own Unique Identifier:

1. Add the following data to the lookup PAYMENT_TRX_CONC_IDENTS
   - Code: AE Direct Deposit AED
   - Meaning: <Your Unique Identifier>
   - Enabled: Y

2. Create your reconciliation function. For details on how to write a reconciliation function, refer to Creating a Reconciliation Function on My Oracle Support, with note ID 949409.1.

3. Use the HRMS Manager responsibility and navigate to the Further Payment Method Info flexfield (Payroll > Payment Methods > Others). Specify the new function name in the Reconciliation Function segment of the flexfield.

Defining a Payment Method

Use the Organizational Payment Method window to define payment methods for your enterprise.

From this window, you:

- Supply the name and starting date of your payment method.
- Enter the details of the source bank account from which your enterprise makes the payment.
- Specify the General Ledger (GL) accounts that hold reconciliation and error details for the payment method.
- Handle costing for the payment method. For example, you can specify whether to transfer the costs to GL and whether costing applies to cleared payments only, uncleared payments only, or a combination of cleared and uncleared payments.
- Confirm that your source bank account in Oracle Payroll is the same bank account that Oracle Cash Management uses to clear your payments. This confirmation assures you that you are operating with a single consistent bank account rather than with duplicate accounts that introduce accounting errors.

To define a payment method:

Supply a name and start date for your payment method

1. Set your effective date so that it reflects the date when you want to begin using this payment method.

2. Enter a name for the payment method, and select the payment method type.

   For a third-party payment method, always select the type Check/Cheque. The default currency for your business group appears automatically.

3. If an alternative currency exists for your payment method, select it.

4. If your payment method controls payments to a third party such as a benefits carrier or garnishment receiver, check the Third Party Payment box.

Enter the source bank details for your payment method

5. Navigate to the Source Bank tab. The Country for your source bank account appears automatically.

6. Enter the Bank Details field to open the Bank Details window. Enter information about the account from which your enterprise intends to make payments.

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

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

   Italy Users: You can enter the Bank Name, Bank Location, Account Number, and Account Name. The IBAN Account displays by default.

   Ensure that you enter any additional bank details that are specific to your enterprise. For example, bank details for U.S. payment methods always require a transit code. The transit code, or transit routing number is the nine-digit number that identifies the financial institution. If the transit code is incorrect, the funds will not be posted to the account.

   South Africa Users: Enter the account holder's name and indicate whether the account holder relationship is joint, own, or third party.

   Belgium, Denmark, Finland, France, Germany, Hungary, Ireland, the Netherlands, Norway, Poland, Russia, Spain, and Sweden users: Enter the Bank Identifier Code (BIC) and International Bank Account Number (IBAN) in the Bank Identifier Code and the IBAN Number fields, respectively. Note that you must enter at least one of the account numbers, that is, either the International Bank Account Number (IBAN) or the Account Number. If you enter the Account Number, then the Bank Code and Branch Code fields are mandatory.

   > **Warning:** Always review the account setup for Oracle Accounts Payable before you define the account in Oracle Payroll. The details for your Payroll account must exactly match the account details in Accounts Payable. Otherwise, Accounts Payable creates an extra account with marginally different details. This duplicate account introduces errors when you reconcile payments between Payroll and Accounts Payable.

Specify what type of payments to cost for this payment method

7. Navigate to the Costing tab. Each check box indicates a particular type of payment. Check the boxes for each type of payment that you want to cost. When you subsequently run the Costing of Payment process, it costs each type of payment as you have indicated. The entries that you make for an individual check box can imply automatic checking of related boxes. Your choices are:

    - Cost Payment: Check this box to specify that you want to cost only uncleared payments for this payment method.

    - Cost Cleared Payment: Check this box to specify that you want to cost only cleared payments for this payment method. If you check this box, the Cost Payment box is also checked by default.

    - Cost Cleared Voided Payment only: Check this box to specify that you want to cost any voided payments that have also been cleared by Oracle Cash Management. If you check this box, the Cost Payment and Cost Cleared Payment boxes are also checked by default.

    - Exclude External/Manual Payment: Check this box to exclude any external/manual payments from costing. This exclusion is useful if you are using this payment method as a dummy payment method to cancel a previous payment, or if you are making a payment by cash. If you check this box, the Cost Payment box is also checked by default.

    - Transfer to GL: Check this box to specify that costed payments should transfer to General Ledger. If you check this box, the Cost Payment box is also checked by default.

Specify the GL accounts for this payment method

8. Navigate to the General Ledger tab.

9. Select Ledger to indicate the ledger to use if you intend to reconcile payments using Oracle Cash Management.

10. Select the GL Control Account.

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

    The entry for Description appears automatically by default, depending on what you enter in the GL Cash Account details.

12. Select the Cash Clearing Account.

13. Select the Error Account.

When you first specify the GL accounts for a bank account, these then become the default GL accounts for any other payment methods that use the same bank account. The defaults apply for all new payment methods using the bank account. They also apply retrospectively for any existing payment methods that were already using the same account. However, you can override these defaults by entering your preferred GL accounts on the General Ledger tab.

At this point, check that your Payroll setup and Cash Management setup are fully integrated.

Confirm that you can reconcile payments in Cash Management

14. Navigate to the Cash Management tab. You cannot change the information on this tab, but you can confirm that your GL accounts are correct.

15. To confirm that Oracle Cash Management is operating with the same source bank account that you are using in Oracle Payroll, view the check box. If the box is checked, then Oracle Cash Management holds the bank account for this payment method, and you can reconcile payments knowing that you are using an identical account in Payroll, and in Cash Management.

    However, if the box is not checked, this indicates that Oracle Cash Management does not hold the details for your Payroll account. This may indicate that duplicate accounts exist and you should exercise caution when you reconcile your payments.

Enter further information for the payment method

16. Enter further information to determine how to process this payment method. Click in the Further Information field to see the range of further information for your enterprise.

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 displayed may vary depending on whether you have run the PrePayments process or just a payroll run.

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

The payroll run generates four types of Statement of Earnings (SOE):

- Master Assignment Action SOE for each employee and shows aggregate Year to Date balances

- Regular Payroll Run SOE for each employee and shows Period to Date and Year to Date balances
- Separate Check SOE only if employee has an element with Separate Check input value set to Yes
- Tax Separate Run SOE if employee has an element(s) with any of the following input values:
  - Separate Check set to Yes
  - Tax Separately set to Yes
  - Deduction Processing is set to other then All

Canada only: The Payroll Run SOE displays one "Master Assignment Action" master record and multiple records with second and third layer run types.

If you are processing Multiple Assignment Payments, then the PrePayment Statement of Earnings displays 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 is taken from the first assignment processed in the PrePayment process.

To view the last payroll with PrePayments run against it:

Perform one of the following:

- Select View | Statement of Earnings.
- From the Assignment window, choose Others and select Statement of Earnings.
- Choose the Statement of Earnings window in Fastpath.

To view the most recently run QuickPay results:

1. From the Assignment window, choose Others and select QuickPay.
2. Choose View Results, 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 have identified the information to archive and display, run your regular payment and archive processes and 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*

   For UK, Netherlands, and South Africa: Enter the information balances and elements through the following:

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

2. For online payslips, enter self-service preference information to indicate how you want to view them. You can specify these settings at the organization, location, and person levels.

   See: Entering Self-Service Preference Information, *Oracle HRMS Enterprise and Workforce Management Guide*, Location Extra Information Types, *Oracle HRMS Enterprise and Workforce Management Guide*, and Person Extra Information Types, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

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

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

   US, Canada, Mexico, and UAE only: Oracle Payroll uses an RTF template to produce the online payslip through XML Publisher. You can use the default template or create your own.

   See: Oracle XML Publisher Administration and Developer's Guide and Oracle XML Publisher Report Designer's Guide.

   For Ireland: To include the regular payment date of the payroll period in your online payslip, set the Visible property of the Regular Payment Date field to Yes.

4. **US, Canada, Mexico, and UAE only**: Oracle Payroll provides the ability to customize the content of your employee payslips to suit your business needs. Prior to making any changes, however, you should review the default content to best determine what changes you require. See: Payslip Region Information, *Oracle HRMS Payroll Processing Management Guide (Mexico)*

To change balances or include additional balances on the payslip:

1. From the Total Compensation menu, select Basic and then Balance.
2. Query for the element whose balance you want to add, and click Attribute.
3. Click on a new row under Attribute, and choose the attribute you want to display from the list of values. This represents where the current balance will appear on the payslip.
4. Choose a dimension from the list of values.
5. To delete an entry, select the row and click Delete.
6. Save your changes.

> **Note:** These changes do not take effect on the payslip until you rerun the Payroll Archiver Process for the affected payroll period.

Generating the Payslip

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

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

   See: Extracting Information to Appear on the Payslip, page 2-14

6. You can view the payslip online through Self-Service.
7. 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 4-41

Extracting Information to Appear on the Payslip

You run the payslip archive process to extract and gather relevant information to appear on your employees' payslips. 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.

Run this process after each payroll period to enable Self-Service. You must complete the payroll runs, prepayments, and payment processes before you can run the payslip archive process.

Netherlands, US, and Mexico only: If you are producing paper reports, use this process to view your current payslip.

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.

   Canada, China, and Netherlands: Select the Payslip Archiver.

   India: Select the Payroll Reports Archive (India).

   Mexico: Select the Payroll Archiver. See: Managing the Payroll Archiver, *Oracle HRMS Payroll Processing Management Guide (Mexico)*

   UK: See: Payslip Generation Self-Service, *Oracle HRMS Payroll Processing Management Guide (UK)*

   US: See: Managing the Payroll Archive, *Oracle HRMS Payroll Processing Management Guide*

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. **India**: Select whether you want to mail individual payslip or view consolidated payslips in the Generate Payslip field.

5. Choose Submit.

After running the Payroll Archiver, you can use the Payroll Actions Not Processed report to see what employees (and corresponding payroll processes) were not archived but did fall within the report's parameters.

Running the Pay Advice Alignment Report

Run this report before you run the Pay Advice report. It shows printer alignment details for your sample pay advice.

You run the Pay Advice Alignment report from the Submit Requests window.

To run the Pay Advice Alignment report:

1. In the Name field, select the report name.

2. Choose the Submit button.

Running the Payments Summary Report

Run this report when you want to see 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.

You run the report in the Submit Requests window.

To run the Payments Summary Report:

1. In the Name field, select the report name. Then enter the Parameters field to open the Parameters window.
2. Select the payroll and payroll period for which you want to see the information.
3. If you want to restrict the information by consolidation set, select the name of the set.
4. Choose the Submit button.

Running the Pay Advice Report

Run this report to generate pay advice for all employees for a specified payroll and period. This is a sample report which you can customize. You run it after completing the Pre-payments process for a payroll. To check printing alignment before generating pay advice run the Pay Advice Alignment report.

You run the Pay Advice report from the Submit Requests window.

To run the Pay Advice report:

1. In the Name field, select the report name. Then enter the Parameters field to open the Parameters window.
2. Select the payroll for which you want to generate pay advices.
3. Enter the period for which you want to generate pay advices and the date on which you want to generate them.
4. Do one of the following:
   - If you want to generate pay advices for all employee assignments, leave the Assignment Number field blank.
   - If you want to generate a single pay advice for an employee assignment, enter the employee assignment number.

5. Select the sort orders 1 to 6 for employees whose mailing address is set to Office/Blank.

   Note: Use the people group flexfields to capture or configure office address details.

6. Choose the Submit button.

   Note: You can also view this report from the Assignment Process Results window, where you select an individual assignment and the process you want to view the report for.

Setting Up Payslip Modeler

Before you can use the Payslip Modeler, you must ensure to set up the following:

1. Ensure to set the profile option HR: Enable Payroll Simulation to Yes to use this module. If the profile option is set to No, you cannot use the payslip modeler.

   See: User Profiles, *Oracle Human Resources Management Systems Configuring, Reporting, and System Administration Guide*

2. You can set the profile option HR: Enable Multiple Assignments for Payroll Simulation to Yes to select the secondary assignment for payslip modeling when there are multiple assignments. If set to No, then you can run the payslip modeler process on the primary assignment only.

   See: User Profiles, *Oracle Human Resources Management Systems Configuring, Reporting, and System Administration Guide*

3. You can enable or disable the payslip modeler at the Payroll level by specifying Yes in the Enable Simulation field. You cannot run a payroll run and payslip modeling simultaneously. If the Payslip Modeler is enabled, then you can set locking period, number of days prior to and after a specified date for enabling or disabling the payslip modeler. This restricts users from making updates to payroll information while modeling their payslip during a mock payroll run during the specified period.

   See: Defining Payroll, page 1-11

4. If you want to use payslip modeler then you must select the document type as Payslip Modeler, in the Self-Service Preference window at the business group level or the organization level.

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

5. If you want to restrict any elements from being processed in the modeler process, create an element set and specify the element set in the modeler Exclusion Element Set in the Self-Service Preference window at the business group level or the organization level.

   This skips the elements in the element set from being processed and the elements are not available for users to select while running the payslip modeler process.

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

6. Specify the Payroll Simulator Template in the Self Service Preference at the business group level or organization level. If no template is specified, then the application uses the default template to generate the sample payslip simulation template. Users can create their own templates associated with the Data Definition PAY<LEG_CODE>SIMPAYSLIP.

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

7. To enable an element to be available for payslip modeling, query the element and select Yes in the Enable Simulation field in the Element Extra Information window. You can enter input values for this element required for simulation in the Element Description window. Only user enterable input values are available for Payslip modeling.

   If the Multiple Entries check box is enabled for an element, then you cannot use this element for payslip modeling. Instead, create a copy of the base element, enter input values, attach the appropriate formulas and balances as the base element and then use this element for payslip modeling. Ensure that this new element is not used for payroll run.

   It is necessary to create a new element for the corresponding Multiple Entries Allowed element and setup the new element as Yes for Enable Simulation. Ensure to specify the earlier element as Original Element under Simulation Details for the new element. Enter input values, attach the appropriate formulas and balances as the new element. This is to ensure that Simulation ignores the Original element entries in Simulation run and uses only new element entry.

   Example to Understand the Restrictions on Multiple Entries Allowed Enabled Elements

   The unavailability of Yes for Multiple Entries Allowed enabled elements is an expected behavior of Paycheck Modeling.

   For example, consider an employee with an Overtime Element. This element entry is added on the days when employee works overtime. For a month, if employee does overtime for 10 days, then this element entry gets added 10 times. If the employee wants to model a paycheck and view the net take home after working overtime for 10 days or more, then it will not be practical to add 10 entries for 10 days from Paycheck Modeling page. Instead, the employee can add the total

overtime hours. Therefore an element which conveys the total overtime hours for the Pay period instead of each day can be used. If there are already some Overtime entries added to the employee in the application for current period, then it is necessary to suppress these entries when the employee tries to model Overtime hours so that Paycheck Modeling/Simulation gives desired results depending on the inputs.

To handle this scenario, the Overtime Element (the elements with Multiple Entries Allowed) is not allowed to be directly enabled for Simulation. Instead it is necessary to create a new element to support Simulation. The element created for simulation can have changes to Input Values validation. If there are any rules or validations on the maximum number of hours that can be entered, say, Overtime entries can accept maximum of 5 hours per day, these can be relaxed in new element to suit the requirement of simulation so that users can add 50 hours for complete month in single entry.

For the new element, it is necessary to specify the existing Overtime element as Original Element under Simulation Details. This will ensure that whenever employee tries to model Overtime hours using new element, any existing Overtime element entries are ignored during Paycheck Modeling/Simulation.

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

> **Note:** Please note that there is a restriction for Predefined elements being used for payslip modeling. For predefined elements, if you setup the details for a predefined element in one business group, then these details will be accessible to other business groups. For example, for predefined element Regular Salary element, if you want to enable Input Value A for one Business Group and Input Value B for other Business group, then this is not possible. This limitation occurs for predefined elements applicable to all Localizations. Therefore if there are multiple business groups, then you must define a single structure for the predefined elements.
>
> If there are custom elements, then the custom elements are accessible only for that business group.

3

Payroll Statutory Deductions and Reporting

Payroll Statutory Deductions and Reporting Overview

Oracle Payroll enables you to calculate an 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, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Payroll Statutory Deductions and Reporting

What Tax Information Must I Maintain for My Organization?

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

- Each GRE (GRE/Legal Entity) included in your Business Group
- Each PRE (Provincial Reporting Establishment) included in your Business Group

- Your employees
- Certain categories of earnings types and deductions.

What Are the Earnings and Deductions Categories?

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

What Are the Workers' Compensation?

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

What are the Provincial Medical Plans?

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

What are the Vacation Pay Wages?

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

End of Year: What Tax and Wage Reports am I Required to Submit?

Employers must report income and source deductions to the recipient and the government(s) each calendar year.

The Federal reports on income and deductions that GREs produce include:

- T4 slip: Statement of Remuneration Paid
- T4A slip: Statement of Pension, Retirement, Annuity, and Other Income

Employers must provide the T4 and T4A slips to the recipients and the information for each GRE submitted to the Canada Revenue Agency (CRA) by the last day of February of the year following the year indicated on the slips.

The provincial level reports on income and deductions that PREs produce include:

- RL-1 slip: Employment and Other Income
- RL-2 slip: Retirement and Annuity Income

You must provide the RL-1 and RL-2 slips to the recipients and the information for each PRE submitted to Ministere du Revenu, by the last day of February of the year following the year indicated on the slips.

End of Year: What are the Rules for Wage and Tax Reporting (T4s, T4As, RL-1s, RL-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 Canada Revenue Agency and the Ministere du Revenu.

Employers accomplish these reporting goals with the Statement of Remuneration Paid (T4), Statement of Pension, Retirement, Annuity and Other Income (T4A), the Employment and Other Income (RL-1), and Retirement and Annuity Income (RL-2) slips.

Oracle HRMS uses information from this slip to enforce the appropriate tax laws as legislated by federal and provincial governments.

Taxes

Tax Information for GREs

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

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

Example

If the employer issues T4, T4A, and RL-1 forms, you must establish two GREs: One for payments that are reported on a T4 and RL-1, one for payments that are reported on a T4A and RL-1.

Provincial Reporting Establishments (PRE)

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

Tax Data for Employees

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

The prerequisite to entering tax data for employees is that there must be a location associated with the organization included in the employee's primary assignment, and the location address must include a city, province, or territory and postal code. This

determines the province of employment.

See: Entering Federal Tax Information for an Employee, page 3-17 and Entering Provincial Tax Information for an Employee, page 3-21

You can also use the Rapid Implementation Spreadsheet Loader to quickly define and upload tax information for multiple employees. See the HRMS Configuration Workbench documentation for more information.

Taxability Rules for Earnings and Deductions Categories

Oracle Payroll comes with the current rules for the federal and provincial level taxability already in place for some categories of taxable benefits and pre-tax deductions. These rules are updated as necessary in subsequent releases of Oracle Payroll.

See:

Changing Taxability Rules for an Earnings Type, page 3-14Changing Taxability Rules for a Taxable Benefit, page 3-15Changing Taxability Rules for a Pre-Tax Deduction, page 3-16

Rules for Workers' Compensation

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

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

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

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

See: Configuring WCB Accounts, page 3-17 and Workers' Compensation Reporting, page 4-76

Rules for Provincial Medical Plans

The system does not come with rules in place regarding the inclusion of supplemental earnings and taxable benefit categories in a province's payroll exposure for Provincial Medical but does provide a convenient way for you to maintain this information yourself.

> **Note:** Each installation of Oracle Payroll is responsible for entering and maintaining the rules regarding the inclusion of its earnings types in the payroll exposure for Provincial Medical.

You must define the Provincial Medical exemptions and rates for each province in the Table Values window. The thresholds are seeded; however, the rates for each threshold must be entered.

Set up the Provincial Medical organizations as organizations with the "Provincial Medical Carrier" classification.

See: Entering Organization Classifications, *Oracle HRMS Enterprise and Workforce Management Guide*

Set up the Provincial Medical accounts under "PMED Account Numbers," where the province and account number are identified. This number must then be linked to a GRE as the default account.

See: Creating the Provincial Medical Account Numbers, *Oracle HRMS Enterprise and Workforce Management Guide* and Entering Provincial Medical Carrier Information, *Oracle HRMS Enterprise and Workforce Management Guide*

Tax Withholding Methods

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

At the federal level, the options are:

- Option 1 - General Tax Formula - YTD Bonus Calculation
- Option 1 - General Tax Formula - Regular Bonus Calculation
- Option 2 - Tax Formula based on Cumulative Averaging

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

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

- For Regular:
  - Regular Payments

- Cumulative Averaging Method 1

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

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

Tax Calculation Process

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

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

CPP/QPP Exemptions

Oracle Payroll calculates CPP and QPP exemptions based on the date earned of the retroactive payments. The system examines any retroactive CPP and QPP exemptions generated by the RetroPay process. If a portion of an exemption for a previous pay period has not been used, and you have run Enhanced RetroPay for that period, Oracle Payroll applies the unused exemption in addition to the current period's full exemption.

You must make sure the following elements are linked to your payrolls:

- CPP EE Retro Exemption
- CPP ER Retro Exemption
- QPP EE Retro Exemption
- QPP ER Retro Exemption

Calculation Provision and Maintenance

The tax rules used to produce the tax balances can be complex. Moreover, they are subject to frequent changes. Developing and maintaining current Canadian tax calculations at the federal and provincial levels requires researchers with specialized skills and experience. For this reason, an independent, well-established Canadian payroll tax vendor is the best source for tax calculation routines and updates. Oracle has concluded an agreement with Vertex Inc. to supply these tax calculation programs.

Each Oracle Payroll installation incorporates into the payroll run, tax calculations that

Vertex provides and maintains. The payroll run calls these calculations at the appropriate times, so that they automatically go into effect.

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

Tax Balances

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

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

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

Balance	Definition:
CPP EE BASIC EXEMPTION	CPP pay period exemption. **Note:** The exemption for each pay period is calculated by taking the annual exemption amount divided by the number of pay dates in the year. When there is an extra pay date in the year (i.e., 27 biweekly or 53 weekly), the pay period exemption decreases to accommodate the extra payment date.
CPP EE TAXABLE	Total pensionable earnings up to the annual maximum.
CPP EXCESS	Amount of CPP reduced subject earnings in excess of the annual maximum.
CPP EXEMPT	Earnings included in CPP Gross that are not subject to CPP calculations. This includes earnings for employees who are under 18 or over 70.
CPP GROSS	Total Gross earnings subject to CPP including taxable benefits.
CPP PRE-TAX REDUCTIONS	Deductions that reduce CPP Subject amount.
CPP REDUCED SUBJECT	Earnings subject to CPP calculations minus pre-tax deductions.
CPP SUBJECT	CPP Gross earnings minus CPP Exempt earnings.
EI EE TAXABLE	Total insurable earnings up to the annual maximum.
EI EXCESS	Amount of EI reduced subject earnings in excess of the annual maximum.
EI EXEMPT	Earnings included in EI Gross that are not subject to EI calculations.

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

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

Taxes with Upper Earnings Limits

The system creates two additional balances for those taxes with upper earnings limits, that is, a maximum amount of earnings above which the tax is not levied. Currently, upper earnings limits exist for Canada/Quebec Pension, Employment Insurance, and PPIP 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.

Tax Information for an Employee Assignment

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

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

Tax Records for New Hires

Each new employee must have a work location with an address that includes a city or town, province or territory, and postal code. The work location is the location of the organization included in the employee assignment.

> **Note:** This assignment may be the default assignment of the employee either to the Business Group or to the organization to which he or she

was an applicant, or may be another assignment entered as a correction to the default assignment.

The system date-effectively creates default federal and provincial tax records for each new hire, using the location of the organization included in the employee's assignment to determine their province of employment.

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

Tax Record Changes for Current Employees

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

Tax Records for Retirees

Canadian taxes on pension payments are taxed according to the retiree's province of residence, not the assignment location. If the province of residence differs from the assignment location, you can enter the retiree's province of residence as the Override Province of Employment. See: Entering Federal Tax Information for an Employee, page 3-17

Assignment Location Rules Overview

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

- Assignment has a payroll
- Assignment has a salary basis
- Assignment has a location
- Assignment is for a Canadian employee
- Assignment is associated with a GRE

Updating Assignment Location Processes

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

Changing Taxability Rules for an Earnings Type

To change taxability rules for supplemental earnings:

1. In the Level region, choose Federal to change a federal-level tax rule or choose Provincial to change a province-level tax rule.

2. If you chose Provincial, select the particular province or territory in the Province region.

3. Select the Supplemental Earnings tab.

   The Element Category column displays the categories of earnings types within the Supplemental classification.

4. For each element category, check the box under a tax heading in the Subject To region if the elements within that category are subject to the tax. Uncheck the box if they are not subject to the tax.

   > **Note:** For the Nunavut and Northwest Territories provinces, selecting boxes in the PROV column impacts the 1% payroll tax only. It does not affect the provincial portion of the federal tax. The provincial portion of the federal tax is based on the wages defined by the federal tax withholding rules.

   At the federal level, the following tax headings are enabled by default:

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

   At the provincial level, the following tax headings are enabled by default:

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

Changing Taxability Rules for a Taxable Benefit

To change taxability rules for a taxable benefit:

1. In the Level region, choose Federal to change a federal-level tax rule or choose Provincial to change a province-level tax rule.

2. If you chose Provincial, select the particular province or territory in the Province region.

3. Select the Taxable Benefits tab.

   The Element Category column displays the categories of taxable benefits within the Taxable Benefits classification.

4. For each taxable benefit category, select the box under the tax heading in the Subject To region if the taxable benefits within that category are subject to the tax. Deselect the box if they are not subject to the tax.

   > **Note:** For the Nunavut and Northwest Territories provinces, selecting boxes in the PROV column impacts the 1% payroll tax only. It does not affect the provincial portion of the federal tax. The provincial portion of the federal tax is based on the wages defined by the federal tax withholding rules.

   At the federal level, the following tax headings are enabled by default:

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

   At the provincial level, the following tax headings are enabled by default:

   - GST: Goods and Services Tax (Information only)
   - HST: Harmonized Sales Tax (Information only)
   - PMED: Provincial Medical
   - PPIP: Provincial Parental Insurance Plan
   - PPT: Provincial Premium Tax (Information only)
   - PROV: Provincial Income Tax

- PST: Provincial Sales Tax (Information only)
- QPP: Quebec Pension Plan (Quebec only)
- RSTI: Retail Sales Tax on Insurance (Information only)
- VAC: Vacationable Wages
- WCB/CSST: Workers' Compensation

Changing Taxability Rules for a Pre-Tax Deduction

To change taxability rules for a pre-tax deduction:

1. In the Level region, choose Federal to maintain federal-level tax rules or choose Provincial to maintain province-level tax rules.
2. If you chose Provincial, select the particular province or territory in the Province region.
3. Select the Pre-Tax Deductions tab.

   The Element Category column displays the Registered Pension Plan, RRSP, Union Dues, and Other seeded categories.
4. For each element category, deselect the box under the tax heading if the element category should reduce the tax. If deductions within the category should not reduce the tax, select the box.

   For example: If union dues are to reduce federal taxable wages, then deselect the FED tax box.

   > **Note:** For the Nunavut and Northwest Territories provinces, selecting boxes in the PROV column impacts the 1% payroll tax only. It does not affect the provincial portion of the federal tax. The provincial portion of the federal tax is based on the wages defined by the federal tax withholding rules.

   At the federal level, the following tax headings are selected by default:

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

   At the provincial level, the following tax headings are selected by default:

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

Configuring WCB Accounts

To specify your Workers' Compensation Board account rates and description, use the Workers Compensation Account window.

1. Open the Workers Compensation Window.
2. Query for the WCB account by account number, board, or account name.
3. Specify your account's rate code, rate, and any additional notes you want to provide.
4. Select additional rows to define additional account information.
5. Save your work.

Entering Federal Tax Information for an Employee

Use the Tax Information window to define federal tax information for employees.

You can also use the Rapid Implementation Spreadsheet Loader to quickly define and upload tax information for multiple employees. See the HRMS Configuration Workbench documentation for more information.

Note: Canadian federal tax records cannot be deleted because in order

to have taxes deducted, an employee must have federal tax records.

To enter federal tax information for an employee:

1. Open the Tax Information window.

   Default information appears for the employee in this window. The resident and work provinces display from the employee's primary residence address and work location address, respectively.

2. If the province of employment is not correct for taxation purposes, enter the appropriate province in the Override Province of Employment field.

3. Verify that the TD1 information is correct.

4. If the employee has a non-default TD1 amount, uncheck the Basic Amount Flag box and enter the appropriate amount in the Tax Credit field.

   The Basic Amount Flag is automatically checked for each person.

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

5. For those employees requesting to have additional tax deducted, enter an amount in the Additional Tax field.

   > **Note:** For employees that have multiple assignments, when the Tax Multiple Payments as One flag on the Further Payroll Information window is set to Yes, you must enter additional tax amounts for all assignments. When it is set to No, the additional tax amount is only entered on one assignment.

6. For those employees claiming deductions for living in a prescribed zone, enter the annual deduction amount in the Prescribed Zone Deduction field.

7. If Commission information is required, enter the appropriate values in the Commission information region.

8. In the Tax Exempt region, check any box that corresponds to a tax for which the employee is exempt.

   > **Note:** If the employee is under 18 or over 70, it is not necessary to

exempt them from CPP.

9. In the Income Tax region, enter any overrides that may apply by entering a tax percentage in the Override Rate or a tax amount in the Override Amount fields.

   Either of these overrides replace the calculated tax value and additional tax amounts.

10. In the Annual Deduction field, enter an annual value for child care expenses, alimony payments, and so on, that have been authorized by the CRA.

11. In the Labour Fund Contr. field, enter the annual contribution to a labour sponsored fund.

    This information defaults at the Provincial level.

12. If Commission information is required, enter the appropriate values in the Commission information region.

13. In the CPT30 Form region:

    - The CPP Election Date field must be completed if the employee is between 65 and 70 years of age, collecting CPP or QPP pension benefits and chooses to not contribute to CPP.

    - The CPP Revocation Date field is completed if the employee chooses to revoke a previous election and start contributing to CPP once again.

      Note: These date fields are enabled only for employees between the ages of 65 and 70. Only one date field must be entered. Therefore, when revoking an election, the election date must be deleted prior to the revocation date being entered.

      The date entered should be the first of the month in which deductions should stop if an election is made or the first of the month in which deductions should start if a revocation of a previous election is made.

      If a revocation is made during the year, the maximum annual CPP deduction will be prorated.

14. To indicate if the employee is a Status Indian, select Further Information and enter Yes or No.

    If you enter Yes, the employee will not be subject to Federal tax. The earnings the employee receives must feed Status Indian balances for proper year end reporting.

15. Save your work.

Entering Federal Tax Rules for a GRE

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

See Government Reporting Entities (GREs), *Oracle HRMS Enterprise and Workforce Management Guide*

To specify Federal tax rule information for your GREs:

1. Specify your Employer Identification Information.

   See Entering Employer Identification Information for a GRE, *Oracle HRMS Enterprise and Workforce Management Guide*

2. Specify your Federal Magnetic Reporting Information.

   See Entering Federal Magnetic Reporting Information for a GRE, *Oracle HRMS Enterprise and Workforce Management Guide*

Setting the EI Rate for a GRE

You can specify that certain GREs in your organization apply a customized rate for their Employment Insurance (EI) calculations.

1. In the Employer Identification window, specify the EI rate that you want your GRE to use.

See: Entering Employer Identification Information for a GRE, *Oracle HRMS Enterprise and Workforce Management Guide*

Feeding Balances for Year End Reporting

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

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

To enter a balance feed:

1. . Query the code for the year end form and/or query for a balance for the box for which you want to establish a balance feed.

2. . Press the Feeds button.

3. . The Balance Feeds window displays.

4. . Select the appropriate Element name from the list on the Balance Feeds window.

5. . Select the appropriate Input Value Name for what you want to add or feed.

6. . Select Add for the Add/Subtract field to feed a balance.

7. . Save your changes.

Entering Provincial Tax Information For a PRE

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

See Provincial Reporting Establishments (PREs), *Oracle HRMS Enterprise and Workforce Management Guide*

To enter provincial information for a PRE:

1. Specify your Provincial Information.

   See Entering Information for a PRE, *Oracle HRMS Enterprise and Workforce Management Guide*

2. Specify your Additional Provincial Information.

Entering Provincial Tax Information for an Employee

Use the Tax Information window to define provincial tax information for employees.

You can also use the Rapid Implementation Spreadsheet Loader to quickly define and upload tax information for multiple employees. See the HRMS Configuration Workbench documentation for more information.

To enter provincial tax information for an employee:

1. Default information appears for the employee in the Tax Information window. The resident and work provinces display from the employee's primary residence address and work location address, respectively.

2. Select the Provincial tab.

3. The Province defaults to the province of employment or the override province of employment, if entered on the Federal tab. Information on Labour Sponsored Funds also defaults from the Federal tab.

4. Verify that the TD1 information is correct. The Basic Amount Flag is automatically checked for each person. If the employee has a different amount, uncheck the box and enter the appropriate amount in the Tax Credit field.

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

5. There are various fields (such as additional tax, override rate and amount, prescribed zone deduction, annual deduction, and commission information) that are disabled on the provincial form for all provinces except Quebec (for Quebec, only prescribed zone deduction is disabled). These amounts are entered on the federal tab and apply to both federal and provincial (excluding Quebec) tax calculations.

6. In the Tax Exempt region, check any box that corresponds to a tax for which the employee is exempt.

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

7. In the Additional region, check any boxes that may apply. The Number of Dependants and Number of Infirm Dependants affect the tax calculation for Ontario and Manitoba only. The Spousal/Equivalent and Disability Status affect the tax calculation for Manitoba only.

8. To indicate if the employee is a tax exempt Status Indian, select Further Information and enter Yes or No. If you enter Yes, the employee will not be subject to provincial tax. A separate earning be defined for Status Indian wages with a balance feed to the proper area on the year end form. Also under Further Information is an "over 65" flag that is used in the tax calculation for Manitoba only.

9. Save your work.

Tax Balances

Introduction to Balance Adjustment

In a payroll run, the run result 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, you can view the applicable balances for federal and provincial tax jurisdictions for each employee at both the assignment and person level. You can also view the employer tax liabilities at an assignment or person level. View all tax balances within a particular GRE or tax group at the levels mentioned above (assignment or person).

There are two methods to adjust balances:

- Use the Adjust Balance form
- Use element entries to enter adjustments and run a payroll

Use tax balances for periodic employer tax reporting and tax payments as well as annual tax reporting.

> **Note:** It is recommended that you read the main body of this document before you begin any set up on your system.

Purpose

The Tax Balance Adjustment procedure demonstrates how to use the seeded tax elements to make adjustments to the balances. This procedure also demonstrates how to adjust taxes using the standard element entry form. 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 greatly decreases the time required to make balance adjustments in volume. Each element adjusts a single tax that allows the ability to now cost each tax adjustment separately.

The set up of the tax elements closely mirrors the delivered Oracle Tax Balance Form but skips fields on the Tax Balance Form that do not require an adjustment entry as they are derived from other entries. The Element Entry form only includes information associated with the tax balance adjustment to minimize confusion in data entry.

It is recommended that when you process the balance adjustments through BEE or Element Entries, run them as a separate payroll. This makes 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 features you need to satisfy the following basic business needs:

- Helps you adjust taxes using the Adjust Balance form. This facilitates the updating of the balances without impacting the payment to the employee or the statutory deduction report. Adjustments may be made for any existing element or adjustment elements, which should be set up at the time the adjustment is required.

- You can process Tax Balance Adjustments through the standard element entry form and a payroll run allowing for collection or refunding of taxes as necessary. These adjustments do NOT go through any system validation (such as annual limits) even though they are run through the payroll process. They still react as if you have entered them on the Adjust Balance Form except for the automated collection or refund of taxes. This method of balance adjustment impacts the employee payment as well as the adjustment is reflected on the statutory deductions report.

Year End and Tax Balances

Oracle Payroll uses the following balances for year end processing:

CPP Balances

- CPP EE Basic Exemption
- CPP EE Additional Basic Exemption
- CPP EE Taxable
- CPP EE Withheld
- CPP ER Basic Exemption
- CPP ER Additional Basic Exemption
- CPP ER Liability
- CPP ER Taxable

- CPP Excess
- CPP Exempt
- CPP Gross
- CPP Pre Tax Reductions
- CPP Reduced Subject
- CPP Subject
- CPP EE Additional Taxable
- CPP EE Additional Withheld
- CPP ER Additional Taxable
- CPP ER Additional Liability

EI Balances

- EI EE Taxable
- EI EE Withheld
- EI ER Liability
- EI ER Taxable
- EI Excess
- EI Exempt
- EI Gross
- EI Hours
- EI Pre Tax Reductions
- EI Reduced Subject
- EI Subject

Federal Tax Balances

- FED Exempt

- FED Gross
- FED Pre Tax Reductions
- FED Reduced Subject
- FED STATUS INDIAN Exempt
- FED STATUS INDIAN Gross
- FED STATUS INDIAN Pre Tax Reduction
- FED STATUS INDIAN Reduced Subject
- FED STATUS INDIAN Subject
- FED Subject
- FED Withheld

Provincial Tax Balances

- PROV Exempt
- PROV Gross
- PROV Pre Tax Reductions
- PROV Reduced Subject
- PROV STATUS INDIAN Subject
- PROV Subject
- PROV Withheld
- PROV Status Indian Pre Tax Reductions

PPIP Balances

- PPIP EE Taxable
- PPIP EE Withheld
- PPIP ER Liability
- PPIP ER Taxable

- PPIP Excess
- PPIP Exempt
- PPIP Gross
- PPIP Pre Tax Reductions
- PPIP Reduced Subject
- PPIP Subject

QPP Balances

- QPP EE Taxable
- QPP EE Withheld
- QPP ER Basic Exemption
- QPP ER Liability
- QPP ER Taxable
- QPP Excess
- QPP Exempt
- QPP Gross
- QPP Pre Tax Reductions
- QPP Reduced Subject
- QPP Subject
- QPP EE Additional Basic Exemption
- QPP EE Additional Taxable
- QPP EE Additional Withheld
- QPP ER Additional Taxable
- QPP ER Additional Liability

Other Balances

- Gross Earnings
- Involuntary Deductions
- Net
- Payments
- Pre Tax Deductions
- Voluntary Deductions

RL1 Balances

- RL1_BOXD
- RL1_BOXF
- RL1_BOXI
- RL1_BOXJ
- RL1_BOXK
- RL1_BOXL
- RL1_BOXM
- RL1_BOXN
- RL1_BOXO_AMOUNT_CA
- RL1_BOXO_AMOUNT_CB
- RL1_BOXO_AMOUNT_CC
- RL1_BOXO_AMOUNT_CD
- RL1_BOXO_AMOUNT_RA
- RL1_BOXO_AMOUNT_RB
- RL1_BOXO_AMOUNT_RC
- RL1_BOXO_AMOUNT_RD

- RL1_BOXO_AMOUNT_RG
- RL1_BOXO_AMOUNT_RH
- RL1_BOXO_AMOUNT_RI
- RL1_BOXO_AMOUNT_RJ
- RL1_BOXO_AMOUNT_RK
- RL1_BOXO_AMOUNT_RL
- RL1_BOXO_AMOUNT_RM
- RL1_BOXO_AMOUNT_RN
- RL1_BOXO_AMOUNT_RO
- RL1_BOXO_AMOUNT_RP
- RL1_BOXO_AMOUNT_RQ
- RL1_BOXO_AMOUNT_RR
- RL1_BOXO_AMOUNT_RS
- RL1_BOXO_AMOUNT_RT
- RL1_BOXO_AMOUNT_RU
- RL1_BOXO_AMOUNT_RV
- RL1_BOXO_AMOUNT_RX
- RL1_BOXP
- RL1_BOXQ
- RL1_BOXS
- RL1_BOXT
- RL1_BOXU
- RL1_BOXV
- RL1_BOXW

- Taxable Benefits for Federal
- Taxable Benefit without Remuneration (This balance is used to report values in G-1 code in the RL1 slip)
- RL1 No Gross Earnings
- RL1 Non Taxable Earnings
- RL1_FURTHER_INFO_AMOUNT_A1
- RL1_FURTHER_INFO_AMOUNT_A2
- RL1_FURTHER_INFO_AMOUNT_A3
- RL1_FURTHER_INFO_AMOUNT_A4
- RL1_FURTHER_INFO_AMOUNT_A5
- RL1_FURTHER_INFO_AMOUNT_A6
- RL1_FURTHER_INFO_AMOUNT_A7
- RL1_FURTHER_INFO_AMOUNT_A8
- RL1_FURTHER_INFO_AMOUNT_A9
- RL1_FURTHER_INFO_AMOUNT_A10
- RL1_FURTHER_INFO_AMOUNT_A11
- RL1_FURTHER_INFO_AMOUNT_A12
- RL1_FURTHER_INFO_AMOUNT_A13
- RL1_FURTHER_INFO_AMOUNT_D1
- RL1_FURTHER_INFO_AMOUNT_D2
- RL1_FURTHER_INFO_AMOUNT_D3
- RL1_FURTHER_INFO_AMOUNT_K1
- RL1_FURTHER_INFO_AMOUNT_L2
- RL1_FURTHER_INFO_AMOUNT_L3
- RL1_FURTHER_INFO_AMOUNT_L4

- RL1_FURTHER_INFO_AMOUNT_L5
- RL1_FURTHER_INFO_AMOUNT_L7
- RL1_FURTHER_INFO_AMOUNT_L8
- RL1_FURTHER_INFO_AMOUNT_L9
- RL1_FURTHER_INFO_AMOUNT_L10
- RL1_FURTHER_INFO_AMOUNT_O2
- RL1_FURTHER_INFO_AMOUNT_O3
- RL1_FURTHER_INFO_AMOUNT_O4
- RL1_FURTHER_INFO_AMOUNT_R1
- RL1_FURTHER_INFO_AMOUNT_V1
- RL1_FURTHER_INFO_AMOUNT_201
- RL1_FURTHER_INFO_AMOUNT_211
- RL1_FURTHER_INFO_AMOUNT_235

RL2 Balances

- RL2 No Gross Earnings
- Refund of RRSP Premiums paid to surviving spouse
- Refund of Undeducted RRSP contributions
- Amount entitlement deduction for RRSP or RRIF
- Benefits at the time of death
- Benefits from RRSP RRIF DPSP and Annuities
- Income earned after death RRSP or RRIF
- Life Annuity Payments Unregistered plan
- Life Annuity Payments registered plan
- Other Income RRSP or RRIF

- Other Payments
- Tax Paid Amounts
- Withdrawal under the Home Buyers Plan
- Withdrawal under the Lifelong Learning Plan
- RL2_FURTHER_INFO_AMOUNT_B1
- RL2_FURTHER_INFO_AMOUNT_B2
- RL2_FURTHER_INFO_AMOUNT_B3
- RL2_FURTHER_INFO_AMOUNT_B4
- RL2_FURTHER_INFO_AMOUNT_C1
- RL2_FURTHER_INFO_AMOUNT_C2
- RL2_FURTHER_INFO_AMOUNT_C3
- RL2_FURTHER_INFO_AMOUNT_210
- RL2_FURTHER_INFO_AMOUNT_235
- RL2 Box G

T4 Balances

- T4_BOX20
- T4_BOX44
- T4_BOX46
- T4_BOX52
- T4_OTHER_INFO_AMOUNT30
- T4_OTHER_INFO_AMOUNT31
- T4_OTHER_INFO_AMOUNT32
- T4_OTHER_INFO_AMOUNT33
- T4_OTHER_INFO_AMOUNT34

- T4_OTHER_INFO_AMOUNT36
- T4_OTHER_INFO_AMOUNT37
- T4_OTHER_INFO_AMOUNT38
- T4_OTHER_INFO_AMOUNT39
- T4_OTHER_INFO_AMOUNT40
- T4_OTHER_INFO_AMOUNT41
- T4_OTHER_INFO_AMOUNT42
- T4_OTHER_INFO_AMOUNT43
- T4_OTHER_INFO_AMOUNT53
- T4_OTHER_INFO_AMOUNT66
- T4_OTHER_INFO_AMOUNT67
- T4_OTHER_INFO_AMOUNT68
- T4_OTHER_INFO_AMOUNT69
- T4_OTHER_INFO_AMOUNT70
- T4_OTHER_INFO_AMOUNT71
- T4_OTHER_INFO_AMOUNT72
- T4_OTHER_INFO_AMOUNT73
- T4_OTHER_INFO_AMOUNT74
- T4_OTHER_INFO_AMOUNT75
- T4_OTHER_INFO_AMOUNT77
- T4_OTHER_INFO_AMOUNT78
- T4_OTHER_INFO_AMOUNT79
- T4_OTHER_INFO_AMOUNT80
- T4_OTHER_INFO_AMOUNT81

- T4_OTHER_INFO_AMOUNT82
- T4_OTHER_INFO_AMOUNT83
- T4_OTHER_INFO_AMOUNT84
- T4_OTHER_INFO_AMOUNT85
- T4_OTHER_INFO_AMOUNT86
- T4_OTHER_INFO_AMOUNT87
- T4_OTHER_INFO_AMOUNT88
- Taxable Benefits for Quebec
- T4 No Gross Earnings
- T4 Non Taxable Earnings
- Taxable Benefit without Remuneration (This balance is used to report values in BOX 26 in the T4 slip)

T4A Balances

- T4A No Gross Earnings
- T4A_BOX16
- T4A_BOX18
- T4A_BOX20
- T4A_BOX24
- T4A_BOX48
- T4A_OTHER_INFO_AMOUNT026
- T4A_OTHER_INFO_AMOUNT027
- T4A_OTHER_INFO_AMOUNT028
- T4A_OTHER_INFO_AMOUNT030
- T4A_OTHER_INFO_AMOUNT032
- T4A_OTHER_INFO_AMOUNT034

- T4A_OTHER_INFO_AMOUNT040
- T4A_OTHER_INFO_AMOUNT042
- T4A_OTHER_INFO_AMOUNT046
- T4A_OTHER_INFO_AMOUNT102
- T4A_OTHER_INFO_AMOUNT104
- T4A_OTHER_INFO_AMOUNT105
- T4A_OTHER_INFO_AMOUNT106
- T4A_OTHER_INFO_AMOUNT107
- T4A_OTHER_INFO_AMOUNT108
- T4A_OTHER_INFO_AMOUNT109
- T4A_OTHER_INFO_AMOUNT110
- T4A_OTHER_INFO_AMOUNT111
- T4A_OTHER_INFO_AMOUNT115
- T4A_OTHER_INFO_AMOUNT116
- T4A_OTHER_INFO_AMOUNT117
- T4A_OTHER_INFO_AMOUNT118
- T4A_OTHER_INFO_AMOUNT119
- T4A_OTHER_INFO_AMOUNT122
- T4A_OTHER_INFO_AMOUNT123
- T4A_OTHER_INFO_AMOUNT124
- T4A_OTHER_INFO_AMOUNT126
- T4A_OTHER_INFO_AMOUNT127
- T4A_OTHER_INFO_AMOUNT129
- T4A_OTHER_INFO_AMOUNT130

- T4A_OTHER_INFO_AMOUNT131
- T4A_OTHER_INFO_AMOUNT132
- T4A_OTHER_INFO_AMOUNT133
- T4A_OTHER_INFO_AMOUNT134
- T4A_OTHER_INFO_AMOUNT135
- T4A_OTHER_INFO_AMOUNT136
- T4A_OTHER_INFO_AMOUNT142
- T4A_OTHER_INFO_AMOUNT143
- T4A_OTHER_INFO_AMOUNT144
- T4A_OTHER_INFO_AMOUNT146
- T4A_OTHER_INFO_AMOUNT148
- T4A_OTHER_INFO_AMOUNT150
- T4A_OTHER_INFO_AMOUNT152
- T4A_OTHER_INFO_AMOUNT154
- T4A_OTHER_INFO_AMOUNT156
- T4A_OTHER_INFO_AMOUNT158
- T4A_OTHER_INFO_AMOUNT162
- T4A_OTHER_INFO_AMOUNT180
- T4A_OTHER_INFO_AMOUNT190
- T4A_OTHER_INFO_AMOUNT194
- T4A_OTHER_INFO_AMOUNT195

Reasons For Balance Adjustments

Oracle delivers a process to initialize and load balances. This process is discussed at length in the Implementation Guide.

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, navigate to the employee's Element Entries, datetrack to the employee's hire date, and give the nonrecurring elements to the employee (no input values are required). Save the changes.

There are several reasons to adjust tax balances:

- To load an amount that was not included in the initial conversion data.
- You loaded balances for the incorrect jurisdiction (such as province or territory).
- An employee moved to another taxing jurisdiction, and HR did not receive timely notification.
- Need to refund taxes to the employee that were collected in error.

Note: By default, Oracle Payroll does not allow negative federal tax withheld amounts.

See: Reversing Federal Taxes, page 3-56

Geocodes

Geocode Overview

A geocode is a three part numeric record representing a state, county and local. An additional two part record identifies a state and school district. You use geocode data to troubleshoot and correct data issues, make adjustments and input time for Enhanced Multi Jurisdiction Taxation. The Jurisdiction Information Tables (JIT) contain geocode and jurisdiction data, for example, zip codes, federal, state and local limits and rates.

For US Payroll, geocodes (or Jurisdiction Code) represent the state, city, county and school district appearing on the employee record. For Canadian payroll, you must enter the Canada Post province abbreviation as the jurisdiction input value. As Canada does not have local level taxes (such as the city), you must uniquely identify the specific geocode by the province abbreviation.

You must apply both the Vertex monthly updates and the Oracle Quarterly Statutory Update to keep the JIT/Geocode data current and correct. The Oracle Statutory updates are released as quarterly payroll patches. You can get the Vertex monthly update by downloading the file from the Vertex website or from a CD sent by Vertex.

If you want to immediately begin using the new JIT/Geocode information delivered in the monthly updates, you can manually enter the data in the Cities.

Annually, you must run the Geocode Upgrade Manager concurrent program to synchronize the Vertex and Oracle geocode data.

Understanding Geocode Formats

The state/ province geocode is a three part record in the format of XX-XXX-XXXX. The first 2 digits are the state/province jurisdiction code, the next 3 digits are the county code and the last 4 digits are the city code. When adjusting a state or province level record, enter the numeric code; enter zeros for the county and city codes. For example: When adjusting SUI for the state of Pennsylvania, the jurisdiction input value is 39-000-0000. When adjusting the city of Allentown in the state of Pennsylvania, the jurisdiction input value is 39-077-0040.

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. If an employee is taxed at a school district level, the school district geocode is in addition to the state/province geocode. The school district code appears on the employee's tax information form either at the county or city level. For example: When adjusting School District for Easton in the state of Pennsylvania, the jurisdiction input value would be 39-48330.

Finding a Geocode

There are four methods you can look up the geocode:

- Look up the numeric geocode in the Geocode Master List supplied by Vertex, Inc.
- Reviewing the tax information on the employee's record.
- Reviewing the employee's Run Result Values from a payroll run.
- Running the Employee Run Results report.

You check and use geocodes in routine payroll administration to troubleshoot data issues, input time for Enhanced Multi Jurisdiction Taxation, make balance adjustments, and to correct data corruption. You use the jurisdiction name, for example, Allentown Pennsylvania, to find the numeric geocode.

The method you use to find a geocode depends on you level of access to Oracle Payroll, and the method you find most convenient.

- Look up the numeric geocode in the Geocode Master List supplied by Vertex, Inc. The list is organized alphabetically by jurisdiction within state. This method is useful if you do not have access to the application.
- Reviewing the tax information on the employee's record.
    1. Access the employee's Tax Information form.

2. Navigate to the state, county or city form, and place you 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."

This method is most useful if you do not have report capabilities or access to the employee run results.

- 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.

  Use this method if you do not have access to the employee's record.

Use Jurisdiction and Geocodes as Soon as They are Available

If you want to immediately begin using the new JIT/geocode information delivered in the monthly updates, you can manually enter the data in the Cities window before receiving and applying the Oracle Quarterly Statutory Update.

The application of the Oracle Quarterly Statutory Update does not impact the user-defined data. Oracle Payroll maintains this data with no additional intervention by the payroll clerk.

If you want to begin using the new JIT/geocode information before applying the Oracle Quarterly Statutory Update, you can manually insert:

- New Vertex defined Geocodes
- New county school districts for a new or existing geocode
- New city school districts for a new or existing geocode
- The Jurisdiction Information Tables (JIT) for new taxes

See: Adding a City to the Database, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management*

See: Adding New Tax Information for an Existing Geocode, *Oracle HRMS Payroll Processing Management Guide*

Upgrading Geocodes

Periodically Vertex makes changes to geocode data, for example, change a geocode for a city, or move a secondary city from one primary city to another. On an annual basis Oracle releases an upgrade procedure as a part of an hrglobal driver. The Geocode Upgrade Manager concurrent program replaces the hrglobal upgrade procedure. You must run the Geocode Upgrade Manager annually, to modify data in the payroll application and synchronize the Vertex and Oracle geocode data.

The Geocode Upgrade Manager is a concurrent program that writes the output of the upgrade process to two log files, and checks for errors in the upgrade process. You can run the Geocode Upgrade Manager in either Debug or Upgrade mode. Debug mode produces the output reports indicating what data you need to upgrade. Upgrade mode automatically upgrades the data, and produces output reports showing the changes.

After you run the Geocode Upgrade Program, a report is generated listing the assignments that require review. There are many reasons assignments appear on the report, for example, an employee with a work location that is a secondary city in one jurisdiction and now becomes a secondary city in another jurisdiction. An assignment also appears on the report if the record has data corruption, such as missing tax records, incorrectly end dated tax records, effective dated tax records that are out of sync with the Vertex element, a gap in effective dates and missing element entries.

You must review the assignment data and make the necessary correction before resubmit the upgrade process. You can manually review the data, or use the delivered per.sql scripts to diagnose the issue. You correct the issue by making a change to the data, or using deltax.sql and recreating the tax records. Once you correct the data, you resubmit the Geocode Upgrade Manager.

Tax Balances Form

The Tax Balance form shows the tax balances that are used for tax reporting. The Tax Balance form is a date tracked form and tax balances represent balances as of the effective date. If the session date is 14-JAN-2000 and a payroll was run with a cheque date of 15-JAN-2000, the balances for the 15-JAN-2000 run would not be included in the balances displayed.

If tax balances are accessed through Payroll Processes, Assignment Processes, or View Results forms. They are always current as of the cheque date of the process.

The balances shown on the Tax Balance Form for each tax being adjusted are as follows:

Balance	Description
Gross	Total earnings, calculated from all applicable earnings elements.
Exempt	Earnings included in Gross that are not subject to calculations.
Subject	Gross minus Exempt earnings.
Pre Tax Reductions	Total amount of deductions that reduce the Subject Earnings (such as RPP, RRSP).
Reduced Subject	Balance derived from Subject Earnings minus the sum of Pre Tax reductions.
Taxable	Amount of taxable earnings for CPP, QPP, and EI up to the annual limit. When using the Balance Adjustment screen, you must adjust this balance for all the taxes mentioned above, but be careful not to adjust the amount over the government regulated limit.

Balance	Description
Excess	The balance derived from Reduced Subject minus Taxable. If the taxable balance is not equal to the government regulated limit, the Excess balance should be zero. If there is an amount in Excess, and the limit has not been reached, this is an indication that the Balances must be adjusted.
Withheld	The amount of tax deducted from the employee.
Liability	The amount of employer contributions for CPP, QPP, and EI.

Example

An employee in Ontario receives payments through the year that result in $10,000 of gross earnings of which $1,000 is exempt from federal tax. The employee also made contributions of $500 to a Registered Retirement Savings Plan. The federal tax balances would be:

Federal Balances	Amount
FED Gross	$10,000
FED Exempt Wages	$1,000
FED Subject	$9,000
FED Pre Tax Reductions	$500
FED Reduced Subject	$8,500

An employee in British Columbia receives semi monthly payments in 2002 that result in $60,000 of gross earnings, all of which are subject to CPP. The employee reached the CPP maximum pensionable earnings in the 16th pay period of the year. The CPP balances would be as follows:

Provincial Balances	Amount
CPP Gross	$60,000
CPP Exempt Wages	$0
CPP Subject	$60,000
CPP Pre-Tax Reductions	$0
CPP Reduced Subject	$60,000
CPP Excess Wages	$20,900
CPP EE Taxable	$39,100
CPP EE Basic Exemption	$2,333.28

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. Refer to the following sections to add all appropriate elements:
   - CPP_EE, page 3-44
   - CPP_ER, page 3-45
   - CPP_SUBJECT, page 3-45
   - EI_EE, page 3-46
   - EI_ER, page 3-47
   - EI_SUBJECT, page 3-47

- FED, page 3-48
- FED_SUBJECT, page 3-48
- PPIP_EE, page 3-49
- PPIP_ER, page 3-50
- PPIP_SUBJECT, page 3-50
- PROV, page 3-51
- PROV_SUBJECT, page 3-52
- QPP_EE, page 3-52
- QPP_ER, page 3-53
- QPP_SUBJECT, page 3-54

Setting up CPP_EE:

1. Specify the Pay Value, Taxable, Basic Exemption, and Jurisdiction Input Values.
2. Save your work.
3. Add Balance Feeds for this element.
4. Navigate to the Link window, and link the CPP_EE element to all payrolls or create an applicable link for your specific organizational needs.

   Note: In order to cost these adjustments the same as the normal payroll taxing element, set up costing for these elements to match the tax elements.

5. If you are using the Adjust Balance form to do the adjustment, save your entry.

   If the effective date of the adjustment is the pay date for your payroll, the adjustment reflects in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government. If you are using an effective date other than a pay date for your payroll, the adjustments reflect only in the year to date values for the employee and will not impact the remittance to the government.

6. If you are using element entries to do the adjustment, process your payroll.

   This refunds or deducts the adjustment amount. The adjustment also appears in the

current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government.

Setting up CPP_ER:

1. Specify the Pay Value, Taxable, Basic Exemption, and Jurisdiction Input Values.
2. Save your work.
3. Add Balance Feeds for this element.
4. Navigate to the Link window, and link the CPP_ER element to all payrolls or create an applicable link for your specific organizational needs.

   Note: In order to cost these adjustments the same as the normal payroll taxing element, set up costing for these elements to match the tax elements.

5. If you are using the Adjust Balance form to do the adjustment, save your entry.

   If the effective date of the adjustment is the pay date for your payroll, the adjustment reflects in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government. If you are using an effective date other than a pay date for your payroll, the adjustments reflect only in the year to date values for the employee and will not impact the remittance to the government.

6. If you are using element entries to do the adjustment, process your payroll.

   This refunds or deducts the adjustment amount. The adjustment also appears in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government.

Setting up CPP_SUBJECT:

1. Specify the Gross, Subject, and Jurisdiction Input Values.
2. Save your work.
3. Add Balance Feeds for this element.
4. Navigate to the Link window, and link the CPP_SUBJECT element to all payrolls or create an applicable link for your specific organizational needs.

   Note: In order to cost these adjustments the same as the normal payroll taxing element, set up costing for these elements to match

the tax elements.

5. If you are using the Adjust Balance form to do the adjustment, save your entry.

   If the effective date of the adjustment is the pay date for your payroll, the adjustment reflects in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government. If you are using an effective date other than a pay date for your payroll, the adjustments reflect only in the year to date values for the employee and will not impact the remittance to the government.

6. If you are using element entries to do the adjustment, process your payroll.

   This refunds or deducts the adjustment amount. The adjustment also appears in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government.

Setting up EI_EE:

1. Specify the Pay Value, Taxable, and Jurisdiction Input Values.

2. Save your work.

3. Add Balance Feeds for this element.

4. Navigate to the Link window, and link the EI_EE element to all payrolls or create an applicable link for your specific organizational needs.

   Note: In order to cost these adjustments the same as the normal payroll taxing element, set up costing for these elements to match the tax elements.

5. If you are using the Adjust Balance form to do the adjustment, save your entry.

   If the effective date of the adjustment is the pay date for your payroll, the adjustment reflects in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government. If you are using an effective date other than a pay date for your payroll, the adjustments reflect only in the year to date values for the employee and will not impact the remittance to the government.

6. If you are using element entries to do the adjustment, process your payroll.

   This refunds or deducts the adjustment amount. The adjustment also appears in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government.

Setting up EI_ER:

1. Specify the Pay Value, Taxable, and Jurisdiction Input Values.
2. Save your work.
3. Add Balance Feeds for this element.
4. Navigate to the Link window, and link the EI_ER element to all payrolls or create an applicable link for your specific organizational needs.

   Note: In order to cost these adjustments the same as the normal payroll taxing element, set up costing for these elements to match the tax elements.

5. If you are using the Adjust Balance form to do the adjustment, save your entry.

   If the effective date of the adjustment is the pay date for your payroll, the adjustment reflects in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government. If you are using an effective date other than a pay date for your payroll, the adjustments reflect only in the year to date values for the employee and will not impact the remittance to the government.

6. If you are using element entries to do the adjustment, process your payroll.

   This refunds or deducts the adjustment amount. The adjustment also appears in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government.

Setting up EI_SUBJECT:

1. Specify the Gross, Subject, and Jurisdiction Input Values.
2. Save your work.
3. Add Balance Feeds for this element.
4. Navigate to the Link window, and link the EI_SUBJECT element to all payrolls or create an applicable link for your specific organizational needs.

   Note: In order to cost these adjustments the same as the normal payroll taxing element, set up costing for these elements to match the tax elements.

5. If you are using the Adjust Balance form to do the adjustment, save your entry.

If the effective date of the adjustment is the pay date for your payroll, the adjustment reflects in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government. If you are using an effective date other than a pay date for your payroll, the adjustments reflect only in the year to date values for the employee and will not impact the remittance to the government.

6. If you are using element entries to do the adjustment, process your payroll.

   This refunds or deducts the adjustment amount. The adjustment also appears in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government.

Setting up FED:

1. Specify the Pay Value and Jurisdiction Input Values.
2. Save your work.
3. Add Balance Feeds for this element.
4. Navigate to the Link window, and link the FED element to all payrolls or create an applicable link for your specific organizational needs.

   Note: In order to cost these adjustments the same as the normal payroll taxing element, set up costing for these elements to match the tax elements.

5. If you are using the Adjust Balance form to do the adjustment, save your entry.

   If the effective date of the adjustment is the pay date for your payroll, the adjustment reflects in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government. If you are using an effective date other than a pay date for your payroll, the adjustments reflect only in the year to date values for the employee and will not impact the remittance to the government.

6. If you are using element entries to do the adjustment, process your payroll.

   This refunds or deducts the adjustment amount. The adjustment also appears in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government.

Setting up FED_SUBJECT:

1. Specify the Gross, Subject, and Jurisdiction Input Values.

2. Save your work.

3. Add Balance Feeds for this element.

4. Navigate to the Link window, and link the FED_SUBJECT element to all payrolls or create an applicable link for your specific organizational needs.

   Note: In order to cost these adjustments the same as the normal payroll taxing element, set up costing for these elements to match the tax elements.

5. If you are using the Adjust Balance form to do the adjustment, save your entry.

   If the effective date of the adjustment is the pay date for your payroll, the adjustment reflects in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government. If you are using an effective date other than a pay date for your payroll, the adjustments reflect only in the year to date values for the employee and will not impact the remittance to the government.

6. If you are using element entries to do the adjustment, process your payroll.

   This refunds or deducts the adjustment amount. The adjustment also appears in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government.

Setting up PPIP_EE:

1. Specify the Pay Value, Taxable, and Jurisdiction Input Values.

2. Save your work.

3. Add Balance Feeds for this element.

4. Navigate to the Link window, and link the PPIP_EE element to all payrolls or create an applicable link for your specific organizational needs.

   Note: In order to cost these adjustments the same as the normal payroll taxing element, set up costing for these elements to match the tax elements.

5. If you are using the Adjust Balance form to do the adjustment, save your entry.

   If the effective date of the adjustment is the pay date for your payroll, the adjustment reflects in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the

government. If you are using an effective date other than a pay date for your payroll, the adjustments reflect only in the year to date values for the employee and will not impact the remittance to the government.

6. If you are using element entries to do the adjustment, process your payroll.

   This refunds or deducts the adjustment amount. The adjustment also appears in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government.

Setting up PPIP_ER:

1. Specify the Pay Value, Taxable, and Jurisdiction Input Values.
2. Save your work.
3. Add Balance Feeds for this element.
4. Navigate to the Link window, and link the PPIP_ER element to all payrolls or create an applicable link for your specific organizational needs.

   Note: In order to cost these adjustments the same as the normal payroll taxing element, set up costing for these elements to match the tax elements.

5. If you are using the Adjust Balance form to do the adjustment, save your entry.

   If the effective date of the adjustment is the pay date for your payroll, the adjustment reflects in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government. If you are using an effective date other than a pay date for your payroll, the adjustments reflect only in the year to date values for the employee and will not impact the remittance to the government.

6. If you are using element entries to do the adjustment, process your payroll.

   This refunds or deducts the adjustment amount. The adjustment also appears in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government.

Setting up PPIP_SUBJECT:

1. Specify the Gross, Subject, and Jurisdiction Input Values.
2. Save your work.
3. Add Balance Feeds for this element.

4. Navigate to the Link window, and link the PPIP_SUBJECT element to all payrolls or create an applicable link for your specific organizational needs.

   Note: In order to cost these adjustments the same as the normal payroll taxing element, set up costing for these elements to match the tax elements.

5. If you are using the Adjust Balance form to do the adjustment, save your entry.

   If the effective date of the adjustment is the pay date for your payroll, the adjustment reflects in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government. If you are using an effective date other than a pay date for your payroll, the adjustments reflect only in the year to date values for the employee and will not impact the remittance to the government.

6. If you are using element entries to do the adjustment, process your payroll.

   This refunds or deducts the adjustment amount. The adjustment also appears in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government.

Setting up PROV:

1. Specify the Pay Value and Jurisdiction Input Values.
2. Save your work.
3. Add Balance Feeds for this element.
4. Navigate to the Link window, and link the PROV element to all payrolls or create an applicable link for your specific organizational needs.

   Note: In order to cost these adjustments the same as the normal payroll taxing element, set up costing for these elements to match the tax elements.

5. If you are using the Adjust Balance form to do the adjustment, save your entry.

   If the effective date of the adjustment is the pay date for your payroll, the adjustment reflects in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government. If you are using an effective date other than a pay date for your payroll, the adjustments reflect only in the year to date values for the employee and will not impact the remittance to the government.

6. If you are using element entries to do the adjustment, process your payroll.

   This refunds or deducts the adjustment amount. The adjustment also appears in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government.

Setting up PROV_SUBJECT:

1. Specify the Gross, Subject, and Jurisdiction Input Values.
2. Save your work.
3. Add Balance Feeds for this element.
4. Navigate to the Link window, and link the PROV_SUBJECT element to all payrolls or create an applicable link for your specific organizational needs.

   Note: In order to cost these adjustments the same as the normal payroll taxing element, set up costing for these elements to match the tax elements.

5. If you are using the Adjust Balance form to do the adjustment, save your entry.

   If the effective date of the adjustment is the pay date for your payroll, the adjustment reflects in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government. If you are using an effective date other than a pay date for your payroll, the adjustments reflect only in the year to date values for the employee and will not impact the remittance to the government.

6. If you are using element entries to do the adjustment, process your payroll.

   This refunds or deducts the adjustment amount. The adjustment also appears in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government.

Setting up QPP_EE:

1. Specify the Pay Value, Taxable, Basic Exemption, and Jurisdiction Input Values.
2. Save your work.
3. Add Balance Feeds for this element.
4. Navigate to the Link window, and link the QPP_EE element to all payrolls or create an applicable link for your specific organizational needs.

Note: In order to cost these adjustments the same as the normal payroll taxing element, set up costing for these elements to match the tax elements.

5. If you are using the Adjust Balance form to do the adjustment, save your entry.

   If the effective date of the adjustment is the pay date for your payroll, the adjustment reflects in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government. If you are using an effective date other than a pay date for your payroll, the adjustments reflect only in the year to date values for the employee and will not impact the remittance to the government.

6. If you are using element entries to do the adjustment, process your payroll.

   This refunds or deducts the adjustment amount. The adjustment also appears in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government.

Setting up QPP_ER:

1. Specify the Pay Value, Taxable, Basic Exemption, and Jurisdiction Input Values.
2. Save your work.
3. Add Balance Feeds for this element.
4. Navigate to the Link window, and link the QPP_ER element to all payrolls or create an applicable link for your specific organizational needs.

   Note: In order to cost these adjustments the same as the normal payroll taxing element, set up costing for these elements to match the tax elements.

5. If you are using the Adjust Balance form to do the adjustment, save your entry.

   If the effective date of the adjustment is the pay date for your payroll, the adjustment reflects in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government. If you are using an effective date other than a pay date for your payroll, the adjustments reflect only in the year to date values for the employee and will not impact the remittance to the government.

6. If you are using element entries to do the adjustment, process your payroll.

   This refunds or deducts the adjustment amount. The adjustment also appears in the

current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government.

Setting up QPP_SUBJECT:

1. Specify the Gross, Subject, and Jurisdiction Input Values.
2. Save your work.
3. Add Balance Feeds for this element.
4. Navigate to the Link window, and link the QPP_SUBJECT element to all payrolls or create an applicable link for your specific organizational needs.

   Note: In order to cost these adjustments the same as the normal payroll taxing element, set up costing for these elements to match the tax elements.

5. If you are using the Adjust Balance form to do the adjustment, save your entry.

   If the effective date of the adjustment is the pay date for your payroll, the adjustment reflects in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government. If you are using an effective date other than a pay date for your payroll, the adjustments reflect only in the year to date values for the employee and will not impact the remittance to the government.

6. If you are using element entries to do the adjustment, process your payroll.

   This refunds or deducts the adjustment amount. The adjustment also appears in the current "Pay Date Range" column on the statutory deductions report; therefore, the adjustment amount impacts the payment to the government.

Determining the Geocode Jurisdiction Code

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

You can determine the geocode by:

- Referring to the documentation supplied by Vertex, Inc.
- Checking the employee's record
- Checking the run result values

To view Run Result Values:

1. View the Assignment Process Results window.
2. Query an employee and a payroll run.
3. Click Run Results.
4. Select the Run Result for the correct tax element.
5. Click Run Result Values.

   This displays the jurisdiction code.

Viewing Tax Balances

You can set your effective date for the View Tax Balance window. The tax balances are the balances as of the effective date.

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

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

To view tax balances, use the View Balances window.

To review tax balances:

1. Query the employee whose tax balances you want to view.
2. Select Tax Balances.
3. Set your session date to the date at which you want to review tax balances.

   This window displays the current year's tax balances for the dimensions period to date, month to date, quarter to date, and year to date.
4. Select the GRE or the Tax Group responsible for withholding or paying the tax whose balances you are reviewing.
5. Select the tax whose balances you are reviewing. The 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 EE to review balances for employee withholding.

At the federal level, both employers and employees make payments for Canada Pension and Employment Insurance. At the provincial level, both employers and employees make payments for Quebec Pension and PPIP.

6. Choose Assignment to see assignment-level balances or Person to see person-level balances for employees with more than one assignment.

7. If the tax selected is at the provincial level, select the province or territory.

Performing Balance Adjustments

Perform the following steps to complete tax balance adjustments.

1. Define Balance Adjustment elements in the system.

2. Set up employees in the Oracle HRMS system.

3. Review tax balances before tax balance adjustment.

4. Add the Tax Balance Adjustment element(s) through the element entry form if a refund or adjustment of withholdings or liabilities is required.

5. Add the Tax Balance Adjustment using the Adjust Balance form if the adjustment is not being processed with the payroll.

6. Review tax balances after tax balances adjustments.

Reversing Federal Taxes

By default, Oracle Payroll does not allow negative federal tax withheld amounts. You can direct Oracle Payroll to handle tax reversals in one of two ways:

- Use the Profile option to disable the HR:Execute Legislative Check Formula within Run system profile for the duration of the Payroll run.

- Perform a balance adjustment to reduce the FED withheld to zero and then refund the taxes using a non-Payroll payment in the Payroll run.

Deleting a Tax Balance Adjustment

If you entered the wrong adjustment amount or entered an adjustment to the wrong employee, you may wish to delete the adjustment entry. If you used the Adjust Balance form to make the adjustment, use the following process to delete the entry.

Deleting a tax balance adjustment entered through the Adjust Balance form:

1. Open the Payroll Process Results window.
2. Specify the payroll you want to modify.
3. Specify a date range.
4. Select the Balance Adjustment action type.
5. Select the Assignment for which the adjustment was made, and delete the line.

   Note: The Adjust Balance form does not allow deletions.

6. Save your changes.
7. Navigate to the Adjust Balance form, and reenter a new adjustment.

End of Period Processing

End of Year Processing

For the purposes of reporting taxes and wages to the federal and provincial governments, Oracle Payroll takes a snapshot in time of all of the employee balances in a given year for both Government Reporting Entities (GREs) and Provincial Reporting Establishments (PREs) and then archives these balances for paper and magnetic media reporting.

End of year processing entails the following activities:

- Running the pre-archival reports
- Fixing balance problems
- Running the Year End Federal and Provincial Preprocess
- Running the post-archival reports
- Fixing any remaining balance problems and retrying or rerunning the Year End Preprocess
- Generating year end slips
- Generating magnetic media for submission to government(s)

It is important that you complete each end of year processing phase in its correct order. For organizations with multiple GREs/PREs, complete each phase for all GREs/PREs in your organization before proceeding to the next phase.

Year Begin Processing

Pre-Archival Reports

Before running the Year End Preprocess, there are some balancing and reconciliation reports you can use to prepare your data:

- Statutory Deductions Report
- Gross to Net Summary
- Payroll Register

Balance adjustments do not appear on the Payroll Register or Gross to Net reports. If you have made tax balance adjustments, compare the tax balances on the Statutory Deductions report against the element register or the year end register.

Year End Preprocessing

Year End Preprocess

The Federal and Provincial Year End Preprocesss archive employee and employer data for a specific year by GRE or PRE. Once archived, this data is available for end of year reporting. The system archives data from the Year End Preprocess, so you can regenerate year end reports as required.

What Does the Year End Preprocess Archive?

The Federal Year End Preprocess archives data for the T4 ("Statement of Remuneration Paid") and the T4A ("Statement of Pension, Retirement, Annuity and Other Income"). The Provincial Year End Preprocess archives data for the RL-1 (the Quebec slip for Employment and Other Income) and the RL-2 (the Quebec slip for Retirement and Annuity Income).

It archives any employee records with non-zero values for any of the following balances for the selected year:

- Gross Earnings
- T4 Non Taxable Earnings
- T4 No Gross Earnings
- T4A No Gross Earnings
- RL1 Non Taxable Earnings
- RL1 No Gross Earnings
- RL2 No Gross Earnings

See: T4A Register Reporting, page 3-96, T4 Register Reporting, page 3-82, RL-1 Register Reporting, page 3-130, and RL-2 Register Reporting, page 3-143

For information on employment codes, see: Person Extra Information Types, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

Employers must report income and source deductions to the recipient and the federal government each calendar year. The federal reports on income and deductions are:

- T4 slip: Statement of Remuneration Paid
- T4A slip: Statement of Pension, Retirement, Annuity and Other Income

These slips must be provided to the recipients, and the information submitted to the Canada Revenue Agency (CRA) by the last day of February of the year following the year indicated on the slips.

Employers in the province of Quebec must report income and source deductions to the recipient and the provincial government each calendar year. The provincial reports on income and deductions are:

- Releve1 (RL-1) slip - Employment and Other Income
- Releve2 (RL-2) slip - Retirement and Annuity Income

These slips must be provided to the recipients and the information submitted to the Ministere du Revenu, by the last day of February of the year following the year indicated on the slips.

Viewing Archived Data

Use the View Archive window to view any employee or assignment data archived by the Year End Preprocess. However, you cannot query for employer-level data that you have archived or stored against the payroll action. This window also displays any associated context code (such as Jurisdiction Code).

This information is read-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 Preprocess, page 3-62

Adjusting and Retrying the Year End Preprocess, page 3-64

Retrying the Year End Preprocess, page 3-65

Identifying Missing Employees to Add to the Year End Preprocess, page 3-72

Rolling Back the Year End Preprocess, page 3-66

Adjusting and Retrying Records

If an employee's record has changed after running the Year End Preprocess, you can retry the Year End Preprocess for that employee. It is not necessary to re-run the entire process. In instances where multiple employees' balances are changed, it may be easier to rollback the Year End Preprocess and rerun it to include the balance updates. Individual assignments can be marked for retry in the Employee Assignment Process window.

Employer data can be re-archived by marking the payroll action for retry in the Payroll Process Results window and then retrying the process by selecting Retry Payroll Process from the Submit Requests window. If a GRE does not have any employees in it, then its employer data will be archived when the Year End Preprocess is run for that GRE. In this case, you cannot re-archive this data through the Retry Payroll Process. You must rollback the process and then rerun the Year End Preprocess.

Managing the Year End Preprocess

Year End Preprocessing involves the following operations:

- Running the Year End Preprocess, page 3-62
- Viewing archived data, page 3-62
- Troubleshooting Archived Data, page 3-63
- Adjusting and Retrying the Year End Preprocess, page 3-64
- Retrying the Year End Preprocess, page 3-65
- Rolling back the Year End Preprocess, page 3-66

> **Note:** When running this process as a secure user, you are only able to view the employee details that you have access to through your security profile.

To run the Year End Preprocess:

Run the Year End Preprocess from the Submit Requests window.

1. In the Request Name field, select Federal or Provincial Year End Preprocess.
2. In the Parameters window, use the Lists of Values in the Report Type, Year and Government Reporting Entity, or Provincial Reporting Entity fields to specify the Year End Preprocess that you want to run.
3. Click OK and then Submit.
4. On completion of the process, check the logfile for counts of successful, skipped, and assignments in error.

> **Note:** The Payroll Process and Year End Preprocess should not be run concurrently. Running the processes concurrently can results in table locking and performance issues.

To view the archived data:

1. Select Assignment Process Result from the View menu.
2. Select the appropriate assignment.

3. Select one of the following:
   - T4 Year End Preprocess
   - T4A Year End Preprocess
   - RL1 Year End Preprocess
   - RL2 Year End Preprocess
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)

   This information is read-only.

   > **Note:** The check box on this window indicates if the Year End Preprocess was locked by a magnetic media process (such as T4 Magnetic Media) and cannot be rolled back or marked for retry.

To troubleshoot the archived data:

During the archival process, the Year End Preprocess reports on the number of assignments successfully archived, skipped, or in error. To view the archive's error information:

1. Open the Requests window.
2. Select your request, and click View Log.

   This displays the Year End Preprocess's logfile, including counts of successful, skipped, and assignments in error.
3. Open the Payroll Processes window.
4. Query for your Year End Preprocess archive:
   - Specify one of the following as the name:
     - T4 Year End Preprocess
     - T4A Year End Preprocess

- RL1 Year End Preprocess
- RL2 Year End Preprocess

- Specify the year end dates.
- Specify "Magnetic Report" as the action type.

5. Click Find.

   Oracle Payroll returns a list of all archives matching your search criteria.

To view detailed process status, select your archive and click Process Info.

For error information, select your archive and click Message.

To see a list of all assignments completed, skipped, in error, and so on, select your archive and click Assignment Process. To view additional error information, select the assignment in error and click Message.

To adjust and retry the Year End Preprocess:

If you have changed an employee's record or added an employee after running the Year End Preprocess, you have three options to update those employees:

- Retry the Year End Preprocess

  See: Retrying the Year End Preprocess, page 3-65

- Add the missing employees to the Year End Preprocess

  See: Adding Missing Employees to the Year End Preprocess, page 3-72

- Rollback the Year End Preprocess

  See: Rolling Back the Year End Preprocess, page 3-66

  Note: If you make the following changes after running the Year End Preprocess, you must rollback and rerun the archiver.

  - Create a secondary assignment for an employee
  - Rehire an employee

  The Add to Archive functionality does not work for these cases because the assignment already existed and was already processed.

If you have run the Federal Year End Amendment Preprocess or Provincial Year End Preprocess, you must first rollback these processes before you can rollback or retry the Year End Preprocess.

See: Federal Year End Amendments and Cancellations, page 3-103 and Provincial Year End Amendments and Cancellations, page 3-153

To retry the Year End Preprocess

Retrying the Year End Preprocess re-archives any employee assignments that you have marked for retry. To make adjustments to employees after running the Year End Preprocess:

1. Run the Retry Payroll Process.
2. Select the Federal or Provincial Year End Preprocess.
3. Mark for retry individual employees or retry by assignment set.

You can mark individual assignments for retry in the Employee Assignment Process window. The Year End Preprocess leaves the other employees' archived data intact. Only those employees marked for retry are processed, adding their data to the archive.

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 Payroll Process from the Submit Requests window.

If there are no employees in the GRE or PRE, you cannot perform a retry. You must rollback the process and then rerun the Year End Preprocess.

> **Note:** If you have generated any of the following reports, you must first roll them back prior to retrying the Year End Preprocess:
>
> - T4 Magnetic Media
> - T4A Magnetic Media
> - RL1 Electronic Interface
> - RL2 Electronic Interface
> - Federal Year End Amendment Preprocess
> - Provincial Year End Amendment Preprocess

1. In the Name field, select Retry Payroll Process.
2. Click in the Parameters field if the Parameters window does not automatically open.
3. In the Process Year field, enter the appropriate year.
4. In the Process Type field, select Magnetic Report.

5. In the Payroll Process field, select the appropriate Year End Preprocess.

6. Click OK and then Submit.

To roll back the Year End Preprocess

When you rollback the Year End Preprocess, you remove all archived data on year end balances from the system. Rolling back and rerunning the Year End Preprocess reruns the process for the entire GRE and recreates the archive completely.

> **Note:** Marking employees for retry or adding employees to the archive is preferable to rolling back the preprocess. Consider these options prior to performing a rollback.

If you have generated any of the following reports, you must roll them back prior to rolling back the Year End Preprocess:

- T4 Magnetic Media
- T4A Magnetic Media
- RL1 Electronic Interface
- RL2 Electronic Interface
- Federal Year End Amendment Preprocess
- Provincial Year End Amendment Preprocess

Rollback the Year End Preprocess from the Submit Requests window.

1. In the Name field, select Rollback.

2. Click in the Parameters field if the Parameters box does not open automatically.

3. In the Payroll Process field select the Federal or Provincial Year End Preprocess from the List of Values.

4. Click OK then Submit.

Post Archival Reporting

Post-Archival Reports

The following reports should be run after running the Year End Preprocess:

Report Name	Description
Year End Archive Missing Assignments Report, page 3-67	Identifies missing assignments from the Year End Preprocess Archive for a GRE or PRE.
Year End Exception Report, page 3-69	Shows discrepancies in employee contributions for C/QPP, EI, and PPIP when validated against pensionable and insurable earnings and also flags other information such as negative balances, missing Social Insurance Numbers, and so on to ensure that year end slips are complete and accurate.
T4 Register, page 3-82	Shows the amounts reported in each box of the T4 slip for all employees in a particular GRE as of the chosen effective date.
T4A Register, page 3-96	Shows the amounts reported in each box of the T4A slip for all employees in a particular GRE as of the chosen effective date.
RL1 Register, page 3-130 (for employees in Quebec)	Shows the amounts reported in each box of the RL1 slip for all employees in a particular PRE as of the chosen effective date.
RL2 Register, page 3-143 (for employees in Quebec)	Shows the amounts reported in each box of the RL2 slip for all employees in a particular PRE as of the chosen effective date.

Year End Archive Missing Assignments Report

The Year End Archive Missing Assignments report identifies missing assignments from the Year End Preprocess Archive for a GRE or PRE. Run this report after you run the Year End Preprocess for the GRE or PRE in question. This process produces an assignment set containing all assignments missing from the archive. You can use this set later in the Add Assignment Actions To The Year End Preprocess process.

Example

An employee's assignments 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 original Year End Preprocess does not include the employee but, due to the balance adjustment, must be included in the archive. The report also identifies employees who were hired and paid (within the year being processed) after the Year End Preprocess was run.

Year End Archive Missing Assignments Report Parameters

The following parameters exist for the Year End Archive Missing Assignments Report:

Year	Year for the Year End Pre-Process.
GRE	GRE on which you archived with the Year End Pre-Process. **Note:** Only GREs you have archived in the selected year are available.
PRE	PRE on which you archived with the Year End Preprocess. **Note:** Only PREs you have archived in the selected year are available.
Assignment Set	Name for your Assignment Set. The Add Assignment Actions To The Year End Pre-Process can use this set as source data to include these employees in the archive. **Note:** When you create the Assignment Set do not include spaces in the Assignment Set name. This report does not support dynamic assignment sets.
Output File Format	Select one of the following formats: Comma Delimited (CSV) or HTML. HTML is the default value.

You must run the Year End Pre-Process before you submit this process. The report displays the results in the following groupings:

- Already processed employees
- Not eligible as all balances are zero
- Secondary Assignments

  Note: The Year End Preprocess creates assignment actions only for primary assignments.

- Not eligible because the employee is in a different GRE

Year End Exception Report

This report provides the necessary information to prevent or respond to the PIER (Pensionable and Insurable Earnings Review) Report issued by the Canada Revenue Agency (CRA) and the Employee and Employer Contribution Report issued by the Ministere du Revenu subsequent to the filing of year end slips.

PIER Report	Provides information on those employees whose year to date CPP and/or EI deductions appear to be deficient (by more than one dollar) when compared with their year to date pensionable and/or insurable earnings.
Employee and Employer Contribution Report	Provides information on those employees whose year to date QPP and/or QPIP deduction appears to be deficient (by more than one dollar) when compared with their year to date pensionable and/or insurable earnings. This report also provides other information, such as negative balances, missing Social Insurance Numbers, and missing addresses, to ensure that year end slips are complete and accurate.

Magnetic Media Mandatory Fields

The Year End Exception Report checks for any missing fields in your T4/T4A and RL-1/RL-2 reports.

T4/T4A Slips

- Transmitter Number
- Transmitter Type Indicator

- Language of Communicate Indicator
- Transmitter Name (line 1 only)
- Transmitter City
- Transmitter Province Code
- Transmitter Postal Code
- Contact Name
- Contact Area Code
- Contact Telephone Number

RL-1/RL-2 Slips

- Taxation Year
- Type of Package
- Source of RL slips used
- Transmitter Number
- Name of Transmitter (line 1 only)
- Address of Transmitter (line 1 only)

Additional Error Conditions

The Year End Exception report also includes messages for the following error conditions:

RL-1 Employee Level Validation

- Missing employee first name, last name, or address
- Missing or invalid Social Insurance Number
- Negative box balance exists
- Employee is exempt from QPP deductions
- Employee turned 18 years of age during the reporting year
- Employee was hired or fired during the reporting year

RL-2 Employee Level Validation

- Missing employee first name, last name, or address
- Missing or invalid Social Insurance Number
- Negative box balance exists
- Missing source of employee income

RL-1/RL-2 Employer Level Validation

- Missing or invalid transmitter number
- Missing transmitter name, city, province, or postal code
- Missing technical contact name, area code, phone number, or language
- Missing or invalid Quebec Identification Number
- Missing employer name, address line 1, city, province, and/or postal code
- Missing accounting contact name or phone number
- Missing taxation year

T4 and T4A Employer Level Validation

- Missing or invalid business number
- Missing or invalid transmitter number
- Missing transmitter name, city, province, or postal code
- Missing technical contact name, area code, phone number, or language of communication indicator
- Invalid Social Insurance Number for proprietor(s)
- Missing accounting contact name, area code, or phone number
- Missing taxation year

T4 and T4A Employee Level Validation

- Missing employee first name, last name, or address
- Missing or invalid Social Insurance Number
- Negative box/other information balance exists
- Employee is exempt from CPP or EI deductions

- Employee has CPP or EI deductions over the annual limit
- Employee turned 18 or 70 years of age during the reporting year
- Employee was hired, terminated, or on leave of absence during the reporting year
- Employee lived in multiple provinces during the reporting year

Identifying Missing Employees to Add to the Year End Preprocess

To add employees who were hired and processed after you run the Year End Preprocess, run the Year End Archive Missing Assignments Report. This report identifies employees who were not picked up by the Year End Preprocess but are now eligible for processing. This report adds the missing employees to an assignment set.

After you have identified any omitted employee assignments, run the Add Assignment Actions to Year End Preprocess process to add them to the Year End Preprocess (YEPP).

> **Note:** When running these processes as a secure user, you are only able to view the employee details that you have access to through your security profile.

To run the Year End Archive Missing Assignments Report:

1. Select the Reporting Year from the list of values.
2. Select the GRE or PRE Archived by Year End Preprocess.
3. Enter an assignment set that represents your missing employees.
4. Select the Output File Type. You choose between Comma Delimited and HTML formats.

   The report displays the year, GRE, or PRE, employee name, Social Insurance Number, and assignment number of the employees who were not previously archived by the preprocess.

   The next step is to run the Add Assignment Actions to Year End Preprocess, which picks up the assignments from the assignment set.

To run the Add Assignment Actions to Year End Preprocess:

This process picks up the assignments marked for retry and archives them in the YEPP.

1. In the Request Name field, select Add Assignment Actions to Year End Preprocess.
2. Click in the Parameters field if the Parameters window does not automatically

appear.

3. Select the Reporting Year from the list of values.

4. Specify the GRE or PRE whose YEPP archive you want to amend.

5. Specify the assignment set created when you ran the Year End Archive Missing Assignments Report report.

6. Choose the output file type. You can choose between comma separated values (CSV) and HTML formats.

   When you run the Retry Payroll Process for the Year End Preprocess, it archives the data for the new assignments.

7. Click Save and then Submit.

8. Run the Retry Payroll Process to archive the data for the new assignments.

Running the Year End Exception Report

This report provides the necessary information to prevent or respond to the PIER and the Employee and Employer Contribution Report subsequent to the filing of year end slips.

See: Year End Exception Report, page 3-69

> **Note:** When running this process as a secure user, you are only able to view the employee details that you have access to through your security profile.

To run the Year End Exception Report:

1. Select the Year End Exception Report name in the Request Name field. The Parameter window opens.

2. Select the year in the Reporting Year field from the List of Values.

3. Select the Report Name.

   If you select the Year End Exception Report, all information noted above displays on the report. If you select the PIER Report/QPP Contribution Report, only the deficiencies relating to C/QPP, EI or PPIP displays.

4. Select either Federal or Provincial level reporting.

5. For federal level reporting, select the GRE Archived by Year End Preprocess or

leave this field blank to include all GREs in the results.

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

6. For provincial level reporting, select the PRE Archived by Year End Preprocess or leave this field blank to include all PREs in the results.

T4 Processing

T4 Slip

When printing T4 slips, keep in mind:

- A slip will not print for employees that have a negative box balance. Check the concurrent request log file to identify employees that did not have a slip print.

- Oracle Payroll reports support, by default, a Printer Type of HPLJ4. For customers that use a different printer type, Oracle Payroll also supports PASTA, which simplifies printer and printer driver configuration.

  When you submit the report, and select a printer, Oracle Payroll uses the PASTA configuration file to print the information to the printer. The configuration file has parameters to change page height, width, fonts, font size, margins, and parameters to change printing options. PASTA uses the delivered HRMS configuration files so you do not need to alter any parameters to print the delivered reports if using a Printer Type of HPLJ4. If using a different printer type, you must modify the margins parameter to suit the printer. This is adjusted in the $FND_TOP/resource/paypastaT4.cfg driver file. To use this functionality, change the printer type to "--PASTA Universal Printer Type" using the System Administrator responsibility.

  See: Printing Reports Using the PASTA Printer Driver, page 3-174

- When generating your T4 slips as PDF files, use blank paper for printing. Do not use the preprinted forms.

  Note: These forms are reproduced with permission of the Minister of Public Works and Government Services Canada, 2010.

Prerequisites

Some information reported on year end slips (such as Pension Adjustment or Registered Pension Plan Past Service contributions) requires the setup of an information element.

See: Defining Information Elements for Year End Processing, *Oracle HRMS Compensation and Benefits Management Guide* and Setting Up Pension Adjustments for End-of-Year Reporting, *Oracle HRMS Compensation and Benefits Management Guide*

Transmitter GRE

Oracle HRMS derives the Transmitter name on the magnetic media from the Statutory

Reporting Name entered in the Employer Identification flexfield. If you did not specify a Statutory Reporting Name, HRMS uses the GRE name.

See: Entering Employer Identification Information for a GRE, *Oracle HRMS Enterprise and Workforce Management Guide*

Magnetic Media

You must successfully run the Year End Preprocess against all GREs and PREs associated with the transmitter GRE or PRE prior to running the magnetic media.

The magnetic media processes generate the following files:

Interface File	Magnetic Media output with an extension of .mf.
Employer Summary	An audit file for the Transmitter and Summary records. The extension for this file is .a01.
Error Report	An exception file for details of slips that have not been included in the magnetic media. The extension for this file is .a02. The Magnetic Media process returns an error and creates this file when an employee has a negative box balance. In this case, the employee's information is not included in the magnetic media file.
Employee Report	An audit file for details of the slips that have been included in the Magnetic Media. The extension for this file is .a03. **Note:** Open the .a02 and .a03 files in Excel.

T4 Amendments

If you need to make a change to a T4 slip for a given year (after distributing it to the employee and CRA), you can use the T4 amendment functionality to create amended slips.

To generate the T4 Amendments:

1. Run the Federal Year End Amendment Preprocess to archive the information for the amended slips.

This process locks the assignment action created by the Federal Year End Preprocess for the specified employees. If you have run multiple T4 amendments, this process locks the assignment action created by the previous Federal Year End Amendment Preprocess processes.

You can rollback and retry this process.

> **Note:** You must rollback this process prior to attempting to rollback or retry the "Federal Year End Preprocess."

See: Running the Federal Year End Amendment Preprocess, page 3-105

2. Run the T4 Amendment Register Report CA report to generate a report of all employees who were modified after the Federal Year End Preprocess was run for that reporting year.

   See: Running the T4 Amendment Register Report CA, page 3-108

3. Run the T4 Amendment PDF to generate amended T4 slips in PDF format.

   See: Running the T4/T4A Amendment PDF, *Oracle HRMS Payroll Processing Management Guide*

   > **Note:** While the T4 Amendment Paper Report is still an available option, Oracle Payroll no longer supports changes to the form. It is recommended that the T4 Amendment PDF be used instead.

4. Run the T4 Amendment Magnetic Media concurrent program to generate an XML file to be submitted to the CRA.

   See: Running the T4/T4A Magnetic Media, *Oracle HRMS Payroll Processing Management Guide*

T4 Cancellations

If you need to cancel a T4 slip for a given year (after distributing it to the employee and CRA), you can use the T4 cancellation functionality to create cancelled slips.

To generate the T4 Cancellations:

1. Run the Federal Year End Amendment Preprocess to archive the information for the amended slip.

   This process locks the assignment action created by the Federal Year End Preprocess for the specified employees. If you have run multiple T4 amendments, this process locks the assignment action created by the previous Federal Year End Amendment Preprocess.

   You can rollback and retry this process.

Note: You must rollback this process prior to attempting to rollback or retry the Federal Year End Preprocess.

See: Running the Federal Year End Amendment Preprocess, page 3-105

2. Run the T4 Amendment Register Report CA report to generate a report of all employees who were modified after you ran the Federal Year End Preprocess for that reporting year.

   See: Running the T4 Amendment Register Report CA, page 3-108

3. Run the T4 Cancellation PDF concurrent program to generate cancelled T4 slips in PDF format.

   See: Running the T4/T4A Cancellation PDF, page 3-115

4. Run the T4A Cancellation Magnetic Media concurrent program to generate an XML file to be submitted to the CRA.

   See: Running the T4/T4A Cancellation Magnetic Media, page 3-121

T4 Slip Box Information

The following tables depict the various boxes and fields on T4 Slip and indicate where Oracle Payroll draws the appropriate balances to complete the slip.

T4 Boxes that Require a Balance Feed

T4 Box	Title	Information Contained
20	RPP contributions	T4_BOX20
44	Union dues	T4_BOX44
46	Charitable donations	T4_BOX46
52	Pension adjustment	T4_BOX52
Other Information	Other information	T4_OTHER_INFO_AMOUNT 30 to T4_OTHER_INFO_AMOUNT 85

Note: T4_Other_Info_Amount38 represents the total value of security options received by an employee. For each employee eligible for a deduction under paragraph 110(1)(d) of the Income Tax Act, a balance adjustment equal to 50% of the amount in T4_Other_Info_Amount38 must be created and entered in T4_Other_Info_Amount39.

T4 Boxes with Predefined Balance Feeds

T4 Box	Title	Information Contained
14	Employment income	"Gross Earnings" - "Taxable Benefits for Quebec" - "T4 Non Taxable Earnings"
16	Employee's CPP contributions	CPP EE Withheld
17	Employee's QPP contributions	QPP EE Withheld
18	Employee's EI contributions	EI EE Withheld
22	Income tax deducted	FED Withheld and FED Supp Withheld
24	EI insurable earnings	EI EE Taxable
26	CPP-QPP pensionable earnings	CPP EE Taxable or QPP EE Taxable
55	Employee's PPIP premiums	Archived balance: CAEOY_PPIP_EE_WITHHELD_PER_JD_GRE_YTD Live balance: PPIP_EE_WITHHELD_PER_JD_GRE_YTD
56	PPIP insurable earnings	PPIP_EE_TAXABLE_PER_JD_GRE_YTD

Other T4 Boxes

T4 Box	Title	Information Contained
28	Exempt (CPP/QPP, PPIP, and EI)	Defined in the Tax Exempt area of the Tax Information form. See: Entering Federal Tax Information for an Employee, page 3-17 **Note:** In the case where an employee requires multiple T4 (such as transfering provinces mid-year) and they experience a change in their exempt status, this box reports the exempt status at the end of the year on **all** T4s.
29	Employment code	Defined in the Additional T4 Information EIT. See: Person Extra Information Types, *Oracle HRMS Workforce Staffing Management Guide*
50	RPP or DPSP registration number	Defined in the Registration Number field of the Deductions or Element Description forms. See: Defining Information Elements for Year End Processing, *Oracle HRMS Compensation and Benefits Management Guide* or Entering Year End Information for Deductions, *Oracle HRMS Compensation and Benefits Management Guide*

Reducing Box 14 Balances

There may be some employee earnings that you do not want to contribute to the T4 Slip Box 14 gross earnings total. Oracle Payroll provides two balances to reduce this total:

- T4 Non Taxable Earnings: Use to omit any non-taxable earnings from box 14.
- Taxable benefits for Quebec: Use to omit taxable benefits specific to Quebec residents.

To omit earnings from an employee's box 14 total:

1. Create an earnings element.
2. Feed this element into the "T4 Non Taxable Earnings" or "Taxable benefits for Quebec" balance, as appropriate.
3. Attach your element to the appropriate employees at the assignment level.

Reporting Employees with No Gross Earnings on the T4

To generate a T4 Slip for an employee who has reported no gross earnings on the year end slip, you must feed the "T4 No Gross Earnings" balance.

To feed the "T4 No Gross Earnings" balance:

1. Identify the Earnings element you are reporting on the T4 Slip.
2. Feed this element into the "T4 No Gross Earnings" balance.
3. Save your work.

T4 Register Reporting

T4 Register Reporting

Employers must report income and source deductions to the recipient and the federal government each calendar year. The federal reports on income and deductions are:

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

These slips must be provided to the recipients, and the information submitted to the Canada Revenue Agency (CRA) by the last day of February of the year following the year indicated on the slips.

Use the T4 Register Report request set to view the amounts reported in each box of the T4 Slip for all employees in a particular GRE for a given year. The T4 Register Totals Report shows totals by T4 box number. You can use the T4 Register Report to verify your T4 box totals prior to running your T4s.

T4 Register Sort Options

Oracle Payroll always sorts your T4 Register report first by GRE. You can further organize your reports according to user-defined criteria or by the following sort options:

- Location
- Organization

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

Oracle Payroll does not require that you use sort options to generate your T4 Register report, but they are the best way to customize the report to your specific needs. 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.

Sort Options and Report Layout

When printed, the T4 Register report inserts a page break between each selected sort option. The report does not have page breaks between the individual employees.

Example

If you choose Organization and Location, the report inserts a page break every time the Organization or Location changes.

Running the T4 Register Report

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

> **Note:** When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile.

To run the T4 Register report:

1. Select Request Set from the Submit a New Request window.
2. Select Request Set T4 Register Report CA.
3. Click in the Parameters window.
4. Select the reporting year.
5. Select the appropriate GRE.
6. To run the report for a single province, select a province from the List of Values.
7. If desired, specify selection criteria for this request set:
   - Employee Name
   - Social Insurance Number
   - Assignment Set
8. If desired, select values for the Sort Option One, Sort Option Two, and Sort Option Three fields.

   > **Note:** Oracle Payroll always sorts by GRE and then sorts by your selection in Sort Option One. If you select GRE for Sort Option One, Payroll skips Sort Option One and goes to Option Two.

9. Click OK.

10. In the Options region, select the printer and number of copies, then click OK.

11. Click Submit.

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

To view the T4 Register archive:

You can view online the information reported in the T4 Register. Use this information to balance year end, research problems, and verify the accuracy of the information reported on the year end slips.

1. Select Assignment Process Results from the View menu.

2. Enter the employee name or assignment number you want to view.

3. Enter the From/To dates for your payroll periods.

4. Select the magnetic report process for the year end slip and then View Results.

   The View Archive Values form displays employee information and box balances for the applicable year end slip.

Running the Federal T4 Slip and Magnetic Media

Use these processes to create T4 slips for printing or electronic submission.

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

> **Note:** While the T4 Paper Report is still an available option, Oracle Payroll has not supported changes to these forms since 2010. It is recommended that the T4 PDF be used instead.
>
> The Year End Preprocess must be run to view the T4 slip online. See: Year End Preprocess, page 3-60

To run the T4 Paper Report:

When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile.

1. Select T4 Paper Report in the Name field.

2. Click in the Parameters field if the Parameters window does not automatically open.

3. Select the Reporting Year and the GRE Archived by Year End Preprocess for the T4

slip.

4. Select the Type: Employer or Employee.

   Oracle Payroll prints two employees per page on the T4 slip, including the Business Number when you run it with the Employer option selected. Running the report with the Employee option selected generates the same employee being printed twice per page without the Business Number included.

5. Select a province in the Province field, or leave this field blank to run T4s for all provinces.

6. Select an option for the Selection Criteria, if desired.

   The values are Employee Name, Social Insurance Number, and Assignment Set. Depending on the option entered the applicable field becomes enabled.

7. Select the applicable Employee Name, Social Insurance Number, or Assignment Set from the List of Values.

8. Click in the Sort Option One field and choose a sort option from the List of Values.

   The options are GRE, Location, and Organization. The Sort Option Two field is now available. If desired, enter options in the Sort Option Two and Sort Option Three fields.

   - If sorted by GRE and Organization, the Statutory Reporting Name, GRE and Organization are displayed in the Employer Name box.
   - If sorted by Organization only, the Statutory Reporting Name and Organization will be displayed in the Employer Name box.

9. Click OK.

10. In the Submit Request window, select the printer and number of copies, in the Options region.

11. Submit the report.

To configure the T4 PDF generation:

The T4 PDF concurrent program generates employee T4 slips in PDF format. This program uses XML Publisher to create the file. Set Action Parameters Print File (Print_files) and Run XML Publisher for Report Generation (RUN_XDO) to N (No) and perform the following steps to configure the T4 slip generation behavior:

1. Edit the $XDO_TOP/resource/xdo.cfg configuration file.

If this file doesn't exist, you can create it.

This file has the following format:

```
<config version="1.0.0" xmlns="http://xmlns.oracle.com/oxp/config/">
<properties>
<property name="system-temp-dir">temporary_directory</property>
<property name="printer_name.pdf-stream-divider-max-output-size">
file_size_in_bytes</property>
<property name="pdf-stream-divider-max-output-size">
file_size_in_bytes</property>
</properties>
</config>
```

2. Replace **temporary_directory** with the directory where the concurrent program creates temporary files.

   You can set it to one of the utl_file_dir directories.

3. Replace **printer_name** with the name of a printer that supports PDF printing.

4. Replace the first **file_size_in_bytes** with the file size the selected printer can manage.

5. Replace the second **file_size_in_bytes** with the default file size.

   The Employee T4 PDF concurrent program uses this value if it cannot find the first **file_size_in_bytes**. If you leave the second **file_size_in_bytes** parameter empty, the default is 1MB.

To generate the T4 PDFs:

Use the T4 PDF concurrent program to generate PDF files for printing.

When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile.

1. Select T4 PDF in the Name field.

2. Click in the Parameters field if the Parameters window does not automatically open.

3. Select the Reporting Year and the GRE Archived by Year End Preprocess for the T4 slip.

4. Select the Type: Employer or Employee.

   Oracle Payroll prints the Payroll Account Number when you run it with the Employer option selected. Running the report with the Employee option selected generates a T4 without the Payroll Account Number.

5. Select an Employer Address option: If Yes is selected, the GRE address is displayed in the Employer's name section. If No is selected, the address will not be displayed.

6. Select a province in the Province field, or leave this field blank to run T4s for all provinces.

7. Select an option for the Selection Criteria, if desired.

   The values are Employee Name, Social Insurance Number, and Assignment Set. Depending on the option entered the applicable field becomes enabled.

8. Select the applicable Employee Name, Social Insurance Number, or Assignment Set from the List of Values.

9. Select the appropriate value in the Print Terminated Employees Only field. You can select any one of the following options:

   - Yes: Prints T4 PDFs of terminated employees only.
   - No: Prints T4 PDFs of all the active and terminated employees. No is the default value.

10. Click in the Sort Option One field and choose a sort option from the List of Values.

    The options are GRE, Location, and Organization. The Sort Option Two field is now available. If desired, enter options in the Sort Option Two and Sort Option Three fields.

    - If sorted by GRE and by Organization and the Employer Address parameter is set to 'Yes, the Employer Name box on the T4 will display the statutory reporting name and employer address.
    - If sorted by Organization only and the Employer Address parameter is set to 'Yes', the Employer Name box on the T4 will display the statutory reporting name and the employer's address.
    - If sorted by Organization only and the Employer Address parameter is set to 'No', the Employer Name box on the T4 will display the statutory reporting name and the GRE name.

11. In the Print Instructions field, select Yes to print instructions and No to not print instructions.

12. In the Template Group field, select the template for the current run, for example, YEAR T4 (where YEAR represents the reporting year).

    Note: PDF templates are retained only from 2008 forward.

13. Copyright Information: This field is populated automatically once the Reporting Year is selected. It is for information only and indicates that the CRA has given us approval to reproduce their forms in our payroll application.

14. Click OK.

15. In the Submit Request window, select the printer and number of copies, in the Options region.

16. Submit the report.

    The Employee T4 PDF program spawns the Employee T4 (XML) concurrent program to generate data for employees processed in XML format. This program uses the PYUGEN payroll engine to generate XML. It processes the data to generate the PDF and spawns one or more "Sub Request: (PDF Document Stream Printing)" sub-requests. The `pdf-stream-divider-max-output-size` parameter in the xdo.cfg file defines the size of these sub-request files and how many are created.

    PYUGEN merges the data for multiple employees and creates one PDF file for multiple employees.

The Employee T4 PDF concurrent program generates PDF output suitable for printing. These reports are viewable through the Output button on the SRS screen by selecting Sub Request: (PDF Document Stream Printing). Oracle Payroll also stores them in the output directory.

With PDF slips, use blank paper for printing. Do not use the preprinted forms.

To run the T4 Magnetic Media:

This report creates files for electronic submission.

1. Select T4 Magnetic Media in the Name field. Click in the Parameters field if the Parameters window does not automatically open.

2. Set Action Parameters Print File (Print_files) and Run XML Publisher for Report Generation (RUN_XDO) to Y (Yes).

3. Enter the Reporting Year and the appropriate Transmitter GRE.

4. Submit the report.

    When the report is complete, the files for the magnetic tape are generated. If desired, you can navigate to the View Requests window to view the processing status of the report.

    This process generates the following report files as output:

    - .mf Magnetic Media (excludes all employees with negative balances)

Note: The .mf file type must be changed to .xml prior to submission to the government.

- .a01 Employer Summary of T4 Transmitter and T4 Summary records
- .a02 Error Report (provides details of T4 slips that have not been included in the magnetic media; for example, employees with any negative balances).
- .a03 T4 Employee Slip Record (provides details of all T4 slips included in the magnetic media.

  These files are stored in the $APPLCSF/out directory and have the following naming convention:

  T4_NNNN_YYYY.[mf/a01/a02/a03] where 'NNNN' represents the Organization ID, 'YYYY' represents the year and the extension designates the files as noted above.

T4A Processing

T4A Slip

When printing T4A year end slips, keep in mind:

- A slip will not print for employees that have a negative box balance. Check the concurrent request log file to identify employees that did not have a slip print.

- Oracle Payroll reports support, by default, a Printer Type of HPLJ4. For customers that use a different printer type, Oracle Payroll also supports PASTA, which simplifies printer and printer driver configuration.

  When you submit the report, and select a printer, Oracle Payroll uses the PASTA configuration file to print the information to the printer. The configuration file has parameters to change page height, width, fonts, font size, margins, and parameters to change printing options. PASTA uses the delivered HRMS configuration files so you do not need to alter any parameters to print the delivered reports if using a Printer Type of HPLJ4. If using a different printer type, you must modify the margins parameter to suit the printer. This is adjusted in the $FND_TOP/resource/paypastaT4A.cfg driver file. To use this functionality, change the printer type to "--PASTA Universal Printer Type" using the System Administrator responsibility.

  See: Printing Reports Using the PASTA Printer Driver, page 3-174

- When generating your T4A slips as PDF files, use blank paper for printing. Do not use the preprinted forms.

  Note: These forms are reproduced with permission of the Minister of Public Works and Government Services Canada, 2010.

Prerequisites

Some information reported on year end slips (such as Pension Adjustment or Registered Pension Plan Past Service contributions) requires the setup of an information element.

See: Defining Information Elements for Year End Processing, *Oracle HRMS Compensation and Benefits Management Guide* and Setting Up Pension Adjustments for End-of-Year Reporting, *Oracle HRMS Compensation and Benefits Management Guide*

Transmitter GRE

Oracle HRMS derives the Transmitter name on the magnetic media from the Statutory

Reporting Name entered in the Employer Identification flexfield. If you did not specify a Statutory Reporting Name, HRMS uses the GRE name.

See: Entering Employer Identification Information for a GRE, *Oracle HRMS Enterprise and Workforce Management Guide*

Magnetic Media

You must successfully run the Year End Preprocess against all GREs and PREs associated with the transmitter GRE or PRE prior to running the magnetic media.

The magnetic media processes generate the following files:

Interface File	Magnetic Media output with an extension of .mf.
Employer Summary	An audit file for the Transmitter and Summary records. The extension for this file is .a01.
Error Report	An exception file for details of slips that have not been included in the magnetic media. The extension for this file is .a02. The Magnetic Media process generates an error and creates this file when an employee has a negative box balance. In this case, the employee's information is not included in the magnetic media file.
Employee Report	An audit file for details of the slips that have been included in the Magnetic Media. The extension for this file is .a03. **Note:** Open the .a02 and .a03 files in Excel.

T4A Amendments

If you need to make a change to a T4A slip for a given year (after distributing it to the employee and CRA), you can use the T4A amendment functionality to create amended slips.

To generate the T4A Amendments:

1. Run the Federal Year End Amendment Preprocess to archive the information for the amended slip.

This process locks the assignment action created by the Federal Year End Preprocess for the specified employees. If you have run multiple T4A amendments, this process locks the assignment action created by the previous Federal Year End Amendment Preprocess.

You can rollback and retry this process.

> **Note:** You must rollback this process prior to attempting to rollback or retry the Federal Year End Preprocess.

See: Running the Federal Year End Amendment Preprocess, page 3-105

2. Run the T4A Amendment Register Report CA report to generate a report of all employees who were modified after you ran the Federal Year End Preprocess for that reporting year.

   See: Running the T4/T4A Amendment Register Report, page 3-108

3. Run the T4A Amendment PDF to generate amended T4A slips in PDF format.

   > **Note:** While the T4A Amendment Paper Report is still an available option, Oracle Payroll no longer supports changes to the form. It is recommended that the T4A Amendment PDF be used instead.

   See: Running the T4/T4A Amendment PDF, page 3-110

4. Run the T4A Amendment Magnetic Media concurrent program to generate an XML file to be submitted to the CRA.

   See: Running the T4/T4A Amendment Magnetic Media, page 3-120

T4A Cancellations

If you need to cancel a T4A slip for a given year (after distributing it to the employee and CRA), you can use the T4A cancellation functionality to create cancelled slips.

To generate the T4A Cancellations:

1. Run the Federal Year End Amendment Preprocess to archive the information for the amended slip.

   This process locks the assignment action created by the Federal Year End Preprocess for the specified employees. If you have run multiple T4A amendments, this process locks the assignment action created by the previous Federal Year End Amendment Preprocess.

   You can rollback and retry this process.

Note: You must rollback this process prior to attempting to rollback or retry the Federal Year End Preprocess.

See: Running the Federal Year End Amendment Preprocess, page 3-105

2. Run the T4A Amendment Register Report CA report to generate a report of all employees who were modified after you ran the Federal Year End Preprocess for that reporting year.

   See: Running the T4/T4A Amendment Register Report, page 3-108

3. Run the T4A Cancellation PDF concurrent program to generate cancelled T4A slips in PDF format.

   See: Running the T4/T4A Cancellation PDF, page 3-115

4. Run the T4A Cancellation Magnetic Media concurrent program to generate an XML file to be submitted to the CRA.

   See: Running the T4/T4A Cancellation Magnetic Media, page 3-121

T4A Slip Box Information

The following tables depict the various boxes and fields on the T4A Slip and indicate where Oracle Payroll draws the appropriate balances to complete the slip:

T4A Boxes that Require a Balance Feed

T4A Box	Title	Information Contained
016	Pension or superannuation	T4A_BOX16
018	Lump-sum payments	T4A_BOX18
020	Self-employed commissions	T4A_BOX20
024	Annuities	T4A_BOX24
048	Fees and Services	T4A_BOX48

T4A Box	Title	Information Contained
Other Information	Other Information	T4A_OTHER_INFO_AMOUNT026 to T4A_OTHER_INFO_AMOUNT195 **Note:** T4A_OTHER_INFO_AMOUNT036 does not require a balance feed and is defined by the Registration Number field of the Deductions or Element Description forms. See: Defining Information Elements for Year End Processing, *Oracle HRMS Compensation and Benefits Management Guide* or Entering Year End Information for Deductions, *Oracle HRMS Compensation and Benefits Management Guide* **Note:** The T4A Slip supports a maximum of 36 Other Information Codes.

T4A Boxes with Predefined Balance Feeds

T4A Box	Title	Information Contained
022	Income tax deducted	"FED Withheld" and "FED Supp Withheld"

Reporting Employees with No Gross Earnings on the T4A

To generate a T4A Slip for an employee who has reported no gross earnings on the year end slip, you must feed the "T4A No Gross Earnings" balance.

To feed the "T4A No Gross Earnings" balance:

1. Identify the Earnings element you are reporting on the T4A Slip.
2. Feed this element into the "T4A No Gross Earnings" balance.
3. Save your work.

T4A Register Reporting

T4A Register Reporting

Employers must report income and source deductions to the recipient and the Federal government each calendar year. The Federal reports on income and deductions are:

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

Canadian employers must provide these slips to their employees/retirees and submit the information to the Canada Revenue Agency (CRA) by the last day of February of the year following the year indicated on the slips.

Use the T4A Register Report request set to view the amounts reported in each box of the T4A slip for all employees in a particular GRE for a given year. The T4A register report shows totals by T4A box number. Using sort options, you can customize this report to further display withholding totals for employees, organizations, and locations. You can use the T4A Register Report to verify your T4A box totals prior to running your T4As.

T4A Register Sort Options

Oracle Payroll always sorts your T4A Register report first by GRE. You can further organize your reports according to user-defined criteria or by the following sort options:

- Location
- Organization

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

Oracle Payroll does not require that you use sort options to generate your T4A Register report, but they are the best way to customize the report to your specific needs. 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.

Sort Options and Report Layout

When printed, the T4A Register report inserts a page break between each selected sort option. The report does not have page breaks between the individual employees.

Example

If you choose Organization and Location, the report inserts a page break every time the Organization or Location changes.

Running the T4A Register Report

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

> **Note:** When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile.

To run the T4A Register report:

1. Select Request set from the Submit a New Request window.
2. Select the Request Set T4A Register Report CA.
3. Click in the Parameters window.
4. Select the reporting year.
5. Select the appropriate GRE.
6. If desired, specify selection criteria for this request set:
   - Employee Name
   - Social Insurance Number
   - Assignment Set
7. If desired, select values for the Sort Option One, Sort Option Two, and Sort Option Three fields.

   > **Note:** Oracle Payroll always sorts by GRE and then sorts by your selection in Sort Option One. If you select GRE for Sort Option One, Payroll skips Sort Option One and goes to Option Two.

8. Click OK.
9. In the Options region, select the printer and number of copies, then click OK.

10. Click Submit.

11. Navigate to the View Requests window to view the T4A Register Report.

To view the T4A Register archive:

You can view online the information reported in the T4A Register. Use this information to balance year end, research problems, and verify the accuracy of the information reported on the year end slips.

1. Select Assignment Process Results from the View menu.

2. Enter the employee name or assignment number you want to view.

3. Enter the From/To dates for your payroll periods.

4. Select the magnetic report process for the year end slip and then View Results.

   The View Archive Values form displays employee information and box balances for the applicable year end slip.

Running the Federal T4A Slip and Magnetic Media

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

> **Note:** While the T4A Paper Report is still an available option, Oracle Payroll has not supported changes to these forms since 2010. It is recommended that the T4A PDF be used instead.
>
> The Year End Preprocess must be run to view the T4A slip online. See: Year End Preprocess, page 3-60

To run the T4A Paper Report:

When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile.

1. Select T4A Paper Report in the Name field.

2. Click in the Parameters field if the Parameters window does not automatically open.

3. Select the Reporting Year and GRE Archived by Year End Preprocess for the T4A report.

4. Select an option for the Selection Criteria, if desired.

The values are Employee Name, Social Insurance Number, and Assignment Set. Depending on the option entered the applicable field becomes enabled.

5. Select the applicable Employee Name, Social Insurance Number, or Assignment Set from the List of Values.

6. Click in the Sort Option One field and choose a sort option from the List of Values. The options are GRE, Location and organization. The Sort Option Two field is now available. If desired, enter options in the Sort Option Two and Sort Option Three fields.

    - If sorted by GRE, Organization and Location, all three sort options are displayed under the Employee's Name box.
    - If sorted by Organization only, the Organization is displayed under the Employee's Name box.

7. In the Submit Request window, select the printer and number of copies, in the Options region.

8. Submit the report.

To configure the T4A PDF generation:

The T4A PDF concurrent program generates employee T4A slips in PDF format. This program uses XML Publisher to create the file. Set Action Parameters Print File (Print_files) and Run XML Publisher for Report Generation (RUN_XDO) to N (No) and perform the following steps to configure the T4A slip generation behavior:

1. . Edit the $XDO_TOP/resource/xdo.cfg configuration file.

    If this file doesn't exist, you can create it.

    This file has the following format:

```
<config version="1.0.0" xmlns="http://xmlns.oracle.com/oxp/config/">
<properties>
<property name="system-temp-dir">temporary_directory</property>
<property name="printer_name.pdf-stream-divider-max-output-size">
file_size_in_bytes</property>
<property name="pdf-stream-divider-max-output-size">
file_size_in_bytes</property>
</properties>
</config>
```

2. Replace **temporary_directory** with the directory where the concurrent program creates temporary files.

    You can set it to one of the utl_file_dir directories.

3. Replace **printer_name** with the name of a printer that supports PDF printing.

4. Replace the first **file_size_in_bytes** with the file size the selected printer can manage.

5. Replace the second **file_size_in_bytes** with the default file size.

   The Employee T4A PDF concurrent program uses this value if it cannot find the first **file_size_in_bytes**. If you leave the second **file_size_in_bytes** parameter empty, the default is 1MB

To generate the T4A PDFs:

Use the T4A PDF concurrent program to generate PDF files for printing.

When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile.

1. Select T4A PDF in the Name field.

2. Click in the Parameters field if the Parameters window does not automatically open

3. Select the Reporting Year and the GRE Archived by Year End Preprocess for the T4A slip.

4. Select the Type: Employer or Employee.

   Oracle Payroll prints the Payroll Account Number when you run it with the Employer option selected. Running the report with the Employee option selected generates a T4A without the Payroll Account Number.

5. Select an Employer Address option: If Yes is selected , the GRE address is displayed in the Payer's name section. If No is selected, the address will not be displayed.

6. Select an option for the Selection Criteria, if desired.

   The values are Employee Name, Social Insurance Number, and Assignment Set. Depending on the option entered the applicable field becomes enabled.

7. Select the applicable Employee Name, Social Insurance Number, or Assignment Set from the List of Values.

8. Select the appropriate value in the Print Terminated Employees Only field. You can select any one of the following options:

   - Yes: Prints T4A PDFs of terminated employees only.

   - No: Prints T4A PDFs of all the active and terminated employees. No is the default value.

9. Click in the Sort Option One field and choose a sort option from the List of Values.

   The options are GRE, Location, and Organization. The Sort Option Two field is now available. If desired, enter options in the Sort Option Two and Sort Option Three fields.

10. In the Print Instructions field, select Yes to print instructions and No to not print instructions.

11. In the Template Group field, select the template for the current run, for example, YEAR T4 (where YEAR represents the reporting year).

    Note: PDF templates are retained only from 2008 forward.

12. Copyright Information: This field is populated automatically once the Reporting Year is selected. It is for information only and indicates that the CRA has given us approval to reproduce their forms in our payroll application.

13. Click OK.

14. In the Submit Request window, select the printer and number of copies, in the Options region.

15. Submit the report.

    The Employee T4A PDF program spawns the Employee T4A (XML) concurrent program to generate data for employees processed in XML format. This program uses the PYUGEN payroll engine to generate XML. It processes the data to generate the PDF and spawns one or more "Sub Request: (PDF Document Stream Printing)" sub-requests. The pdf-stream-divider-max-output-size parameter in the xdo.cfg file defines the size of these sub-request files and how many are created. PYUGEN merges the data for multiple employees and creates one PDF file for multiple employees.

    The Employee T4A PDF concurrent program generates PDF output suitable for printing. These reports are viewable through the Output button on the SRS screen by selecting Sub Request: (PDF Document Stream Printing). Oracle Payroll also stores them in the output directory.

    With PDF slips, use blank paper for printing. Do not use the preprinted forms.

To run the T4A Magnetic Media:

1. Select T4A Magnetic Report in the Name field. Click in the Parameters field if the Parameters window does not automatically open.

2. Set Action Parameters Print File (Print_files) and Run XML Publisher for Report Generation (RUN_XDO) to Y (Yes).

3. Enter the Reporting Year and the appropriate Transmitter GRE.

4. Submit the report.

   When the report is complete, the files for the magnetic tape are generated. If desired, you can navigate to the View Requests window to view the processing status of the report.

   This process generates the following report files as output:

   - .mf Magnetic Media (excludes all employees with negative balances).

     Note: The .mf file type must be changed to .xml prior to submission to the government.

   - .a01 Employer Summary of T4A Transmitter and T4A Summary records.
   - .a02 Error Report (provides details of T4A slips that have not been included in the magnetic media; for example, employees with any negative balances).
   - .a03 T4A Employee Slip Record (provides details of all T4A slips included in the magnetic media.

   These files are stored in the $APPLCSF/out directory and have the following naming convention:

   T4A_NNNN_YYYY.[mf/a01/a02/a03] where 'NNNN' represents the Organization ID, 'YYYY' represents the year and the extension designates the files as noted above.

Federal Year End Amendments and Cancellations

Federal Year End Amendments and Cancellations

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

In the event that a slip was produced and distributed in error, the employer must cancel the form by issuing a new form marked "Cancelled".

For amended T4/T4A slips, the following processes and reports are run:

- Federal Year End Amendment Preprocess
- T4/T4A Amendment Register Report CA (Request set)
- T4/T4A Amendment PDF
- T4/T4A Amendment Magnetic Media
- T4/T4A Amendment Paper Report

> **Note:** While the T4/T4A Amendment Paper Reports are still available options, Oracle Payroll no longer supports changes to the forms. It is recommended that the T4/T4A Amendment PDFs be used instead. When generating amendment PDFs it is recommended that all amended PDFs be printed prior to processing another amendment for the same person.

For cancelled T4/T4A slips, the following processes are run:

- T4/T4A Cancellation PDF
- T4/T4A Cancellation Magnetic Media

Federal Year End Amendment Preprocess

The Federal Year End Amendment Preprocess archives all amended T4/T4A boxes as well as those that were correct on the original T4/T4A Slip. Submit the Federal Year End Amendment Preprocess only if there are employees whose data has been corrected after the Federal Year End Preprocess was run and slips were issued for that reporting year.

Note: A slip will not print for employees that have a negative box balance. Check the concurrent request log file to identify employees that did not have a paper report print.

You can submit the Federal Year End Amendment Preprocess multiple times to correct employee data.

See: Running the Federal Year End Amendment Preprocess, page 3-105

T4/T4A Amendment Register

The T4/T4A Amendment Register Report CA request sets include the Amendment Register Report and Amendment Totals reports. These audit reports for T4 and T4A amendments display the T4/T4A year end box information for all employees whose data was corrected. Submit these request sets after running the Federal Year End Amendment Preprocess with valid parameters. The formats of the Amendment Register Report and Amendment Register Totals are the same as the T4/T4A Register Report and T4/T4A Register Totals reports.

See: Running the T4/T4A Amendment Register Report, page 3-108

T4/T4A Amendment PDF

Use the T4/T4A Amendment PDF to generate T4 and T4A slips for employees whose data was corrected after the original slips were issued. You submit the T4/T4A Amendment PDF after you have verified the Amendment Register reports for accuracy.

The format of the T4/T4A Amendment PDF is the same as the T4/T4A PDF except that "Amended" appears at the top of the slip.

See: Running the T4/T4A Amendment PDF, page 3-110

T4/T4A Amendment Magnetic Media

Use the T4/T4A Amendment Magnetic Media concurrent programs to generate an XML file to be submitted to the CRA. This process produces the following outputs:

- XML file to be submitted to CRA.
- Payer Details Report in PDF format.
- Recipient Details report in etext format.
- Recipient Error report in etext format.

See: Running the T4/T4A Amendment Magnetic Media, page 3-120.

T4/T4A Amendment Paper Report

Note: While the T4/T4A Amendment Paper Reports are still available options, Oracle Payroll no longer supports changes to the forms. It is recommended that the T4/T4A Amendment PDFs be used instead.

Use the T4/T4A Amendment Paper Reports to generate T4 and T4A slips for employees whose data was corrected after the original slips were issued. You submit the T4/T4A Amendment Paper Report after you have verified the Amendment Register reports for accuracy.

The format of the T4/T4A Amendment Paper Report is the same as the T4/T4A Paper Report except that "Amended" appears at the top of the slip.

See: Running the T4 Amendment Paper Report, page 3-122 and Running the T4A Amendment Paper Report, page 3-123

T4/T4A Cancellation PDF

Use the T4/T4A Cancellation PDFs to generate cancelled T4 and T4A slips for employees who were issued slips in error.

The format of the T4/T4A Cancellation PDF is the same as the T4/T4A PDF except that "Cancelled" appears at the top of the slip.

See: Running the T4/T4A Cancellation PDF, page 3-115.

T4/T4A Cancellation Magnetic Media

Use the T4/T4A Cancellation Magnetic Media concurrent programs to generate an XML file to be submitted to the CRA. This process produces the following outputs:

- XML file to be submitted to CRA.
- Employer/Payer Details Report in PDF format.
- Employee/Recipient Details report in etext format.
- Employee/Recipient Error report in etext format.

See: Running the T4/T4A Cancellation Magnetic Media, page 3-121.

Running the Federal Year End Amendment Preprocess

The Federal Year End Amendment Preprocess archives all T4 and T4A amended boxes, including those that were correct on the original T4/T4A slips. Submit this process only if there are employees whose data has been corrected after you ran the Federal Year

End Preprocess for that reporting year and have issued the T4 and T4A slips.

Run the Federal Year End Amendment Preprocess from the Submit Request window.

> **Note:** When running this process as a secure user, you are only able to view the employee details that you have access to through your security profile.

To Run the Federal Year End Amendment Preprocess:

1. Select Federal Year End Amendment Preprocess in the Name field.
2. Click in the Parameters field if the Parameters window does not automatically open.
3. Select T4 or T4A as the report type, whichever is appropriate.
4. Select the reporting year for which you filed the T4/T4A slips and subsequently made corrections.
5. Select the GRE for which you made corrections to the T4/T4A information.
6. Select the selection criteria for the employee assignments you want to amend. You can choose between employee name, Social Insurance Number, or assignment set.

   The selection you make activates the appropriate field.
7. Specify the employee assignment(s) you want to report:

Parameter	Description
Employee Name	Displays a list of all employees archived by the selected GRE for the specified reporting year.
Social Insurance Number	Displays a list of all employee Social Insurance numbers archived by the selected GRE for the specified reporting year.
Assignment Set	Displays a list of all assignment sets within your business group. If you select an assignment set, all employees in that set are selected.

8. Click OK and then Submit.

When this process completes, you can:

- Run the T4/T4A Amendment Register Report request sets

  See Running the T4/T4A Amendment Register Report, page 3-108

- Run the T4/T4A Amendment PDF

  See: Running the T4/T4A Amendment PDF, page 3-110

- Run the T4/T4A Amendment Magnetic Media

  See: Running the T4/T4A Amendment Magnetic Media, page 3-120.

- Run the T4/T4A Amendment Paper Reports

  See: Running the T4 Amendment Paper Report, page 3-122 and Running the T4A Amendment Paper Report, page 3-123

You can also rollback and retry this process. See: Retrying the Federal Year End Amendment Preprocess, page 3-107 and Rolling Back the Federal Year End Amendment Preprocess, page 3-108

Retrying the Federal Year End Amendment Preprocess

When you retry the Federal Year End Amendment Preprocess, any employee assignments that have been marked for retry are re-archived. You mark assignments for retry in the Employee Assignment Process window. If you are attempting to retry a process that has been locked by a subsequent Federal Year End Amendment Preprocess, you must mark both processes for retry.

> **Note:** When retrying this process, historical data for the most recent archiver is lost.

You retry the Federal Year End Amendment Preprocess from the Submit Requests window.

To retry the Federal Year End Amendment Preprocess:

1. In the Name field, select Retry Payroll Process.
2. Click in the Parameters field if the parameters window does not automatically appear.
3. In the Process Type field, select Magnetic Report from the List of Values.
4. In the Process Year field, select the appropriate year.
5. In the Payroll Process field, select the Federal Year End Amendment Preprocess you

want to retry.

6. Click OK and then Submit.

Rolling Back the Federal Year End Amendment Preprocess

When you rollback the Federal Year End Amendment Preprocess, you are removing all archived data on amended federal year end balances from the system. If you are attempting to rollback a process that has been locked by a subsequent Federal Year End Amendment Preprocess, you must first rollback the newer process before you can rollback the later one.

You rollback the Federal Year End Amendment Preprocess from the Submit Requests window.

To rollback the Federal Year End Amendment Preprocess:

1. In the Name field, select Rollback Payroll Process.
2. Click in the Parameters field if the Parameters box does not open automatically.
3. In the Process Type field select Magnetic Report from the List of Values.
4. In the Process Year field, select the appropriate year.
5. In the Payroll Process field, select the Federal Year End Amendment Preprocess that you want to rollback.
6. Click OK and then Submit.

Running the T4/T4A Amendment Register Report

The amendment register displays all employees who were modified after you ran the Federal Year End Preprocess for that reporting year. You can run this register in two modes:

- Most Recent displays only the current amendments
- Historical displays all amendments since the original T4 and T4A slips were issued for that reporting year

See: Running the Federal Year End Amendment Preprocess, page 3-105

Run the T4 Amendment Register Report CA and T4A Amendment Register Report CA request sets from the Submit Request window.

Note: When running these reports as a secure user, you are only able to view the employee details that you have access to through your security profile.

To run the T4/T4A Amendment Register Reports:

1. Depending on the report you want to amend, select T4 Amendment Register Report CA or T4A Amendment Register Report CA in the Name field.

2. Click in the Parameters field if the Parameters window does not automatically open.

3. Select the year for which you filed T4/T4A slips and subsequently made corrections.

4. Select the GRE for which you ran the Federal Year End Amendment Preprocess. This is an optional parameter.

5. Select the Mode:

   Most Recent: Displays the latest amended employee information for the given parameters. This is useful when employee data has been amended multiple times in the same year, and you want to see the latest amended details only.

   Historical: Displays the historical amended employee information for the given parameters. This is useful when employee data has been amended multiple times in the same year, and you want to see all the amended data for that employee.

   Note: Processing the Amendment Register reports in Historical Mode does not display the T4/T4A Amendment Register Totals. Run these reports in Most Recent mode to display the Amendment Register Totals.

6. Choose your Selection Criteria, and based on your selection criteria, either the Employee Name, Social Insurance Number, or Assignment Set that you want to run.

   The selection you make activates the appropriate field.

7. Specify the employee assignment(s) you want to report:

Employee Name	Displays a list of all employees archived by the selected GRE for the specified reporting year.

Social Insurance Number	Displays a list of all employee Social Insurance Numbers archived by the Federal Year End Amendment Preprocess for the specified reporting year.
Assignment Set	If you select an assignment set, all employees in that set are selected. When you choose a valid assignment set, this report processes all employees included in it, unless those employees' GREs do not match the GRE you specified for this report.

8. Specify the sort priority for your report parameters. The available sort criteria are: GRE, Organization, and Location.

9. Click OK and then Submit.

When this report is complete, run the T4 Amendment PDF or the T4A Amendment PDF.

See: Running the T4/T4A Amendment PDF, page 3-110

Running the T4/T4A Amendment PDF

The T4/T4A Amendment PDF concurrent programs generate amended employee T4/T4A slips in PDF format. This program uses XML Publisher to create the file.

Run the T4/T4A Amendment PDF after you have run the Federal Year End Amendment Preprocess and the T4/T4A Amendment Register Report. Run this report from the Submit Requests window.

See: Federal Year End Amendment Preprocess, page 3-105 and T4 Amendment Register Report, page 3-108

> **Note:** When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile. When generating amendment PDFs it is recommended that all amended PDFs be printed prior to processing another amendment for the same person.
>
> The Amendment Year End Preprocess and Amendment PDF must be run to view the amended employee T4/T4A slips online.

To configure the T4 Amendment PDF:

Set Action Parameters Print File (Print_files) and Run XML Publisher for Report

Generation (RUN_XDO) to N (No) and perform the following steps to configure the T4 Amendment PDF generation behavior:

1. Edit the $XDO_TOP/resource/xdo.cfg configuration file.

   If this file doesn't exist, you can create it.

   This file has the following format:

```
<config version="1.0.0" xmlns="http://xmlns.oracle.com/oxp/config/">
<properties>
<property name="system-temp-dir">temporary_directory</property>
<property name="printer_name.pdf-stream-divider-max-output-size">
file_size_in_bytes</property>
<property name="pdf-stream-divider-max-output-size">
file_size_in_bytes</property>
</properties>
</config>
```

2. Replace **temporary_directory** with the directory where the concurrent program creates temporary files.

   You can set it to one of the utl_file_dir directories.

3. Replace **printer_name** with the name of a printer that supports PDF printing.

4. Replace the first **file_size_in_bytes** with the file size the selected printer can manage.

5. Replace the second **file_size_in_bytes** with the default file size.

   The T4 Amendment PDF concurrent program uses this value if it cannot find the first **file_size_in_bytes**. If you leave the second **file_size_in_bytes** parameter empty, the default is 1MB.

To generate the T4 Amendment PDFs:

Use the T4 Amendment PDF concurrent program to generate PDF files for printing.

When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile. When generating amendment PDFs it is recommended that all amended PDFs be printed prior to processing another amendment for the same person.

1. Select T4 Amendment PDF in the Name field.

2. Click in the Parameters field if the Parameters window does not automatically open.

3. Select the Reporting Year and the GRE Archived by Year End Preprocess for the T4 slip.

4. Select the Mode: Un-printed T4 or Re-print T4. The Un-printed mode is selected

when printing the amended PDF for the first time. If doing a reprint of the amended slip, the Re-print mode is selected.

5. Select the Type: Employer or Employee.

   Oracle Payroll prints the Payroll Account Number when you run it with the Employer option selected. Running the report with the Employee option selected generates a T4 without the Payroll Account Number.

6. Select an Employer Address option: If Yes is selected, the GRE address is displayed in the Employer's name section. If No is selected, the address will not be displayed.

7. Select a province in the Province field, or leave this field blank to run T4s for all provinces.

8. Select an option for the Selection Criteria, if desired.

   The values are Employee Name, Social Insurance Number, and Assignment Set. Depending on the option entered the applicable field becomes enabled.

9. Select the applicable Employee Name, Social Insurance Number, or Assignment Set from the List of Values.

10. Select the appropriate value in the Print Terminated Employees Only field. You can select any one of the following options:

    - Yes: Prints T4 Amendment PDFs of only the terminated employees.
    - No: Prints T4 Amendment PDFs of all the active and terminated employees. No is the default value.

11. Click in the Sort Option One field and choose a sort option from the List of Values.

    The options are GRE, Location, and Organization. The Sort Option Two field is now available. If desired, enter options in the Sort Option Two and Sort Option Three fields.

12. In the Print Instructions field, select Yes to print instructions and No to not print instructions.

13. In the Template Group field, select the template for the current run, for example, YEAR T4 Amendment (where YEAR represents the reporting year).

    Note: Amendment PDF templates are retained only from 2010 forward.

14. Copyright Information: This field is populated automatically once the Reporting Year is selected. It is for information only and indicates that the CRA has given us

approval to reproduce their forms in our payroll application.

15. Click OK.

16. In the Submit Request window, select the printer and number of copies, in the Options region.

To configure the T4A Amendment PDF:

Set Action Parameters Print File (Print_files) and Run XML Publisher for Report Generation (RUN_XDO) to N (No) and perform the following steps to configure the T4A Amendment PDF generation behavior:

1. Edit the $XDO_TOP/resource/xdo.cfg configuration file.

   If this file doesn't exist, you can create it.

   This file has the following format:

```
<config version="1.0.0" xmlns="http://xmlns.oracle.com/oxp/config/">
<properties>
<property name="system-temp-dir">temporary_directory</property>
<property name="printer_name.pdf-stream-divider-max-output-size">
file_size_in_bytes</property>
<property name="pdf-stream-divider-max-output-size">
file_size_in_bytes</property>
</properties>
</config>
```

2. Replace **temporary_directory** with the directory where the concurrent program creates temporary files.

   You can set it to one of the utl_file_dir directories.

3. Replace **printer_name** with the name of a printer that supports PDF printing.

4. Replace the first **file_size_in_bytes** with the file size the selected printer can manage.

5. Replace the second **file_size_in_bytes** with the default file size.

   The T4A Amendment PDF concurrent program uses this value if it cannot find the first **file_size_in_bytes**. If you leave the second **file_size_in_bytes** parameter empty, the default is 1MB.

To generate the T4A Amendment PDFs:

Use the T4A Amendment PDF concurrent program to generate PDF files for printing.

When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile. When generating amendment PDFs it is recommended that all amended PDFs be printed prior to processing another amendment for the same person.

1. Select T4A Amendment PDF in the Name field.

2. Click in the Parameters field if the Parameters window does not automatically open.

3. Select the Reporting Year and the GRE Archived by Year End Preprocess for the T4A slip.

   Note: T4A Amendment PDFs, including those for reporting years prior to 2010, must be generated using the XML template introduced in 2010. All T4A elements, including those that generated footnotes, processed in years prior to 2010 must be fed to the new 'other information' balance codes effective with the reporting year that is being amended.

4. Select the Mode: Un-printed T4A or Re-print T4A. The Un-printed mode is selected when printing the amended PDF for the first time. If doing a reprint of the amended slip, the Re-print mode is selected.

5. Select the Type: Employer or Employee.

   Oracle Payroll prints the Payer's Account Number when you run it with the Employer option selected. Running the report with the Employee option selected generates a T4A without the Payer's Account Number.

6. Select an Employer Address option: If Yes is selected, the GRE address is displayed in the Payer's name section. If No is selected, the address will not be displayed.

7. Select an option for the Selection Criteria, if desired.

   The values are Employee Name, Social Insurance Number, and Assignment Set. Depending on the option entered the applicable field becomes enabled.

8. Select the applicable Employee Name, Social Insurance Number, or Assignment Set from the List of Values.

9. Select the appropriate value in the Print Terminated Employees Only field. You can select any one of the following options:

   - Yes: Prints T4A Amendment PDFs of only the terminated employees.
   - No: Prints T4A Amendment PDFs of all the active and terminated employees. No is the default value.

10. Click in the Sort Option One field and choose a sort option from the List of Values.

    The options are GRE, Location, and Organization. The Sort Option Two field is now available. If desired, enter options in the Sort Option Two and Sort Option Three

fields.

11. In the Print Instructions field, select Yes to print instructions and No to not print instructions.

12. In the Template Group field, select the template for the current run, for example, YEAR T4A Amendment (where YEAR represents the reporting year).

    Note: Amendment PDF templates are retained only from 2010 forward.

13. Copyright Information: This field is populated automatically once the Reporting Year is selected. It is for information only and indicates that the CRA has given us approval to reproduce their forms in our payroll application.

14. Click OK.

15. In the Submit Request window, select the printer and number of copies, in the Options region.

Running the T4/T4A Cancellation PDF

Run the T4/T4A Cancellation PDF concurrent programs to cancel the most recent original or amended employee T4/T4A slips. This program uses XML Publisher to create the file with "Cancelled" displayed at the top of the slips.

Note: The T4/T4A Cancellation PDF concurrent programs must be run to view the slips online.

To configure the T4 Cancellation PDF:

Set Action Parameters Print File (Print_files) and Run XML Publisher for Report Generation (RUN_XDO) to N (No) and perform the following steps to configure the T4 Cancellation PDF generation behavior:

1. Edit the $XDO_TOP/resource/xdo.cfg configuration file.

   If this file doesn't exist, you can create it.

   This file has the following format:

```
<config version="1.0.0" xmlns="http://xmlns.oracle.com/oxp/config/">
<properties>
<property name="system-temp-dir">temporary_directory</property>
<property name="printer_name.pdf-stream-divider-max-output-size">
file_size_in_bytes</property>
<property name="pdf-stream-divider-max-output-size">
file_size_in_bytes</property>
</properties>
</config>
```

2. Replace **temporary_directory** with the directory where the concurrent program creates temporary files.

   You can set it to one of the utl_file_dir directories.

3. Replace **printer_name** with the name of a printer that supports PDF printing.

4. Replace the first **file_size_in_bytes** with the file size the selected printer can manage.

5. Replace the second **file_size_in_bytes** with the default file size.

   The T4 Cancellation PDF concurrent program uses this value if it cannot find the first **file_size_in_bytes**. If you leave the second **file_size_in_bytes** parameter empty, the default is 1MB.

To generate the T4 Cancellation PDFs:

Use the T4 Cancellation PDF concurrent program to generate PDF files for printing.

When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile.

1. Select T4 Cancellation PDF in the Name field.

2. Click in the Parameters field if the Parameters window does not automatically open.

3. Select the Reporting Year and the GRE Archived by Year End Preprocess for the T4 slip.

4. Select the Mode: Un-printed T4 or Re-print T4. The Un-printed mode is selected when printing the cancelled PDF for the first time. If doing a reprint of the cancelled slip, the Re-print mode is selected.

5. Select the Type: Employer or Employee.

   Oracle Payroll prints the Payroll Account Number when you run it with the Employer option selected. Running the report with the Employee option selected generates a T4 without the Payroll Account Number.

6. Select an Employer Address option: If Yes is selected, the GRE address is displayed

in the Employer's name section. If No is selected, the address will not be displayed.

7. Select a province in the Province field, or leave this field blank to run cancelled T4s for all provinces.

8. Select an option for the Selection Criteria, if desired.

   The values are Employee Name, Social Insurance Number, and Assignment Set. Depending on the option entered the applicable field becomes enabled.

9. Select the applicable Employee Name, Social Insurance Number, or Assignment Set from the List of Values.

10. Select the appropriate value in the Print Terminated Employees Only field. You can select any one of the following options:

    - Yes: Prints T4 Cancellation PDFs of only the terminated employees.
    - No: Prints T4 Cancellation PDFs of all the active and terminated employees. No is the default value.

11. Click in the Sort Option One field and choose a sort option from the List of Values.

    The options are GRE, Location, and Organization. The Sort Option Two field is now available. If desired, enter options in the Sort Option Two and Sort Option Three fields.

12. In the Print Instructions field, select Yes to print instructions and No to not print instructions.

13. In the Template Group field, select the template for the current run, for example, YEAR T4 Cancellation (where YEAR represents the reporting year).

    Note: Cancellation PDF templates are retained only from 2010 forward.

14. Copyright Information: This field is populated automatically once the Reporting Year is selected. It is for information only and indicates that the CRA has given us approval to reproduce their forms in our payroll application.

15. Click OK.

16. In the Submit Request window, select the printer and number of copies, in the Options region.

To configure the T4A Cancellation PDF:

Set Action Parameters Print File (Print_files) and Run XML Publisher for Report

Generation (RUN_XDO) to N (No) and perform the following steps to configure the T4A Cancellation PDF generation behavior:

1. Edit the $XDO_TOP/resource/xdo.cfg configuration file.

   If this file doesn't exist, you can create it.

   This file has the following format:

```
<config version="1.0.0" xmlns="http://xmlns.oracle.com/oxp/config/">
<properties>
<property name="system-temp-dir">temporary_directory</property>
<property name="printer_name.pdf-stream-divider-max-output-size">
file_size_in_bytes</property>
<property name="pdf-stream-divider-max-output-size">
file_size_in_bytes</property>
</properties>
</config>
```

2. Replace **temporary_directory** with the directory where the concurrent program creates temporary files.

   You can set it to one of the utl_file_dir directories.

3. Replace **printer_name** with the name of a printer that supports PDF printing.

4. Replace the first **file_size_in_bytes** with the file size the selected printer can manage.

5. Replace the second **file_size_in_bytes** with the default file size.

   The T4A Cancellation PDF concurrent program uses this value if it cannot find the first **file_size_in_bytes**. If you leave the second **file_size_in_bytes** parameter empty, the default is 1MB.

To generate the T4A Cancellation PDFs:

Use the T4A Cancellation PDF concurrent program to generate PDF files for printing.

When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile.

1. Select T4A Cancellation PDF in the Name field.

2. Click in the Parameters field if the Parameters window does not automatically open.

3. Select the Reporting Year and the GRE Archived by Year End Preprocess for the T4A slip.

4. Select the Type: Employer or Employee.

   Oracle Payroll prints the Payer's Account Number when you run it with the Employer option selected. Running the report with the Employee option selected

generates a T4A without the Payer's Account Number.

5. Select the Mode: Un-printed T4A or Re-print T4A. The Un-printed mode is selected when printing the cancelled PDF for the first time. If doing a reprint of the cancelled slip, the Re-print mode is selected.

6. Select an Employer Address option: If Yes is selected, the GRE address is displayed in the Payer's name section. If No is selected, the address will not be displayed.

7. Select an option for the Selection Criteria, if desired.

   The values are Employee Name, Social Insurance Number, and Assignment Set. Depending on the option entered the applicable field becomes enabled.

8. Select the applicable Employee Name, Social Insurance Number, or Assignment Set from the List of Values.

9. Select the appropriate value in the Print Terminated Employees Only field. You can select any one of the following options:

   - Yes: Prints T4A Cancellation PDFs of only the terminated employees.
   - No: Prints T4A Cancellation PDFs of all the active and terminated employees. No is the default value.

10. Click in the Sort Option One field and choose a sort option from the List of Values.

    The options are GRE, Location, and Organization. The Sort Option Two field is now available. If desired, enter options in the Sort Option Two and Sort Option Three fields.

11. In the Print Instructions field, select Yes to print instructions and No to not print instructions.

12. In the Template Group field, select the template for the current run, for example, YEAR T4A Cancellation (where YEAR represents the reporting year).

    Note: Cancellation PDF templates are retained only from 2010 forward.

13. Copyright Information: This field is populated automatically once the Reporting Year is selected. It is for information only and indicates that the CRA has given us approval to reproduce their forms in our payroll application.

14. Click OK.

15. In the Submit Request window, select the printer and number of copies, in the

Options region.

Running the T4/T4A Amendment Magnetic Media

To run the T4 Amendment Magnetic Media:

This report creates files for electronic submission.

1. Select T4 Amendment Magnetic Media in the Name field. Click in the Parameters field if the Parameters window does not automatically open.

2. Enter the Reporting Year and the appropriate Transmitter GRE.

3. Submit the report.

   When the report is complete, the files for the magnetic tape are generated. If desired, you can navigate to the View Requests window to view the processing status of the report.

   This process generates the following report files as output (Where NNNN represents the GRE ID and YYY represents the year.):

   - T4_NNNN_YYYY.xml (Internal Process File)
   - T4_AMEND_1_NNNN_YYYY_1_P.eft (Employee Details Report in etext format)
   - T4_AMEND_1_NNNN_YYYY_2_P.eft (Employee Error Report in etext format)
   - T4_AMEND_1_NNNN_YYYY_3_P.pdf (Employer Summary Report in PDF format)
   - T4_AMEND_1_NNNN_YYYY_4_P.xml (XML file to be submitted to CRA)

To run the T4A Amendment Magnetic Media:

This report creates files for electronic submission.

1. Select T4A Amendment Magnetic Media in the Name field. Click in the Parameters field if the Parameters window does not automatically open.

2. Enter the Reporting Year and the appropriate Transmitter GRE.

3. Submit the report.

   When the report is complete, the files for the magnetic tape are generated. If desired, you can navigate to the View Requests window to view the processing status of the report.

This process generates the following report files as output (Where NNNN represents the GRE ID and YYY represents the year.):

- T4A_NNNN_YYYY.xml (Internal Process File)
- T4A_AMEND_1_NNNN_YYYY_1_P.eft (Employee Details Report in etext format)
- T4A_AMEND_1_NNNN_YYYY_2_P.eft (Employee Error Report in etext format)
- T4A_AMEND_1_NNNN_YYYY_3_P.pdf (Employer Summary Report in PDF format)
- T4A_AMEND_1_NNNN_YYYY_4_P.xml (XML file to be submitted to CRA)

Running the T4/T4A Cancellation Magnetic Media

To run the T4 Cancellation Magnetic Media:

This report creates files for electronic submission.

1. Select T4 Cancellation Magnetic Media in the Name field. Click in the Parameters field if the Parameters window does not automatically open.
2. Select the Reporting Year and the Original Magnetic Media.
3. Select an option for the Selection Criteria, if desired. The values are Employee Name, Social Insurance Number, and Assignment Set. Depending on the option entered the applicable field becomes enabled.
4. Select the applicable Employee Name, Social Insurance Number, or Assignment Set from the List of Values.
5. Submit the report.

   When the report is complete, the files for the magnetic tape are generated. If desired, you can navigate to the View Requests window to view the processing status of the report.

   This process generates the following report files as output:

   - XML file to be submitted to CRA.
   - Employer Summary Report in PDF format.
   - Employee Details Report in etext format.

- Employee Error Report in etext format.

To run the T4A Cancellation Magnetic Media:

This report creates files for electronic submission.

1. Select T4A Cancellation Magnetic Media in the Name field. Click in the Parameters field if the Parameters window does not automatically open.

2. Select the Reporting Year and the Original Magnetic Media.

3. Select an option for the Selection Criteria, if desired. The values are Employee Name, Social Insurance Number, and Assignment Set. Depending on the option entered the applicable field becomes enabled.

4. Select the applicable Employee Name, Social Insurance Number, or Assignment Set from the List of Values.

5. Submit the report.

   When the report is complete, the files for the magnetic tape are generated. If desired, you can navigate to the View Requests window to view the processing status of the report.

   This process generates the following report files as output:

   - XML file to be submitted to CRA.
   - Payer Details Report in PDF format.
   - Recipient Details Report in etext format.
   - Recipient Error Report in etext format.

Running the T4 Amendment Paper Report

> **Note:** While the T4/T4A Amendment Paper Reports are still available options, Oracle Payroll no longer supports changes to the forms. It is recommended that the T4/T4A Amendment PDFs be used instead.

You print amended T4s on the standard T4 slip, but "Amended" is printed at the top.

Run the T4 Amendment Paper Report after you have run the Federal Year End Amendment Preprocess and the T4 Amendment Register Report. Run this report from the Submit Requests window.

See: Federal Year End Amendment Preprocess, page 3-105 and T4 Amendment Register Report, page 3-108

Note: When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile.

To generate amended T4 slips for preprinted forms:

1. In the Request Name field, select T4 Amendment Paper Report.
2. Click in the Parameters field if the Parameters window does not automatically open.
3. Select the reporting year for which you filed T4 slips and subsequently made your corrections.
4. Select the GRE for which you made corrections to T4 information and ran the Federal Year End Amendment Preprocess.
5. Select the Province from the list of values if you want to print the amended T4 slips by province.
6. Select the Type of slip to print. The choices are Employee or Employer.
7. Select the selection criteria for the employee assignments you want to amend. This is an optional parameter. You can choose between employee name, Social Insurance Number, or assignment set.

   The selection you make activates the appropriate field.
8. If you specified the selection criteria, select the employee name, Social Insurance Number, or assignment set you want to print slips for.
9. Specify the sort priority for your report parameters. The available sort criteria are: GRE, Organization, and Location.
10. Click OK and then Submit.

Running the T4A Amendment Paper Report

Note: While the T4A Amendment Paper Report is still available an option, Oracle Payroll no longer supports changes to the forms. This process will generate output for the old version of the T4A slip. It is recommended that the T4A Amendment PDF be used instead.

You print amended T4As on the standard T4A slip with "Amended" printed at the top.

Run the T4A Amendment Paper Report after you have run the Federal Year End Amendment Preprocess and the T4A Amendment Register Report. Run this report from the Submit Requests window.

See: Federal Year End Amendment Preprocess, page 3-105 and T4A Amendment Register Report, page 3-108

> **Note:** When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile.

To generate amended T4A slips for preprinted forms:

1. In the Request Name field, select T4A Amendment Paper Report.
2. Click in the Parameters field if the Parameters window does not automatically open.
3. Select the reporting year for which you filed T4A slips and subsequently made your corrections.
4. Select the GRE for which you made corrections to T4A information and ran the Federal Year End Amendment Preprocess.
5. Select the Province from the list of values if you want to print the amended T4A slips by province.
6. Select the Type of slip to print.

   The choices are Employee or Employer.
7. Select the selection criteria for the employee assignments you want to amend.

   This is an optional parameter. You can choose between employee name, Social Insurance Number, or assignment set.

   The selection you make activates the appropriate field.
8. If you specified a selection criteria, select the employee name, Social Insurance Number, or assignment set you want to print slips for.
9. Specify the sort priority for your report parameters.

   The available sort criteria are: GRE, Organization, and Location.
10. Click OK and then Submit.

RL-1 Processing

RL-1 Year End Slip

Employers in the province of Quebec must report employment and other income and source deductions each calendar year using the Releve 1 (RL-1) slip. These slips must be provided to the recipients and the information submitted to the Ministere du Revenu, by the last day of February of the year following the year indicated on the slips.

When printing RL-1 year end slips, keep in mind:

- A slip will not print for employees that have a negative box balance. Check the concurrent request log file to identify employees that did not have a paper report print.

- Oracle Payroll reports support, by default, a Printer Type of HPLJ4. For customers that use a different printer type, Oracle Payroll also supports PASTA, which simplifies printer and printer driver configuration.

  When you submit the report, and select a printer, Oracle Payroll uses the PASTA configuration file to print the information to the printer. The configuration file has parameters to change page height, width, fonts, font size, margins, and parameters to change printing options. PASTA uses the delivered HRMS configuration files so you do not need to alter any parameters to print the delivered reports if using a Printer Type of HPLJ4. If using a different printer type, you must modify the margins parameter to suit the printer. This is adjusted in the $FND_TOP/resource/paypastarl1.cfg driver file. To use this functionality, change the printer type to "--PASTA Universal Printer Type" using the System Administrator responsibility.

  See: Printing Reports Using the PASTA Printer Driver, page 3-174

Electronic Interface

You must successfully run the Year End Preprocess against all GREs and PREs associated with the transmitter GRE or PRE prior to running the magnetic media.

The RL1 Electronic Interface process generates the following reports:

Report Name	Template Name	Description
RL1 XML File	RL1XML	This report contains the information you are submitting to the government.
RL1 Employer Summary (A01)	RL1A01	The A01 audit report for the Transmitter and Summary records. It contains information about the Transmitter PRE and employer level data.
RL1 Employee Error Report (A02)	RL1A02	The A02 exception report that includes details of slips that have not been included in the XML file. The RL1 Electronic Interface process excludes an employee and creates this file when an employee has a negative box balance. In this case, the employee's information does not appear in the XML output file. This report also includes individual balances so that the user can correct them, if required.
RL1 Employee Detail Report (A03)	RL1A03	The A03 audit report contains information about the employees who have been successfully transferred to the XML report.

This process creates output files for each report. The name of these files is `o<requestID>.out`, where `<requestID>` is the request ID of the Generate Payroll XDO Reports request running the appropriate template.

RL1 PDF

Run the RL1 PDF concurrent process to generate RL1 PDF files for one or more employees, along with an instruction page in PDF format.

RL-1 Slip Box Information

The following tables depict the various boxes and fields on RL-1 Slip and indicate where Oracle Payroll draws the appropriate balances to complete the slip.

RL-1 Boxes that Require a Balance Feed

RL-1 Box	Title	Information Contained
D	RPP contributions	RL1_BOXD
F	Union dues	RL1_BOXF
J	Private health services plan	RL1_BOXJ
K	Trips - remote area	RL1_BOXK
L	Other benefits	RL1_BOXL
M	Commissions	RL1_BOXM
N	Charitable donations	RL1_BOXN
O	Other income	RL1_BOXO_AMOUNT_RA to RL1_BOXO_AMOUNT_RX RL1_BOXO_AMOUNT_CA to BOXO_AMOUNT_CD
P	Multi-employer insurance plan	RL1_BOXP
Q	Deferred salary or wages	RL1_BOXQ
S	Tips received	RL1_BOXS
T	Tips allocated	RL1_BOXT
U	Phased retirement	RL1_BOXU
V	Meals and accommodations	RL1_BOXV
W	Motor vehicle	RL1_BOXW

RL-1 Boxes with Predefined Balance Feeds

RL-1 Box	Title	Information Contained
A	Employment income	"Gross Earnings" - "Taxable Benefits for Federal" - "RL1 Non Taxable Earnings"
B	Contributions to QPP	QPP EE Withheld
C	Employment insurance premiums	EI EE Withheld
E	Quebec income tax withheld	"PROV Withheld" and "PROV Supp Withheld"
G	QPP pensionable earnings	QPP Reduced Subject
H	Employee's QPIP Contributions	PPIP EE Withheld balance
I	QPIP Insurable Earnings	PPIP EE Taxable balance
R	Status Indian exempt income	PROV STATUS INDIAN Gross

Reducing Box A Balances

There may be some employee earnings that you do not want to contribute to the RL-1 Slip Box A gross earnings total. Oracle Payroll provides two balances to reduce this total:

- RL1 Non Taxable Earnings: Use to omit any non-taxable earnings from box A.
- Taxable benefits for Federal: Use to omit taxable benefits specific to Federal legislation.

To omit earnings from an employee's box A total:

1. Create an earnings element.
2. Feed this element into the "RL1 Non Taxable Earnings" or "Taxable benefits for Federal" balance, as appropriate.

3. Attach your element to the appropriate employees at the assignment level.

Reporting Employees with No Gross Earnings on the RL-1

To generate a RL-1 slip for an employee who has reported no gross earnings on the year end slip, you must feed the "RL1 No Gross Earnings" balance.

To feed the "RL1 No Gross Earnings" balance:

1. Identify the Earnings element you are reporting on the RL-1 slip.
2. Feed this element into the "RL1 No Gross Earnings" balance.
3. Save your work.

RL1 Register Reporting

RL1 Register Reporting

The RL1 Register Report request set allows you to preview the amounts reported in each box of the RL-1 slip for all employees in a particular PRE for a given year. The RL1 register report shows totals by RL-1 box. You can use the RL1 Register Report to verify your RL-1 box totals prior to running your RL-1 Slips.

RL1 Register Sort Options

Oracle Payroll always sorts your RL1 Register report first by PRE. You can further organize your reports according to user-defined criteria or by the following sort options:

- Location
- Organization

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

Oracle Payroll does not require that you use sort options to generate your RL1 Register report, but they are the best way to customize the report to your specific needs. 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.

Sort Options and Report Layout

When printed, the RL1 Register report inserts a page break between each selected sort option. The report does not have page breaks between the individual employees.

Example

If you choose Organization and Location, the report inserts a page break every time the Organization or Location changes.

Running the RL1 Register Report

You run the RL1 Register report from the Submit Request window. Prior to running the RL1 Register report, you must have run the Year End PreProcess for the PRE you are reporting.

Note: When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile.

To run the RL1 Register report:

1. Select Request Set from the Submit a New Request window.
2. Select the Request Set RL1 Register Report CA.
3. Click in the Parameters window and select the Reporting Year into the Reporting Year field from the List of Values.
4. Select the PRE from the List of Values in the PRE Archived by Year End Preprocess field.
5. Select an option for the Selection Criteria, if desired. The values are Employee Name, Social Insurance Number or Assignment Set. Depending on the option entered the applicable field becomes enabled.
6. Select the applicable Employee Name, Social Insurance Number or Assignment Set from the List of Values.
7. If desired, select values for the Sort Option One, Sort Option Two, and Sort Option Three fields, then click OK.

   Note: Oracle Payroll always sorts by PRE and then sorts by your selection in Sort Option One. If you select PRE for Sort Option One, Payroll skips Sort Option One and goes to Option Two.

8. In the Options region, select the printer and number of copies, then Click OK.
9. Click Submit.
10. Navigate to the View Requests window to view the RL1 Register report.

To view the RL1 Register archive:

You can view online the information reported in the RL1 Register. Use this information to balance year end, research problems, and verify the accuracy of the information reported on the year end slips.

1. Select Assignment Process Results from the View menu.
2. Enter the employee name or assignment number you want to view.

3. Enter the From/To dates for your payroll periods.

4. Select the magnetic report process for the year end slip and then View Results.

   The View Archive Values form displays employee information and box balances for the applicable year end slip.

Running the Provincial RL1 Slip and Electronic Interface

Run the RL1 Paper Report, RL1 PDF and RL1 Electronic Interface from the Submit Request window.

> **Note:** While the RL1 Paper Report is still an available option, Oracle Payroll has not supported changes to these forms since 2010. It is recommended that the RL1 PDF be used instead.
>
> The Year End Preprocess must be run to view the RL1 slip online. See: Year End Preprocess, page 3-60

To run the RL1 Paper Report:

When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile.

1. Select RL1 Paper Report in the Name field.

2. Click in the Parameters field if the Parameters window does not automatically open.

3. Select the Reporting Year and PRE Archived by Year End Preprocess for the RL1 report

4. Select an option for the Selection Criteria, if desired.

   The values are Employee Name, Social Insurance Number, and Assignment Set. Depending on the option entered, the applicable field becomes enabled.

5. Select the applicable Employee Name, Social Insurance Number, or Assignment Set from the List of Values.

6. Click in the Sort Option One field and choose a sort option from the List of Values.

   The options are Location, Organization, and PRE. The Sort Option Two field is now available. If desired, enter options in the Sort Option Two and Sort Option Three fields.

   > **Note:** For all three sort options, only the PRE Name and Address

will be displayed in the Employer Name box.

7. In the Submit Request window, select the printer and number of copies, in the Options region.

8. Submit the report.

To configure the RL1 PDF generation:

The Employee RL1 PDF concurrent program generates employee RL1 slips in PDF format. This program uses XML Publisher to create the file. Set Action Parameters **Print File** and **Run XML Publisher for Report Generation** to **N** (No) and perform the following steps to configure the RL1 slip generation behavior:

1. Edit the $XDO_TOP/resource/xdo.cfg configuration file.

   If this file doesn't exist, you can create it.

   This file has the following format:

```
<config version="1.0.0" xmlns="http://xmlns.oracle.com/oxp/config/">
<properties>
<property name="system-temp-dir">temporary_directory</property>
<property name="printer_name.pdf-stream-divider-max-output-size">
file_size_in_bytes</property>
</properties>
</config>
```

2. Replace **temporary_directory** with the directory where the concurrent program creates temporary files.

   You can set it to one of the utl_file_dir directories.

3. Replace the **printer_name** with the name of a printer that supports PDF printing.

4. Replace the **file_size_in_bytes** with the maximum size file that can be printed on the printer.

   If you leave the **file_size_in_bytes** parameter empty, the default is 1MB.

To generate RL1 PDF files:

1. Select RL1 PDF in the Name field.

2. Click in the Parameters field if the Parameters window does not automatically open.

3. Select the Reporting Year and the PRE Archived by Year End Preprocess for the RL1 slip.

4. Select an option for the Selection Criteria, if desired.

   The values are Employee Name, Social Insurance Number, and Assignment Set. Depending on the option entered the applicable field becomes enabled.

5. Select the applicable Employee Name, Social Insurance Number, or Assignment Set from the List of Values.

6. Select the appropriate value in the Print Terminated Employees Only field. You can select any one of the following options:

   - Yes: Prints RL1 PDFs of only the terminated employees.
   - No: Prints RL1 PDFs of all the active and terminated employees. No is the default value.

7. Click in the Sort Option One field and choose a sort option from the List of Values.

   The options are Location, Organization, and PRE. The Sort Option Two field is now available. If desired, enter options in the Sort Option Two and Sort Option Three fields.

8. In the Template Group field, select the template for the current run, for example, 2009 RL1.

   Note: PDF templates are retained only from 2008 forward. The Print Instructions parameter is not applicable if you select a template for the year 2013.

9. In the Print Instructions field, select Yes to print instructions and No to not print instructions.

10. Click OK.

11. In the Submit Request window, select the printer and number of copies, in the Options region.

12. Click Submit.

    This concurrent program starts two "Generate Payroll XDO Reports" requests, one for the PDF template and one for the Error Template.

    The "Generate Payroll XDO Reports" request for the PDF template may spawn multiple sub-request(s), called "Sub Request: (PDF Document Stream Printing)." The number of sub-requests is based upon the value of the pdf-stream-divider-max-output-size variable in XDO configuration file (xdo.cfg). Oracle Payroll generates the PDF outputs against this sub request

    The "Generate Payroll XDO Reports" request for the Error Template generates a

comma separated file that lists all the employees that did not have a PDF produce for them due to a negative balance.

13. Click Output to view the PDF file.

To run the RL1 Electronic Interface:

For the RL1 Electronic Interface:

- For BI Publisher XML and Payroll Engine based architecture, set Action Parameters **Print File** and **Run XML Publisher for Report Generation** to **Y** (Yes).
- For BI Publisher XML and Java based concurrent program architecture, set Action Parameters **Print File** and **Run XML Publisher for Report Generation** to **N** (No).

> **Note:** To verify the action parameter settings, navigate to Other Definitions > Action Parameters. If users have Action Parameter Group defined it should be used. Users can check their action parameter group in system profile 'HR:Action Parameter Group Name'. If nothing is defined Default Group should be used.

1. Select RL1 Electronic Interface 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 appropriate Transmitter GRE.
4. Click OK, and then Submit.
5. When the process completes, select Payroll Process Results from the View menu.
6. Click Find.
7. Select the RL1 Electronic Interface and click Output.

   When Action Parameters **Print File** and **Run XML Publisher for Report Generation** are **Y** (Yes), the following files are generated (where XXXX represents the Organization ID of the transmitter PRE and YEAR represents the reporting year):

   - RL1_XXXX_YEAR.xml (Master xml)
   - RL1_XXXX_YEAR_1_P.eft (Employer Summary Detail)
   - RL1_XXXX_YEAR_2_P.eft (Employee Error Detail)

- RL1_XXXX_YEAR_3_P.eft (Transmitter and Employer Summary Records)
- RL1_XXXX_YEAR_4_P_M.xml (To be sent to government)

Note: These files may also be found in the $APPLCSF/out directory.

When Action Parameters **Print File** and **Run XML Publisher for Report Generation** are **N** (No), 4 child requests of 'Generate Payroll XDO Reports' will be spawned and the following files are generated as output:

- o<request_id>.out (to be sent to government), where request_id is of template 'RL1XML'.

Note: You need to change the extension from .out to .xml prior to uploading/sending to the government.

- o<request_id>.out (Employer Summary Report), where request_id is of template 'RL1A01'.
- o<request_id>.out (Employee Detail Report), where request_id is of template 'RL1A03'.
- o<request_id>.out (Employee Error Report), where request_id is of template 'RL1A02'.
- RL1_XXXX_YEAR.xml (Master xml), where XXXX represents the organization_id of the transmitter PRE and YEAR represents the reporting year.

Note: These files may also be found in the $APPLCSF/out directory. In all the above cases the template can be identified in the parameters field of sub requests 'Generate Payroll XDO Reports'.

8. Download the file to be sent to government:
   - Using BI Publisher XML and Payroll Engine based architecture, download the RL1_XXXX_YEAR_4_P_M.xml file.
   - Using BI Publisher XML and Java based concurrent program architecture, download the o<request_id>.out file and change the extension to .xml.
9. Submit the appropriate file to government.

Resetting the slip numbers:

Oracle Payroll automatically generates the slip numbers appearing on your RL slips by

using the modulus 7 method as defined by the Quebec government. The numbers for the current year continue from the ending number of the previous year.

The Quebec government allows employers to use the same set of numbers each year. If you wish to do this, you must reset the Starting RL Slip Number each year. This consists of a simple database operation.

To reset your RL1 slip numbers, contact your database administrator and request a reset of the PAY_CA_EOY_RL1_S sequence.

RL-2 Processing

RL-2 Year End Slip

Employers in the province of Quebec must report retirement and annuity income and source deductions each calendar year using the Releve 2 (RL-2) slip. These slips must be provided to the recipients and the information submitted to the Ministere du Revenu, by the last day of February of the year following the year indicated on the slips. These slips must be provided to the recipients and the information submitted to the Ministere du Revenu, by the last day of February of the year following the year indicated on the slips.

When printing RL-2 year end slips, keep in mind:

- A slip will not print for employees that have a negative box balance. Check the concurrent request log file to identify employees that did not have a paper report print.

- Oracle Payroll reports support, by default, a Printer Type of HPLJ4. For customers that use a different printer type, Oracle Payroll also supports PASTA, which simplifies printer and printer driver configuration.

  When you submit the report, and select a printer, Oracle Payroll uses the PASTA configuration file to print the information to the printer. The configuration file has parameters to change page height, width, fonts, font size, margins, and parameters to change printing options. PASTA uses the delivered HRMS configuration files so you do not need to alter any parameters to print the delivered reports if using a Printer Type of HPLJ4. If using a different printer type, you must modify the margins parameter to suit the printer. This is adjusted in the $FND_TOP/resource/paypastarl2.cfg driver file. To use this functionality, change the printer type to "--PASTA Universal Printer Type" using the System Administrator responsibility.

  See: Printing Reports Using the PASTA Printer Driver, page 3-174

Prerequisites

You can specify a single source of income for each employee within a Quebec Identification Number. You can establish the source of income at the PRE level, and it would apply to all employees within the PRE, and then override it for individual employees, using the Additional RL-2 Information EIT.

See: Entering Information for a PRE, *Oracle HRMS Enterprise and Workforce Management Guide* and Person Extra Information Types, *Oracle HRMS Workforce Sourcing and Deployment Management Guide*

Electronic Interface

You must successfully run the Year End Preprocess against all GREs and PREs associated with the transmitter GRE or PRE prior to running the magnetic media.

The Electronic Interface process generates the following files:

Report Name	Template Name	Description
RL2 XML File	PAYCARL2XML	This report contains the information you are submitting to the government.
RL2 Employer Summary (A01)	PAYCARL2A01	The A01 audit report for the Transmitter and Summary records. It is in portable document format (PDF).
RL2 Employee Error Report (A02)	PAYCARL2A02	The A02 exception file that includes details of slips that have not been included in the XML report. The RL2 Electronic Interface process excludes an employee and creates this file when an employee has a negative box balance. In this case, the employee's information does not appear in the XML output report.
RL2 Employee Detail Report (A03)	PAYCARL2A03	The A03 audit report contains information about the employees who have been successfully transferred to the XML report.

This process creates output files for each report. The name of these files is `o<requestID>.out`, where `<requestID>` is the request ID of the Generate Payroll XDO Reports request running the appropriate template.

RL2 PDF

Run the RL2 PDF concurrent process to generate RL2 PDF files for one or more employees.

RL-2 Slip Box Information

The following tables depict the various boxes and fields on RL-2 Slip and indicate where Oracle Payroll draws the appropriate balances to complete the slip.

RL-2 Boxes that Require a Balance Feed

RL-2 Box	Title	Information Contained
A	Life annuity payments under a registered or an unregistered pension plan	"Life Annuity Payments Unregistered plan" or "Life Annuity Payments Registered plan"
B	Benefits under an RRSP, RRIF, or DPSP and annuities	Benefits from RRSP RRIF DPSP and Annuities
C	Other payments	Other Payments
D	Refund of RRSP premiums paid to surviving spouse	Refund of RRSP Premiums paid to surviving spouse
E	Benefit deemed to have been received at the time of death (RRSP or RRIF)	Benefits at the time of death
F	Refund of undeducted RRSP contributions	Refund of Undeducted RRSP contributions
G	Amount that is taxable because of the revocation of the registration of an RRSP or RRIF	Taxable Amount revoked registration RRSP or RRIF
H	Other income (RRSP or RRIF)	Other Income RRSP or RRIF
I	Amount giving entitlement to a deduction (RRSP or RRIF)	Amount entitlement deduction for RRSP or RRIF
K	Income earned after death (RRSP or RRIF)	Income earned after death RRSP or RRIF

RL-2 Box	Title	Information Contained
L	Withdrawal under the Lifelong Learning Plan (LLP)	Withdrawal under the Lifelong Learning Plan. **Note:** If an amount greater than $10,000 is paid and fed to this balance, only $10,000 will be reported in Box L and the remainder will be reported in Box C.
M	Tax-paid amounts	Tax Paid Amounts
O	Withdrawal under the Home Buyers' Plan (HBP)	Withdrawal under the Home Buyers Plan. **Note:** If an amount greater than $25,000 is paid and fed to this balance, only $25,000 will be reported in Box O and the remainder will be reported in Box C.

RL-2 Boxes with Predefined Balance Feeds

RL-2 Box	Title	Information Contained
J	Quebec income tax withheld at source	"PROV Withheld" and "PROV Supp Withheld"

Reporting Employees with No Gross Earnings on the RL-2

To generate a RL-2 Slip for an employee who has reported no gross earnings on the year end slip, you must feed the "RL1 No Gross Earnings" balance.

To feed the "RL2 No Gross Earnings" balance:

1. Identify the Earnings element you are reporting on the RL-2 Slip.

2. Feed this element into the "RL2 No Gross Earnings" balance.

3. Save your work.

RL2 Register Reporting

RL2 Register Reporting

The RL2 Register Report request set allows you to preview the amounts reported in each box of the RL-2 slip for all employees in a particular PRE for a given year. The RL2 Register Report shows totals by RL-2 box. You can use the RL2 Register Report to verify your RL-2 box totals prior to running your RL-2 slips.

RL2 Register Sort Options

Oracle Payroll always sorts your RL2 Register report first by PRE. You can further organize your reports according to user-defined criteria or by the following sort options:

- Location
- Organization

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

> **Note:** For the sort options selected, the data must exist on all assignments in order for year end slips to produce. For example, if location is a sort option, all assignments must have a location.

Oracle Payroll does not require that you use sort options to generate your RL2 Register report, but they are the best way to customize the report to your specific needs. 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.

Sort Options and Report Layout

When printed, the RL2 Register report inserts a page break between each selected sort option. The report does not have page breaks between the individual employees.

Example

If you choose Organization and Location, the report inserts a page break every time the Organization or Location changes.

Running the RL2 Register Report

You run the RL2 Register report from the Submit Request window. Prior to running the RL2 Register report, you must have run the Year End Preprocess for the PRE you are reporting.

> **Note:** When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile.

To run the RL2 Register report:

1. Select Request Set from the Submit a New Request window.
2. Select the RL2 Register Report CA request set.
3. Click in the Parameters window and select the Reporting Year into the Reporting Year field from the List of Values.
4. Select the PRE from the List of Values in the PRE Archived by Year End Preprocess field.
5. To run this report for an assignment set, make a selection in the Assignment Set field.
6. If desired, select values for the Sort Option One, Sort Option Two, and Sort Option Three fields, then click OK.

   > **Note:** Oracle Payroll always sorts by PRE and then sorts by your selection in Sort Option One. If you select PRE for Sort Option One, Payroll skips Sort Option One and goes to Option Two.

   > **Note:** For the sort options selected, the data must exist on all assignments in order for year end slips to produce. For example, if location is a sort option, all assignments must have a location.

7. In the Options region, select the printer and number of copies, then click OK.
8. Click Submit.
9. Navigate to the View Requestswindow to view the RL2 Register report.

To view the RL2 Register archive:

You can view online the information reported in the RL2 Register. Use this information to balance year end, research problems, and verify the accuracy of the information reported on the year end slips.

1. Select Assignment Process Results from the View menu.
2. Enter the employee name or assignment number you want to view.
3. Enter the From/To dates for your payroll periods.
4. Select the magnetic report process for the year end slip, and then click View Results.

   The View Archive Values form displays employee information and box balances for the applicable year end slip.

Running the Provincial RL2 Slip and Electronic Interface

Run the RL2 Paper Report, RL2 PDF and RL2 Electronic Interface from the Submit Request window.

> **Note:** While the RL2 Paper Report is still an available option, Oracle Payroll has not supported changes to these forms since 2010. It is recommended that the RL2 PDF be used instead.
>
> The Year End Preprocess must be run to view the RL2 slip online. See: Year End Preprocess, page 3-60

To run the RL2 Paper Report:

When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile.

1. Select RL2 Paper Report in the Name field.
2. Click in the Parameters field if the Parameters window does not automatically open.
3. Select the Reporting Year and PRE Archived by Year End Preprocess for the RL2 report.
4. Select an option for the Selection Criteria, if desired.

   The values are Employee Name, Social Insurance Number, and Assignment Set. Depending on the option entered the applicable field becomes enabled.
5. Select the applicable Employee Name, Social Insurance Number, or Assignment Set

from the List of Values.

6. Click in the Sort Option One field and choose a sort option from the List of Values.

   The options are PRE, Location and Organization. The Sort Option Two field is now available. If desired, enter options in the Sort Option Two and Sort Option Three fields.

   > **Note:** For all three sort options, only the PRE Name and Address will be displayed in the Employer Name box.

7. In the Submit Request window, select the printer and number of copies, in the Options region.

8. Submit the report.

To configure the RL2 PDF generation:

The Employee RL2 PDF concurrent program generates employee RL2 slips in PDF format. This program uses XML Publisher to create the file. Set Action Parameters **Print File** and **Run XML Publisher for Report Generation** to **N** (No) and perform the following steps to configure the RL2 slip generation behavior:

1. Edit the $XDO_TOP/resource/xdo.cfg configuration file.

   If this file doesn't exist, you can create it.

   This file has the following format:

```
<config version="1.0.0" xmlns="http://xmlns.oracle.com/oxp/config/">
<properties>
<property name="system-temp-dir">temporary_directory</property>
<property name="printer_name.pdf-stream-divider-max-output-size">
file_size_in_bytes</property>
</properties>
</config>
```

2. Replace **`temporary_directory`** with the directory where the concurrent program creates temporary files.

   You can set it to one of the utl_file_dir directories.

3. Replace the **`printer_name`** with the name of a printer that supports PDF printing.

4. Replace the **`file_size_in_bytes`** with the maximum size file that can be printed on the printer.

   If you leave the **`file_size_in_bytes`** parameter empty, the default is 1MB.

To generate RL2 PDF files:

1. Select RL2 PDF in the Name field.

2. Click in the Parameters field if the Parameters window does not automatically open.

3. Select the Reporting Year and the PRE Archived by Year End Preprocess for the RL2 slip.

4. Select an option for the Selection Criteria, if desired.

   The values are Employee Name, Social Insurance Number, and Assignment Set. Depending on the option entered the applicable field becomes enabled.

5. Select the applicable Employee Name, Social Insurance Number, or Assignment Set from the List of Values.

6. Select the appropriate value in the Print Terminated Employees Only field. You can select any one of the following options:

   - Yes: Prints RL2 PDFs of only the terminated employees.

   - No: Prints RL2 PDFs of all the active and terminated employees. No is the default value.

7. Click in the Sort Option One field and choose a sort option from the List of Values.

   The options are Location, Organization, and PRE. The Sort Option Two field is now available. If desired, enter options in the Sort Option Two and Sort Option Three fields.

8. In the Template Group field, select the template for the current run, for example, 2009 RL1.

   Note: PDF templates are retained only from 2008 forward. parameter is not applicable if you select a template for the year 2013.

9. In the Print Instructions field, select Yes to print instructions and No to not print instructions.

10. Click OK.

11. In the Submit Request window, select the printer and number of copies, in the Options region.

12. Click Submit.

    This concurrent program starts two "Generate Payroll XDO Reports" requests, one for the PDF template and one for the Error Template.

    The "Generate Payroll XDO Reports" request for the PDF template may spawn multiple sub-request(s), called "Sub Request: (PDF Document Stream Printing)." The number of sub-requests is based upon the value of the pdf-stream-divider-max-output-size variable in XDO configuration file (xdo.cfg). Oracle Payroll generates the PDF outputs against this sub request

    The "Generate Payroll XDO Reports" request for the Error Template generates a comma separated file that lists all the employees that did not have a PDF produce for them due to a negative balance.

13. Click Output to view the PDF file.

To run the RL2 Electronic Interface:

For the RL2 Electronic Interface:

- For BI Publisher XML and Payroll Engine based architecture, set Action Parameters **Print File** and **Run XML Publisher for Report Generation** to **Y** (Yes).

- For BI Publisher XML and Java based concurrent program architecture, set Action Parameters **Print File** and **Run XML Publisher for Report Generation** to **N** (No).

  Note: To verify the action parameter settings, navigate to Other Definitions > Action Parameters. If users have Action Parameter Group defined it should be used. Users can check their action parameter group in system profile 'HR:Action Parameter Group Name'. If nothing is defined Default Group should be used.

1. Select RL2 Electronic Interface 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 appropriate Transmitter GRE.

4. Click OK and then Submit.

5. When the process completes, select Payroll Process Results from the View menu.

6. Click Find.

7. Select the RL2 Electronic Interface and click Output.

   When Action Parameters **Print File** and **Run XML Publisher for Report**

Generation are **Y** (Yes), the following files are generated (where XXXX represents the Organization ID of the transmitter PRE and YEAR represents the reporting year.):

- RL2_XXXX_YEAR.xml (Master xml)
- RL2_XXXX_YEAR_1_P.eft (Employer Summary Detail)
- RL2_XXXX_YEAR_2_P.eft (Employee Error Detail)
- RL2_XXXX_YEAR_3_P.pdf (Transmitter and Employer Summary Records)
- RL2_XXXX_YEAR_4_P_M.xml (To be sent to government)

> **Note:** These files may also be found in the $APPLCSF/out directory.

When Action Parameters **Print File** and **Run XML Publisher for Report Generation** are **N** (No), 4 child requests and 1 sub request of 'PDF Document Stream Printing' will be spawned and the following files are generated as output:

- o<request_id>.out (to be sent to government), where request_id is of template 'PAYCARL2XML'.

  > **Note:** You need to change the extension from .out to .xml prior to uploading/sending to the government.

- o<request_id>.out (Employer Summary Report), where request_id is of sub request 'PDF Document Stream Printing'.
- o<request_id>.out (Employee Detail Report), where request_id is of template 'PAYCARL2A3'.
- o<request_id>.out (Employee Error Report), where request_id is of template 'PAYCARL2A2'.
- RL2_XXXX_YEAR.xml (Master xml), where XXXX represents the organization_id of the transmitter PRE and YEAR represents the reporting year.

  > **Note:** These files may also be found in the $APPLCSF/out directory. In all the above cases the template can be identified in the parameters field of sub requests 'Generate Payroll XDO Reports'.

8. Download the file to be sent to government:
   - Using BI Publisher XML and Payroll Engine based architecture, download the

RL2_XXXX_YEAR_4_P_M.xml file.

- Using BI Publisher XML and Java based concurrent program architecture, download the o<request_id>.out file and change the extension to .xml.

9. Submit the appropriate file to government.

Resetting the slip numbers:

Oracle Payroll automatically generates the slip numbers appearing on your RL slips by using the modulus 7 method as defined by the Quebec government. The numbers for the current year continue from the ending number of the previous year.

The Quebec government allows employers to use the same set of numbers each year. If you wish to do this, you must reset the Starting RL Slip Number each year. This consists of a simple database operation.

To reset your RL2 slip numbers, contact your database administrator and request a reset of the PAY_CA_EOY_RL2_S sequence.

Provincial Footnotes

Provincial Footnote Report

Note: From 2011 forward, footnotes have been replaced with codes therefore this report is not necessary for those years. However, it remains in the request group in the event it needs to be run it for a prior year.

The Quebec government requires that footnotes appear on RL-1 and RL-2 slips in certain situations. Oracle Payroll prints one footnote on the slip. If there is more than one footnote required, "See attached" appears on the slip and the footnotes appear on a footnote report. You must distribute this report to the employee along with the provincial year end slip. If you are submitting your year end information to the government with paper slips, a copy of it must be sent to them as well.

You define the content of these footnotes through the special information element you set up for year end reporting. Refer to Defining Information Elements for Year End Processing, *Oracle HRMS Compensation and Benefits Management Guide* for complete information.

Running the Provincial Footnote Report

Use the Provincial Footnote Report to generate footnote reports for either RL-1 or RL-2 slips.

Note: When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile.

To run the Provincial Footnote Report:

1. Select Provincial Footnote Report in the Name field.
2. Click in the Parameters field if the Parameters window does not automatically open.
3. Select the footnote report type.
4. Select the reporting year.
5. Select the PRE Archived by Year End Preprocess.

6. Select an Assignment Set, if desired.

7. Click OK and then Submit.

Provincial Year End Amendments and Cancellations

Provincial Year End Amendments and Cancellations

Subsequent to the distribution of year end slips to employees, retirees, and the MRQ, it may be necessary to make changes to or cancel these slips for an individual or group of employees.

When information on a year end slip has been changed after it has been distributed to the government and the employee, you must issue a new slip marked "Modifié" in order for the recipients to know that this slip is replacing and not in addition to the original slip.

In the event that a slip was produced and distributed in error, the employer must cancel the form by issuing a new form marked "Annulé".

For Amended RL-1 Slips, the following processes and reports are run:

- Provincial Year End Amendment Preprocess
- RL1 Amendment Register Report CA (request set)
- RL1 Amendment PDF
- RL1 Amendment Electronic Interface

For Cancelled RL-1 Slips, the following processes and reports are run:

- RL1 Cancellation Electronic Interface
- RL1 Cancellation PDF

For Amended RL-2 slips, the following processes and reports are run:

- Provincial Year End Amendment Preprocess
- RL2 Amendment Register Report CA (request set)
- RL2 Amendment PDF
- RL2 Amendment Electronic Interface

For Cancelled RL2 Slips, the following processes and reports are run:

- RL2 Cancellation Electronic Interface
- RL2 Cancellation PDF

Provincial Year End Amendment Preprocess

The Provincial Year End Amendment Preprocess archives all RL-1 and RL-2 amended boxes, as well as those that were correct on the original slips. Submit the Provincial Year End Amendment Preprocess only if there are employees whose information has been corrected after you issued the slips for that reporting year. You can submit this process multiple times. If any data has changed for an employee, the Provincial Year End Amendment Preprocess archives the data.

> **Note:** A slip will not print for employees that have a negative box balance. Check the concurrent request log file to identify employees that did not have a paper report print.

See: Running the Provincial Year End Amendment Preprocess, page 3-156

RL1/RL2 Amendment Register Reports

The RL1/RL2 Amendment Register Report CA request sets include the Amendment Register Report and Amendment Totals reports. These audit reports for RL-1 and RL-2 amendments display the RL-1 /RL-2 year end box information for all employees whose data was corrected. Submit these request sets after running the Provincial Year End Amendment Preprocess with valid parameters.

See: Running the RL1 Amendment Register Report, page 3-158 and Running the RL2 Amendment Register Report, page 3-159

RL1/RL2 Amendment PDFs

Use the RL1/RL2 Amendment PDFs to generate amended year end slips in PDF format. You submit the RL1/RL2 Amendment PDFs after you have verified the Amendment Register reports for accuracy. Use the RL1 Amendment PDF to generate RL-1 slips for employees whose data was corrected after the original slips were issued. Use the RL2 Amendment PDF to generate RL-2 slips for employees whose data was corrected after the original slips were issued.

> **Note:** When generating amendment PDFs it is recommended that all amended PDFs be printed prior to processing another amendment for the same person.

The number of the original slip is displayed in the box "No du dernier releve transmis" at the top of the form. An authorization number is also displayed in the bottom left corner of the slip.

The RL-1 and RL-2 slip numbers are stored in the "Additional RL1 Form Information" and "Additional RL2 Form Information" Person EITs (Extra Information Table). These Person EITs allow the user to store the slip numbers by Reporting Year and PRE

(Provincial Reporting Establishment).

The format of the RL2 Amendment PDF is the same as the RL2 PDF except that 'Modifié' is printed on the slip and "A" is entered in the box marked "Code du relevé". The number of the most recently filed RL-2 slip is displayed in the box labeled "No. du dernier releve transmis". An authorization number is also displayed in the bottom left corner of the slip.

> **Note:** The "Additional RL1 Information" and "Additional RL2 Form Information" Person EITs need to be added to a responsibility if they are to appear for employees. They have been added to the standard Canadian responsibilities "CA HRMS Manager," "CA Payroll Manager," and "CA SHRMS Manager."

See: Running the RL1 Amendment PDF, *Oracle HRMS Payroll Processing Management Guide* and Running the RL2 Amendment PDF, *Oracle HRMS Payroll Processing Management Guide*

RL1/RL2 Amendment Paper Reports

> **Note:** While the RL1/RL2 Amendment Paper Reports are still available options, Oracle Payroll no longer supports changes to the forms. It is recommended that the RL1/RL2 Amendment PDFs be used instead.

See: Running the RL1 Amendment Paper Report, page 3-165 and Running the RL2 Amendment Paper Report, page 3-166

RL1/RL2 Amendment Electronic Interface

Use the RL1/RL2 Amendment Electronic Interface to generate an amended electronic interface file.

See: Running the RL1 Amendment Electronic Interface, page 3-167 and Running the RL2 Amendment Electronic Interface, page 3-167.

RL1/RL2 Cancellation PDFs

Use the RL1/RL2 Cancellation PDFs to cancel previously submitted RL-1/RL-2 PDF slips or RL-1/RL-2 Amended PDFs and generate Cancelled Slips in PDF format. When an employee has multiple RL1/RL2 PDF report runs, the latest will be considered for cancellation. When an employee has both RL1/RL2 PDF and RL1/RL2 Amendment PDF runs, the RL1/RL2 Amendment PDF run takes precedence over the RL1/RL2 PDF run.

> **Important:** The RL1/RL2 Cancellation PDFs must be run to view the slips online.

See: Running the RL1 Cancellation PDF, page 3-168 and Running the RL2 Cancellation PDF., page 3-169

RL1/RL2 Cancellation Electronic Interface

Use the RL1/RL2 Cancellation Electronic Interface to cancel previously submitted RL-1 and RL-2 slips via an electronic interface file.

See: Running the RL1 Cancellation Electronic Interface, page 3-171 and Running the RL2 Cancellation Electronic Interface, page 3-172.

Running the Provincial Year End Amendment Preprocess

The Provincial Year End Amendment Preprocess archives all RL-1 and RL-2 amended boxes, as well as those that were correct on the original slips. Submit this process only if there are employees whose data has been corrected after you ran the Provincial Year End Preprocess for that reporting year and issued the year end slips.

You must enter the original slip number in the Person EIT prior to running this process. See: Person Extra Information Types, *Oracle HRMS Workforce Staffing Management Guide*

You run the Provincial Year End Amendment Preprocess from the Submit Request window.

> **Note:** When running this process as a secure user, you are only able to view the employee details that you have access to through your security profile.

To Run the Provincial Year End Amendment Preprocess:

1. In the Request Name field, select Provincial Year End Amendment Preprocess.
2. In the Parameters window, use the Lists of Values in the Report Type, Reporting Year, PRE Archived by Year End Preprocess, Selection Criteria, and based on your selection criteria, the Employee Name, Social Insurance Number, or Assignment Set that you want to run.
3. Click OK and then Submit.

When this process completes, you can:

- Run the RL1/RL2 Amendment Register Report request sets

  See: Running the RL1 Amendment Register Report, page 3-158 and Running the RL2 Amendment Register Report, page 3-159

- Run the RL1/RL2 Amendment PDFs

See: Running the RL1 Amendment PDF, *Oracle HRMS Payroll Processing Guide* and Running the RL2 Amendment PDF, *Oracle HRMS Payroll Processing Guide*

- Run the RL1/RL2 Amendment Paper Reports

  Note: While the RL1/RL2 Amendment Paper Reports are still available options, Oracle Payroll no longer supports changes to the forms. It is recommended that the RL1/RL2 Amendment PDFs be used instead.

  See: Running the RL1 Amendment Paper Report, page 3-165 and Running the RL2 Amendment Paper Report, page 3-166

- Run the RL1/RL2 Amendment Electronic Interface

  See: Running the RL1 Amendment Electronic Interface, page 3-167 and Running the RL2 Amendment Electronic Interface, page 3-167.

You can also rollback and retry this process. See: Retrying the Provincial Year End Amendment Preprocess, page 3-157 and Rolling Back the Provincial Year End Amendment Preprocess, page 3-158

Retrying the Provincial Year End Amendment Preprocess

When you retry the Provincial Year End Amendment Preprocess, any employee assignments that have been marked for retry are re-archived. You mark assignments for retry in the Employee Assignment Process window. If you are attempting to retry a process that has been locked by a subsequent Provincial Year End Amendment Preprocess, you must mark both processes for retry.

Note: When retrying this process, historical data for the most recent archiver is lost.

You retry the Provincial Year End Amendment Preprocess from the Submit Requests window.

To retry the Provincial Year End Amendment Preprocess:

1. In the Name field, select Retry Payroll Process.
2. Click in the Parameters field if the parameters window does not automatically appear.
3. In the Process Type field, select Magnetic Report from the List of Values.
4. In the Process Year field, select the appropriate year.

5. In the Payroll Process field, select the Provincial Year End Amendment Preprocess you want to retry.

6. Click OK and then Submit.

Rolling Back the Provincial Year End Amendment Preprocess

When you rollback the Provincial Year End Amendment Preprocess, you are removing all archived data on amended provincial year end balances from the system. If you are attempting to rollback a process that has been locked by a subsequent Provincial Year End Amendment Preprocess, you must first rollback the newer process before you can rollback the later one.

You rollback the Provincial Year End Amendment Preprocess from the Submit Requests window.

To rollback the Provincial Year End Amendment Preprocess:

1. In the Name field, select Rollback Payroll Process.

2. Click in the Parameters field if the Parameters box does not open automatically.

3. In the Process Type field, select Magnetic Report from the List of Values.

4. In the Process Year field, select the appropriate year.

5. In the Payroll Process field, select the Provincial Year End Amendment Preprocess that you want to rollback.

6. Click OK and then Submit.

Running the RL1 Amendment Register Report

The amendment register displays all employees who were modified after you ran the Provincial Year End Preprocess for that reporting year. You can run this register in two modes:

- Most Recent displays only the current amendments

- Historical displays all amendments since the original RL-1 slips were issued for that reporting year

See: Running the Provincial Year End Amendment Preprocess, page 3-156

Run the RL1 Amendment Register Report CA from the Submit Request window.

Note: When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile.

To Run the RL1 Amendment Register Report CA:

1. In the Request Name field, select RL1 Amendment Register Report CA.
2. In the Parameters window, use the Lists of Values in the Reporting Year and PRE Archived by Year End Preprocess that you want to run.
3. Select the Mode:
   - **Most Recent**: Displays the latest amended employee information for the given parameters. This is useful when employee data has been amended multiple times in the same year, and you want to see the latest amended details only.
   - **Historical**: Displays the historical amended employee information for the given parameters. This is useful when employee data has been amended multiple times in the same year, and you want to see all the amended data for that employee.

     Note: The RL1 Amendment Register Report processed in Historical Mode does not display the RL1 Amendment Register Totals. Run the RL1 Amendment Register Report in Most Recent Mode to display the RL1 Amendment Register Totals.

4. Choose your Selection Criteria, and based on your selection criteria, either the Employee Name, Social Insurance Number, or Assignment Set that you want to run.
5. Specify the sort priority for your report parameters.

   The available sort criteria are: GRE, Organization, and Location.
6. Click OK and then Submit.

Running the RL2 Amendment Register Report

The RL2 Amendment Register displays all employees who were modified after you ran the Provincial Year End Preprocess for that reporting year. It displays a list of changes archived by the Provincial Year End Amendment Preprocess. You can run this register in two modes:

- Most Recent displays only the current amendments

- Historical displays all amendments since the original RL-2 slips were issued for that reporting year

This request set consists of two programs:

- RL2 Amendment Register Report: Lists the details of all changes archived by the Provincial Year End Amendment Preprocess.

- RL2 Amendment Register Totals: Lists compiled totals for all changes archived by the Provincial Year End Amendment Preprocess.

Run this request set after you have run the Provincial Year End Amendment Preprocess.

See: Running the Provincial Year End Amendment Preprocess, page 3-156

Run this request set from the Submit Request Set window.

> **Note:** When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile.

To run the RL2 Amendment Register Report:

1. In the Request Name field, select RL2 Amendment Register Report CA.

2. In the Parameters window, specify the reporting year and PRE archived by the Year End Preprocess.

   The PRE field lists only those PREs that have been archived by both the Provincial Year End Preprocess and Provincial Year End Amendment Preprocess during the specified year.

3. Select the Mode:

   - **Most Recent**: Displays the latest amended employee information for the given parameters. This is useful when employee data has been amended multiple times in the same year, and you want to see the latest amended details only.

   - **Historical**: Displays the historical amended employee information for the given parameters. This is useful when employee data has been amended multiple times in the same year, and you want to see all the amended data for that employee.

     > **Note:** When run in Historical Mode, the RL2 Amendment Register Report does not display the RL2 Amendment Register Totals. Run this request set in Most Recent Mode to display the

RL2 Amendment Register Totals.

4. Choose your Selection Criteria, and based on your selection criteria, the Employee Name, Social Insurance Number, or Assignment Set that you want to run.

5. Specify the sort priority for your report parameters.

   The available sort criteria are: GRE, Organization, and Location.

6. Click OK and then Submit.

Running the RL1 Amendment PDF

The number of the original slip is displayed in the box "No du dernier releve transmis" at the top of the form. An authorization number is also displayed in the bottom left corner of the slip.

You enter the original slip number in the "Additional RL-1 Form Information" Person EIT. If the original slip number is not entered for employees, then employees whose original slip number is null are reported in the RL1 Amendment PDF error report.

Run the RL1 Amendment PDF from the Submit Requests window.

> **Note:** When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile. When generating amendment PDFs it is recommended that all amended PDFs be printed prior to processing another amendment for the same person.

The Amendment Year End Preprocess and Amendment PDF must be run to view the amended slip online.

To configure the RL1 Amendment PDF generation:

The RL1 Amendment PDF concurrent program generates amended RL1 slips in PDF format. This program uses XML Publisher to create the file. Set Action Parameters **Print File** (Print_files) and **Run XML Publisher for Report Generation** (RUN_XDO) to **N** (No) and perform the following steps to configure the RL1 slip generation behavior:

1. Edit the $XDO_TOP/resource/xdo.cfg configuration file.

   If this file doesn't exist, you can create it.

   This file has the following format:

```
<config version="1.0.0" xmlns="http://xmlns.oracle.com/oxp/config/">
<properties>
<property name="system-temp-dir">temporary_directory</property>
<property name="printer_name.pdf-stream-divider-max-output-size">
file_size_in_bytes</property>
</properties>
</config>
```

2. Replace **temporary_directory** with the directory where the concurrent program creates temporary files.

   You can set it to one of the utl_file_dir directories.

3. Replace the **printer_name** with the name of a printer that supports PDF printing.

4. Replace the **file_size_in_bytes** with the maximum size file that can be printed on the printer.

   If you leave the **file_size_in_bytes** parameter empty, the default is 1MB.

To generate RL1 Amendment PDF files:

1. Select RL1 Amendment PDF in the Name field.

2. Click in the Parameters field if the Parameters window does not automatically open.

3. Select the Reporting Year and the PRE Archived by Year End Preprocess for the RL1 slip.

4. Select the Mode: Un-printed RL1 or Re-print RL1. The Un-printed mode is selected when printing the amended PDF for the first time. If doing a reprint of the amended slip, the Re-print mode is selected.

5. Select an option for the Selection Criteria, if desired.

   The values are Employee Name, Social Insurance Number, and Assignment Set. Depending on the option entered the applicable field becomes enabled.

6. Select the applicable Employee Name, Social Insurance Number, or Assignment Set from the List of Values.

7. Select the appropriate value in the Print Terminated Employees Only field. You can select any one of the following options:

   - Yes: Prints RL1 Amendment PDFs of only the terminated employees.

   - No: Prints RL1 Amendment PDFs of all the active and terminated employees. No is the default value.

8. Click in the Sort Option One field and choose a sort option from the List of Values.

   The options are Location, Organization, and PRE. The Sort Option Two field is now available. If desired, enter options in the Sort Option Two and Sort Option Three fields.

9. In the Template Group field, select the template for the current run.

   Note: Amended PDF templates are retained only from 2010 forward. The Print Instructions parameter is not applicable if you select a template for the year 2013.

10. In the Print Instructions field, select Yes to print instructions and No to not print instructions.

11. Click OK.

12. In the Submit Request window, select the printer and number of copies, in the Options region.

13. Click Submit.

14. Click Output to view the PDF file.

Running the RL2 Amendment PDF

The format of the RL2 Amendment PDF is the same as the RL2 PDF except that 'Modifié' is printed on the slip and "A" is entered in the box marked 'Code du relevé'. The number of the most recently filed RL-2 slip is displayed in the box labeled "No. du dernier releve transmis". An authorization number is also displayed in the bottom left corner of the slip.

You enter the original slip number in the "Additional RL-2 Form Information" Person EIT. If the original slip number is not entered for employees, then employees whose original slip number is null are reported in the RL2 Amendment PDF error report.

Run the RL2 Amendment PDF from the Submit Requests window.

Note: When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile. When generating amendment PDFs it is recommended that all amended PDFs be printed prior to processing another amendment for the same person.

The Amendment Year End Preprocess and Amendment PDF must be run to view the amended slip online.

To configure the RL2 Amendment PDF generation:

The RL2 Amendment PDF concurrent program generates amended RL2 slips in PDF format. This program uses XML Publisher to create the file. Set Action Parameters **Print File** (Print_files) and **Run XML Publisher for Report Generation** (RUN_XDO) to **N** (No) and perform the following steps to configure the RL2 slip generation behavior:

1. Edit the $XDO_TOP/resource/xdo.cfg configuration file.

   If this file doesn't exist, you can create it.

   This file has the following format:

   ```
   <config version="1.0.0" xmlns="http://xmlns.oracle.com/oxp/config/">
   <properties>
   <property name="system-temp-dir">temporary_directory</property>
   <property name="printer_name.pdf-stream-divider-max-output-size">
   file_size_in_bytes</property>
   </properties>
   </config>
   ```

2. Replace **temporary_directory** with the directory where the concurrent program creates temporary files.

   You can set it to one of the utl_file_dir directories.

3. Replace the **printer_name** with the name of a printer that supports PDF printing.

4. Replace the **file_size_in_bytes** with the maximum size file that can be printed on the printer.

   If you leave the **file_size_in_bytes** parameter empty, the default is 1MB.

To generate RL2 Amendment PDF files:

1. Select RL2 Amendment PDF in the Name field.

2. Click in the Parameters field if the Parameters window does not automatically open.

3. Select the Reporting Year and the PRE Archived by Year End Preprocess for the RL2 slip.

4. Select the Mode: Un-printed RL2 or Re-print RL2. The Un-printed mode is selected when printing the amended PDF for the first time. If doing a reprint of the amended slip, the Re-print mode is selected.

5. Select an option for the Selection Criteria, if desired.

   The values are Employee Name, Social Insurance Number, and Assignment Set. Depending on the option entered the applicable field becomes enabled.

6. Select the applicable Employee Name, Social Insurance Number, or Assignment Set from the List of Values.

7. Select the appropriate value in the Print Terminated Employees Only field. You can select any one of the following options:

   - Yes: Prints RL2 Amendment PDFs of only the terminated employees.

   - No: Prints RL2 Amendment PDFs of all the active and terminated employees. No is the default value.

8. Click in the Sort Option One field and choose a sort option from the List of Values.

   The options are Location, Organization, and PRE. The Sort Option Two field is now available. If desired, enter options in the Sort Option Two and Sort Option Three fields.

9. In the Template Group field, select the template for the current run.

   Note: Amendment PDF templates are retained only from 2010 forward. The Print Instructions parameter is not applicable if you select a template for the year 2013.

10. In the Print Instructions field, select Yes to print instructions and No to not print instructions.

11. Click OK.

12. In the Submit Request window, select the printer and number of copies, in the Options region.

13. Click Submit.

14. Click Output to view the PDF file.

Running the RL1 Amendment Paper Report

Note: While the RL1 Amendment Paper Report is still an available option, Oracle Payroll no longer supports changes to the form. It is recommended that the RL1 Amendment PDF be used instead.

You print amended RL-1s on the standard RL-1 slip, but they have "Amended" printed at the top along with the original RL-1 slip number. You enter the original slip number in the "Additional RL-1 Information" Person EIT.

Run the RL1 Amendment Paper Report from the Submit Requests window.

Note: When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile.

To Run the RL1 Amendment Paper Report:

1. Specify the reporting year, archived PRE, and original slip number in the "Additional RL-1 Information" Person EIT.

   See: Person Extra Information Types, *Oracle HRMS Workforce Staffing Management Guide*

2. In the Request Name field, select RL1 Amendment Paper Report.

3. In the Parameters window, use the Lists of Values in the Reporting Year and PRE Archived by Year End Preprocess, Selection Criteria, and based on your selection criteria, the Employee Name, Social Insurance Number or Assignment Set that you want to run.

4. Click in the Sort Option One field and choose a sort option from the List of Values.

   The options are Location, Organization, and PRE. The Sort Option Two field is now available. If desired, enter options in the Sort Option Two and Sort Option Three fields.

5. Click OK and then Submit.

Running the RL2 Amendment Paper Report

Note: While the RL2 Amendment Paper Report is still an available option, Oracle Payroll no longer supports changes to the form. It is recommended that the RL2 Amendment PDF be used instead.

You print amended RL-2s on the standard RL-2 slip with "Amended" and the original RL-2 slip number printed at the top along with the original RL-2 slip number. You enter the original slip number in the "Additional RL-2 Form Information" Person EIT.

Run the RL2 Amendment Paper Report from the Submit Requests window.

Note: When running this report as a secure user, you are only able to view the employee details that you have access to through your security profile.

To Run the RL2 Amendment Paper Report:

1. In the Request Name field of the Submit Requests window, select RL2 Amendment Paper Report.

2. In the Parameters window, use the Lists of Values in the Reporting Year and PRE Archived by Year End Preprocess, Selection Criteria, and based on your selection criteria, the Employee Name, Social Insurance Number or Assignment Set that you want to run.

3. Optionally, select values for the Sort Option One, Sort Option Two, and Sort Option Three fields.

   The sort options are Location, Organization, and PRE.

4. Click OK and then Submit.

Running the RL1 Amendment Electronic Interface

Run the RL1 Amendment Electronic Interface from the Submit Requests window.

To Run the RL1 Amendment Electronic Interface :

1. In the Request Name field of the Submit Requests window, select RL1 Amendment Electronic Interface.

2. In the Parameters window, use the List of Values in the Reporting Year and Transmitter PRE.

3. Click OK and then Submit.

Running the RL2 Amendment Electronic Interface

Run the RL2 Amendment Electronic Interface from the Submit Requests window.

To Run the RL2 Amendment Electronic Interface:

1. In the Request Name field of the Submit Requests window, select RL2 Amendment Electronic Interface.

2. In the Parameters window, use the List of Values in the Reporting Year and Transmitter PRE.

3. Click OK and then Submit.

Running the RL1 Cancellation PDF

Run the RL1 Cancellation PDF from the Submit Requests window. The RL1 Cancellation PDF is generated with the word 'Annulé' on the slip. A "D" is displayed in the 'Code du Relevé' box indicating that it is a cancelled RL-1 slip. An authorization number is also displayed in the bottom left corner of the slip.

To configure the RL1 Cancellation PDF generation:

The RL1 Cancellation PDF concurrent program generates cancelled RL-1 slips in PDF format. This program uses XML Publisher to create the file. Set Action Parameters **Print File** and **Run XML Publisher for Report Generation** to **N** (No) and perform the following steps to configure the RL1 slip generation behavior:

1. Edit the $XDO_TOP/resource/xdo.cfg configuration file.

   If this file doesn't exist, you can create it.

   This file has the following format:

```
<config version="1.0.0" xmlns="http://xmlns.oracle.com/oxp/config/">
<properties>
<property name="system-temp-dir">temporary_directory</property>
<property name="printer_name.pdf-stream-divider-max-output-size">
file_size_in_bytes</property>
</properties>
</config>
```

2. Replace **`temporary_directory`** with the directory where the concurrent program creates temporary files.

   You can set it to one of the utl_file_dir directories.

3. Replace the **`printer_name`** with the name of a printer that supports PDF printing.

4. Replace the **`file_size_in_bytes`** with the maximum size file that can be printed on the printer.

   If you leave the **`file_size_in_bytes`** parameter empty, the default is 1MB.

To generate RL1 Cancellation PDF files:

1. Select RL1 Cancellation PDF in the Name field.

2. Click in the Parameters field if the Parameters window does not automatically open.

3. Select the Reporting Year and the PRE Archived by Year End Preprocess for the RL1 slip.

4. Select the Mode: Un-printed RL1 or Re-print RL1. The Un-printed mode is selected

when printing the cancelled PDF for the first time. If doing a reprint of the cancelled slip, the Re-print mode is selected.

5. Select an option for the Selection Criteria, if desired.

   The values are Employee Name, Social Insurance Number, and Assignment Set. Depending on the option entered the applicable field becomes enabled.

6. Select the applicable Employee Name, Social Insurance Number, or Assignment Set from the List of Values.

7. Select the appropriate value in the Print Terminated Employees Only field. You can select any one of the following options:

   - Yes: Prints RL1 Cancellation PDFs of only the terminated employees.
   - No: Prints RL1 Cancellation PDFs of all the active and terminated employees. No is the default value.

8. Click in the Sort Option One field and choose a sort option from the List of Values.

   The options are Location, Organization, and PRE. The Sort Option Two field is now available. If desired, enter options in the Sort Option Two and Sort Option Three fields.

9. In the Template Group field, select the template for the current run, for example, 2010 RL1 Cancellation.

   Note: Cancellation PDF templates are retained only from 2010 forward. The Print Instructions parameter is not applicable if you select a template for the year 2013.

10. In the Print Instructions field, select Yes to print instructions and No to not print instructions.

11. Click OK.

12. In the Submit Request window, select the printer and number of copies, in the Options region.

13. Click Submit.

14. Click Output to view the PDF file.

Running the RL2 Cancellation PDF

Run the RL2 Cancellation PDF from the Submit Requests window. The RL2

Cancellation PDF is generated with the word 'Annulé' on the slip. A "D" is displayed in the 'Code du Relevé' box indicating that it is a cancelled RL-2 slip. AAn authorization number is also displayed in the bottom left corner of the slip.

To configure the RL2 Cancellation PDF generation:

The RL2 Cancellation PDF concurrent program generates amended RL2 slips in PDF format. This program uses XML Publisher to create the file. Set Action Parameters **Print File** and **Run XML Publisher for Report Generation** to **N** (No) and perform the following steps to configure the RL2 slip generation behavior:

1. Edit the $XDO_TOP/resource/xdo.cfg configuration file.

   If this file doesn't exist, you can create it.

   This file has the following format:

   ```
   <config version="1.0.0" xmlns="http://xmlns.oracle.com/oxp/config/">
   <properties>
   <property name="system-temp-dir">temporary_directory</property>
   <property name="printer_name.pdf-stream-divider-max-output-size">
   file_size_in_bytes</property>
   </properties>
   </config>
   ```

2. Replace **`temporary_directory`** with the directory where the concurrent program creates temporary files.

   You can set it to one of the utl_file_dir directories.

3. Replace the **`printer_name`** with the name of a printer that supports PDF printing.

4. Replace the **`file_size_in_bytes`** with the maximum size file that can be printed on the printer.

   If you leave the **`file_size_in_bytes`** parameter empty, the default is 1MB.

To generate RL2 Cancellation PDF files:

1. Select RL2 Cancellation PDF in the Name field.

2. Click in the Parameters field if the Parameters window does not automatically open.

3. Select the Reporting Year and the PRE Archived by Year End Preprocess for the RL2 slip.

4. Select the Mode: Un-printed RL2 or Re-print RL2. The Un-printed mode is selected when printing the cancelled PDF for the first time. If doing a reprint of the cancelled slip, the Re-print mode is selected.

5. Select an option for the Selection Criteria, if desired.

The values are Employee Name, Social Insurance Number, and Assignment Set. Depending on the option entered the applicable field becomes enabled.

6. Select the applicable Employee Name, Social Insurance Number, or Assignment Set from the List of Values.

7. Select the appropriate value in the Print Terminated Employees Only field. You can select any one of the following options:

   - Yes: Prints RL2 Cancellation PDFs of only the terminated employees.

   - No: Prints RL2 Cancellation PDFs of all the active and terminated employees. No is the default value.

8. Click in the Sort Option One field and choose a sort option from the List of Values.

   The options are Location, Organization, and PRE. The Sort Option Two field is now available. If desired, enter options in the Sort Option Two and Sort Option Three fields.

9. In the Template Group field, select the template for the current run, for example, 2010 RL2 Cancellation.

   Note: Cancellation PDF templates are retained only from 2010 forward. The Print Instructions parameter is not applicable if you select a template for the year 2013.

10. In the Print Instructions field, select Yes to print instructions and No to not print instructions.

11. Click OK.

12. In the Submit Request window, select the printer and number of copies, in the Options region.

13. Click Submit.

14. Click Output to view the PDF file.

Running the RL1 Cancellation Electronic Interface

Run the RL1 Cancellation Electronic Interface from the Submit Requests window.

To Run the RL1 Cancellation Electronic Interface:

1. In the Request Name field of the Submit Requests window, select RL1 Cancellation

Electronic Interface.

2. In the Parameters window:

   - **Reporting Year** – Select the year for which RL1 was filed and later cancelled. This is a mandatory parameter. You can modify this to any other valid year from the LOV.

   - **Original Electronic Media** – This lists the existing Electronic Media runs in that Reporting Year that are not locked by any other processes. Select the run you want to cancel from the LOV. Every record in this LOV has a PRE name, Payroll Action Id, Request Id and Report Type for that particular run. This is a mandatory parameter.

   - **Selection Criteria** – The LOV will display three choices: Employee Name, Social Insurance Number and Assignment Set. This is an optional parameter.

     Note: Depending on the selection criteria the non-relevant parameters will grey out and the user will be able to enter data in the chosen one.

   - **Employee Name** – This parameter will bring up a list of Employee Names and Social Insurance Numbers that have already been issued magnetic media in the Original Electronic Media run.

   - **Social Insurance Number** – This parameter will bring up a list of Social Insurance Numbers and Employee Names that have already been issued magnetic media in the Original Electronic Media run.

   - **Assignment Set** – This parameter will bring up a list of all assignment sets within that Business Group.

3. Click OK and then Submit.

Running the RL2 Cancellation Electronic Interface

Run the RL2 Cancellation Electronic Interface from the Submit Requests window.

To Run the RL2 Cancellation Electronic Interface:

1. In the Request Name field of the Submit Requests window, select RL2 Cancellation Electronic Interface.

2. In the Parameters window:

- **Reporting Year** – Select the year for which RL2 was filed and later cancelled. This is a mandatory parameter. You can modify this to any other valid year from the LOV.

- **Original Electronic Media** – This lists the existing Electronic Media runs in that Reporting Year that are not locked by any other processes. Select the run you want to cancel from the LOV. Every record in this LOV has a PRE name, Payroll Action Id, Request Id and Report Type for that particular run. This is a mandatory parameter.

- **Selection Criteria** – The LOV will display three choices: Employee Name, Social Insurance Number and Assignment Set. This is an optional parameter.

  Note: Depending on the selection criteria the non-relevant parameters will grey out and the user will be able to enter data in the chosen one.

- **Employee Name** – This parameter will bring up a list of Employee Names and Social Insurance Numbers that have already been issued magnetic media in the Original Electronic Media run.

- **Social Insurance Number** – This parameter will bring up a list of Social Insurance Numbers and Employee Names that have already been issued magnetic media in the Original Electronic Media run.

- **Assignment Set** – This parameter will bring up a list of all assignment sets within that Business Group.

3. Click OK and then Submit.

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:

- T4
- T4A
- RL1
- RL2

Setting Printer Styles for End of Year Processes

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

To set up a printer for the Canadian End of Year processes:

1. Using the System Administrator Responsibility, select Install > Printer > Types from the Navigator.
2. Query the new printer in the Type field.
3. Select the appropriate style in the Style field and in the Driver fields:
   - **RL1PAPER**: For RL1 Paper and RL1 Amendment Paper reports
   - **RL2PAPER**: For RL2 and RL2 Amendment Paper reports

- **T4RL1PAPER**: For T4 and T4 Amendment Paper reports
- **T4APAPER**: For T4A and T4A Amendment Paper reports

4. Save your work.

Making Changes on the Magnetic Media

If you run a magnetic report and it does not complete successfully, the View Requests window indicates that an error has occurred. To read the error message, you must open the log file specified in the View Requests window. Errors most often occur because employee assignments are still marked for retry from a Year End Preprocess run, or because not all of the Year End Preprocesses were run for the enterprise. To resolve an error you must roll back the magnetic report and fix the error. Once the error is resolved, you can rerun the magnetic report. If you have already run a magnetic tape report and must make changes to the data that was processed, follow these steps:

1. Roll back the process. See: Rolling back the Magnetic Media Process, page 3-175
2. Make all necessary changes to employee data.
3. If the archived data needs to be changed for the employee(s), retry the archive for the affected employees. See: Retrying the Magnetic Media Process, page 3-176
4. Rerun the process.

   When Oracle Payroll completes a retry, it generates the files for the magnetic media and overwrites any existing files. You can navigate to the View Requests window to view the processing status of the report.

Rolling back the Magnetic Media Process

Roll back the magnetic media process from the Submit Request window.

To rollback the magnetic media process:

1. In the Name list of the Submit Request window, select Rollback, and choose the OK button.
2. If the Parameters window does not automatically open, click the Parameters key flexfield.
3. In the Payroll Process list of the Parameters window, select the Magnetic Media process that you want to roll back, and choose the OK button.

Note: You can identify the process by using the request ID

4. In the Parameters window, choose the OK button.
5. In the Submit Request window, choose the Submit button.
6. Note the request ID in the Decision dialog box, and choose the No button.

To view result of Rollback

7. Navigate to the Requests window.
8. In the Find Requests dialog box, select the Specific Requests option.
9. Type the request ID in the Request ID field, and choose the Find button. The Requests window will display data pertaining to the Rollback process.
10. To view request details, choose the View Details button.

Retrying the Magnetic Media Process

Retry the magnetic media process from the Submit Request window.

To retry magnetic media process:

1. In the Name list of the Submit Request window, select Retry Payroll Process, and choose the OK button.
2. If the Parameters window does not automatically open, click the Parameters key flexfield.
3. In the Payroll Process list of the Parameters window, select the Magnetic Media process you want to retry, and choose the OK button.

Note: You can identify your process using its request ID.

4. Choose the OK button in the Parameters window.
5. Choose the Submit button in the Submit Request window.
6. Note the request ID in the Decision dialog box, and choose the No button.

To view result of Retry Payroll Process

7. Navigate to the Requests window.

8. In the Find Requests dialog box, select the Specific Requests option.

9. Type your request ID in the Request ID field, and choose the Find button. The Requests window will display details on the Retry Payroll Process that you submitted.

10. To view request details, choose the View Details button.

4

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 all employees or 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.
- Employee Run Results give you a list of all results created for this payroll run.

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.
- For non-North American legislations, 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 4-7
- Continuous Calculation, page 4-8

  Note: You can use this if it is enabled for your localization.

- Running the PrePayments Process, page 4-49
- Retries, page 4-155
- Reversals, page 4-156
- Rollbacks, page 4-154
- RetroPay, page 4-103
- For non-North American legislations: Advance Pay, *Oracle HRMS Payroll Processing*

Management Guide

Reporting on Payroll Processing and Analysis

See Reports and Processes in Oracle HRMS, *Oracle HRMS Window Navigation and Reports Guide*

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 or Group of Employees

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

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

Specifying What Details You Can Include in a Payroll Run

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

Can you verify that a payroll run has completed successfully?

On completion of a payroll run you will need to verify that the run completed successfully. You can display run messages and view latest balances and assignment level results. You may also need to have relevant information grouped by topic in report format so that you can review the outcome of processing. Payroll runs can be monitored through the Payroll Progress Monitor, enabling you to view the name of the run and the percentage/time of completion.

Can you make adjustments after a payroll run has completed?

Oracle Payroll enables you to make each of the following types of adjustment when a

payroll run has completed.

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

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

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

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

Ensuring that Employees are Paid by the Correct Payment Method

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

Ensuring that Costing Information Can be Provided

On completion of a payroll run you may need to distribute the associated costs across particular cost centers. For information on this, see: Cost Analysis Overview, *Oracle HRMS Enterprise and Workforce Management Guide*

Can Oracle Payroll run payroll processes throughout a payroll period?

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

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

Where employers have agreed to pay tax on a known fixed net payment, Oracle Payroll can calculate the gross amount that employees must receive in order to meet all deductions and still receive the correct net amount. This is referred to as Net-to-Gross processing, and the calculations that derive the correct gross amounts are referred to as Grossups, provided that the feature is enabled in your country.

Note: The entries made in the "Grossup Processing" tab on the earnings form only specify what deductions are to be included when calculating the gross pay. The system looks at the taxability rules to determine what deductions should be taken from an earning and does not take into consideration what is entered on the grossup processing tab. For example, if the gross up processing tab shows that Federal tax is to be the only tax included in the grossup calculation but the element is subject to CPP, EI and Federal tax as per the taxability rules, all three taxes will be deducted.

Can you process external and manual payments

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

The Payroll Run

Process Part of a Payroll

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

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

Assignment Sets

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

- 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:

- Include all assignments
- Include or exclude individually identified assignments
- Use a formula to include or exclude certain groups of assignments

Consolidation Sets

A consolidation set is a grouping of payrolls that simplify post-run processing and reporting. It enables you to produce a single set of reports, costing results, and other results for all payrolls in a consolidation set. When you run a payroll, make sure that you have named the consolidation set to which the payroll belongs.

Element and Distribution Sets

With a normal payroll 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.

Canada only: When creating a Run set, you need to explicitly add the Canadian Tax recurring element to your element set.

US only: When creating a Run set, you 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 immediately. 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 (such as 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.

Event Group Qualification

Event Qualification is a system to restrict the type of datetracked-events to be interpreted from the Incident Register. You can qualify the event so only a subset of these event types are actually returned. An event qualifier is a basic definition of events to be monitored for a table to represent additional filtering.

You can form event groups that enable you to construct a grouping of events. A list of events gives you the ability to say "I am interested in this event occurring" and provides a simple solution for most problems. In more complex implementations, you can use Event Qualifiers. If, for example, there are date changes, you can address it to a further level of granularity such as "why the change occurred". It enables you to specifically control the events creation; for example, "to raise event if the change is from A to B, but do not raise it if it is from A to C. In other words, a specific change qualifies the event.

The Qualifiers button is enabled only when you enter an event with update type " Datetrack Update" using the Event Group window. An event can be qualified if predefined qualifiers exist for that table, and you can enter exact changes that cause the event to be valid or invalid.

If you require qualifiers, you can create a default change with old and new values set to

<ANY_VALUE>, such that all changes result in the event being registered. A list of exceptions to this default behavior displays in the Value Change Exception region. You can set some causes of the event and select the Valid check box and if the change occurs, the application fires the event or validates the event. For example, consider 20 possible values for a field but the event is considered important only if value10 is changed to value15. By using the Event Qualifiers, you can add a validation that the application should not process if the fields are changed from and to any other value.

The Event Qualification window enables you to record the name of the qualifier, the table being monitored, the qualifying value and query (the From and To clause for the validation) used to validate comparisons. The table PAY_EVENT_QUALIFIERS holds this information.

Qualifiers are of two types - direct and indirect comparisons. You can use direct comparisons for assignment changes and indirect comparisons for entry value changes. The indirect changes relate to dynamic triggers monitoring one table, but looking for changes in another table. This is particularly relevant to entries, where you can monitor the entries table, then look for changes in the entry value table.

The table PAY_EVENT_VALUE_CHANGES holds information detailing the definitions of the changes that cause the events to be valid or invalid. The table includes the qualifier and name that is to be used, with the values of from and to, the column that triggers the qualification check, with whether it is valid and the type of proration it relates to.

The comparison determines if the event is a valid event and the type of proration that is associated with that event. You can use <ANY_VALUE> and <NULL> to denote the type of change in the comparison.

The Run Proration field is enabled only if the Event Group is Proration and if the legislation has enabled it in PAY_LEGISLATIVE_FIELD_INFO.

For information on how to define event group qualifiers, see: Defining Event Group, Note ID: 971206.1 on MyOracle Support.

Payroll Process Workflow

Oracle Payroll includes a process workflow that enables you to complete all the individual payroll processing steps by submitting a single request.

The workflow included in the process sends out notifications to the Payroll manager at key times in the process (such as when one phase of the process completes), initiating the next step in the process. The flow is defined by Oracle to match the methodology of payroll processing, and all the processes included in the Payroll Process Workflow are modules provided by Oracle Payroll. The flow is predefined, and the modules included are based on Oracle best practices. You can view the progress and results of the process as part of the Payroll Process Workflow interface.

If any of the critical modules encounters an error while running, the workflow process stops running and user intervention is required to continue the cycle.

In situations when the Payroll Process Workflow executes multiple processes in parallel, the next process gets executed after completion of all the previous parallel processes.

You can show and hide details for each process within the Workflow Diagram. You can view details of the individual processes from within the application through the Requests window, the same way you view individual processes.

When configuring this workflow, you are prompted to define the parameters for all of the constituent processes. If you do not specify the required parameters for a given module, then that module is not executed in the workflow. For example, if you do not specify a batch name, the workflow does not run the Batch Element Entry Transfer process.

See Using the Payroll Process Workflow, page 4-20

List of Processes Included in the Payroll Process Workflow

This table shows the processes in the Payroll Process Workflow and the sequence in which they run:

Process Name	Sequence in Which It Is Run
BEE Batch Process (Transfer)	1
Retro-Notifications Report	2
RetroPay By Element	3
Payroll Process	4
Gross to Net Summary	5
Payroll Message Report **Note:** This report only generates data if it detects "Fatal" errors. If you want to check for non-fatal issues, run this report separately from the Payroll Process Workflow.	5
Employee Assignments Not Paid	5
Payroll Exception Report	5

Process Name	Sequence in Which It Is Run
Statutory Deductions Report	5
Quebec Health Services Fund	5
Prepayments	11
Payroll Register Report	12
Element Register Report	12
Deduction Report	12
Direct Deposit	15
Canadian Payroll Archiver	16
Canadian Cheque Writer	17
Canadian Deposit Advice	18
Payment Report	19
Record of Employment by Assignment Set	20
ROE Worksheet	21
ROE Magnetic Media	22
Costing	23
Costing Detail Report	24
Costing Summary Report	24

Parameters for Payroll Process Workflow

The common parameters for the Payroll Process Workflow are:

1	Batch ID
2	Payroll Name
3	Consolidation Set Name
4	Date Earned
5	Date Paid
6	Event Group
7	Retro Assignment Set
8	Retro Element Set
9	Retro Start Date
10	Retro End Date
11	Payroll Element Set
12	Payroll Assignment Set
13	Payroll Run Type
14	Reporting GRE
15	Reporting Organization
16	Reporting Location
17	Select Report or Group
18	Exception Group Name
19	Exception Report Name
20	Override Variance Type
21	Override Variance Value

22	Direct Deposit Payment Method
23	Override Direct Deposit Date
24	Override CPA Code
25	Override File Creation Number
26	Chequewriter Payment Method
27	Chequewriter Sort Sequence
28	Cheque Style
29	Start Cheque Number
30	End Cheque Number
31	Chequewriter Payment Type
32	Deposit Advice Report Data Type
33	Deposit Advice Sort Sequence
34	Deposit Advice Assignment Set
35	Element Register Selection Criterion
36	Element Register Element Set
37	Element Register Element Classification
38	Element Register Element
39	Element Register Employee
40	Payment Method Override
41	ROE Effective Date
42	ROE Assignment Set

Notifications

Oracle Payroll issues notifications on the status of all critical events. Notification will be of two types:

- Require users response to continue
- Does not require user response

Status of individual process are available in the Notification. Notification also includes Detail Information about the process.

The notifications available for Payroll Process Workflow are:

Sequence	Notification Name	Comments
1	List of Processes to be Run	
2	BEE Batch Process (Transfer) Completed	
3	Retro-Notifications Report Complete require reply	Send Retro-Notification and Wait for Reply
4	RetroPay By Element Completed	
5	Completion of Payroll Process	
6	Reports Completed require reply	Reports Completed and Wait for Review
7	Pre Payments Completed	
8	Canadian Payroll Archiver Completed	
9	Cheque Writer Completed	
10	Deposit Advice Completed	
11	ROE Completed	Wait for ROE review

Sequence	Notification Name	Comments
12	ROE Magnetic Media Completed	
13	Costing Notification	
14	Process Complete	
15	Process has Errored	

Multiple GRE Payroll Processing

There are a number of year end forms that employers use to report employee income and tax related deductions. At a federal level, the T4 slip reports employment earnings and the T4A slip reports pension, annuity, and other earnings. Employers issue these forms to employees in all provinces and territories. For those employees in the province of Quebec, RL-1 and RL-2 slips are also issued. The RL-1 reports employment and other income and the RL-2 reports retirement and annuity income.

The government reporting entity (GRE) controls which year end form is used to report earnings paid by an employer to an employee. To make employee payments that are reported on multiple year end forms, some additional configuration is required.

Multiple GREs

Oracle HRMS supports the ability to associate multiple GREs with a single employee assignment. This enables employers to make payments to an employee that are reported on different year end forms (such as T4 and T4A) without changing the GRE or creating an additional assignment for new GREs.

Example

When an employee terminates and receives their final pay (T4) as well as a retiring allowance (T4A), all payments may now be made in one assignment simultaneously.

With this functionality, an employee can:

- Receive a separate cheque or deposit advice for each GRE processed for the same pay period and assignment
- Receive a single cheque or deposit advice for all GREs within a single tax group

This depends on the option selected for Payroll Archiver Level.

Run Type Architecture

Run types provide greater control on payroll runs. By employing them, Oracle Payroll provides different types of payroll runs, specifies the elements that are processed in those runs, and specifies how the results are to be paid.

The architecture of run types consolidates all the elements to be processed in one payroll run. The "All" run type processes all payrolls for the assignment, regardless of run type or year end form type.

The multiple GRE enhancement provides three layers of run types:

First Layer Run Types

- All
- Regular
- Non Periodic
- Lump Sum

Second Layer Run Types

- T4/RL1 Regular
- T4/RL1 Non Periodic
- T4/RL1 Lump Sum
- T4A/RL1 Regular
- T4A/RL1 Non Periodic
- T4A/RL1 Lump Sum
- T4A/RL2 Regular
- T4A/RL2 Non Periodic
- T4A/RL2 Lump Sum

Third Layer Run Types

- Standard Run
- Tax Separate Run
- Separate Payment Run

Run types are the driving force of the iterative engine. Each run type has a method of processing associated with it: Cumulative, Standard Run, Process Separately, and

Separate Payment.

Abbreviation	Run Method	Description
C	Cumulative	Cumulative run types are made up of run types in the subsequent layer.
N	Standard Run (Normal)	All earning elements of type N are processed under this run type.
P	Tax Separate Run (Process Separately)	The run type with run method P processes all earning elements for which the tax calculation must occur separately.
S	Separate Payment Run	The separate payment earning elements process under this run type.

The first layer run types call all second layer run types whenever you initiate a payroll run. The "All" first layer run type calls all second layer run types. The "Regular," "Non Periodic," and "Lump Sum" first layer run types call only the appropriate second layer run types.

Example

The "Regular" first layer run type calls all second layer "Regular" run types (such as "T4/RL1 Regular," "T4A/RL1 Regular," and "T4A/RL2 Regular").

Layers	Run Type Name	Run Method	Short Name
First Layer	All	C	TOP
	Regular	C	REG
	Non Periodic	C	NP
	Lump Sum	C	LS
Second Layer	T4/RL1 Regular	C	REG_T4_RL1
	T4/RL1 Non Periodic	C	NP_T4_RL1

Layers	Run Type Name	Run Method	Short Name
	T4/RL1 Lump Sum	C	LS_T4_RL1
	T4A/RL1 Regular	C	REG_T4A_RL1
	T4A/RL1 Non Periodic	C	NP_T4A_RL1
	T4A/RL1 Lump Sum	C	LS_T4A_RL1
	T4A/RL2 Regular	C	REG_T4A_RL2
	T4A/RL2 Non Periodic	C	NP_T4A_RL2
	T4A/RL2 Lump Sum	C	LS_T4A_RL2
Third Layer	Standard Run	N	STANDARD
	Tax Separate Run	P	TAX_SEP
	Separate Payment Run	S	SEP_PAY

Note: The first layer run types with the suffix of "(old)" represent run types from a previous, 2-layer run type architecture. The "(old)" suffix helps you keep track of older payroll processes that you have run before the Multiple GRE functionality was enabled.

Layers	Previous Run Type Name	Current Run Type Name
First Layer	Regular	Regular (old)
	Non Periodic	Non Periodic (old)
	Lump Sum	Lump Sum (old)

Payroll Runs

The first layer run type is a mandatory field for the Process Payroll Run and QuickPay processes. Depending on which first layer run type you select, Oracle Payroll automatically determines what other layers it needs to include. The elements to be selected are also determined by the run type of the payroll.

> **Note:** Oracle recommends you use the "All" run type consistently to ensure proper retroactive processing.

Example

If a non-periodic element is paid retroactive to a previous pay period, and in that pay period, only a regular run type was processed, Oracle Payroll taxes the non-periodic element as a regular element because a non-periodic run does not exist for the pay period. By processing "All," it ensures that a run exists for each run type for each pay period in the event that a retroactive process is required.

PrePayments Process

The PrePayments process supports multiple GRE functionality. By default, Oracle Payroll makes separate payments for each GRE processed during payroll runs for the same pay period and same assignment. Customers can have separate payments by tax group by selecting a Payroll Archiver Level of tax group for the business group.

The Statements of Earnings for PrePayments displays a Master Assignment Action (all assignment actions merged into one SOE) and a row for each assignment processed by Payroll. Customers should select the Master Assignment Action to view the PrePayment SOE.

You can use multiple GREs with the multiple assignment functionality disabled when you set the Payroll Archiver Level to "GRE" or "Tax Group." If you set the Payroll Archiver Level to "Tax Group," all GREs for an employee must belong to one tax group.

Oracle Payroll supports using multiple GREs with the multiple assignment functionality enabled (selecting the Multiple Assignments checkbox at the Payroll level) when the Payroll Archiver Level is Tax Group and all GREs for an employee belong to one tax group.

> **Note:** This functionality is not supported when the Payroll Archiver Level is "GRE" or the Payroll Archiver Level is "Tax Group" and the GREs for an employee belong to multiple tax groups.

Payroll Archiver

The Payroll Archiver archives payroll data with or without the Multiple GRE functionality. The archiver creates two assignment actions for each assignment:

- One is the master assignment action, which locks all prepayment assignment actions of the assignment
- One is a child assignment action, which locks prepayment assignment actions of the GRE of the assignment

Example

If an assignment has two GREs, the Archiver creates two prepayments when its Level is set to "GRE" (separate payment by GRE) and three assignment actions are created for this assignment for the prepayment.

Assignment Actions of Prepayment

- Master Assignment Action
  - Child Assignment Action for GRE1
  - Child Assignment Action for GRE2

Assignment Actions for the Archiver

- Master Assignment Action

  Locks all above assignment actions of prepayment.
  - Child Assignment Action for GRE1

    Locks the child assignment action of the prepayment for GRE1.
  - Child Assignment Action for GRE2

    Locks the child assignment action of the prepayment for GRE2.

The archiver creates a separate assignment action for each separate payment element processed for it, and it archives the data separately.

Cheque Writer/Deposit Advice

You must run the Archive Cheque Writer and Archive Deposit Advice processes when one of the following conditions is true:

- You have selected "Multiple Assignment" for the payroll
- Multiple GREs are associated with an assignment
- You have set the Payroll Archiver Level to "Year to Date within Tax Group"

Using the Payroll Process Workflow

For complete information, see Payroll Process Workflow, page 4-9

Run the Payroll Process Workflow from the Submit Request window.

To run the payroll process workflow:

1. Select Payroll Process Workflow in the Name field.
2. Click in the Parameters field if the Parameters window does not open automatically.
3. Enter the parameters for each process or report you want to include in the workflow (see below for a list of possible processes and parameters).
4. Click OK, and then Submit.

Starting a Payroll Run

You start a payroll run in the Submit Requests window.

To run a payroll:

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

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

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

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

   Use the consolidation set to control post-run processing of the results.

4. Select the payroll period for the run.
5. Select an element set and assignment set if required.

6. Enter the run type to be processed.

7. Choose OK and then Submit.

Setting Up Continuous Calculation

To set up your system for continuous calculation:

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

2. 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.

3. 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 5-8

4. In the Functional Area Maintenance window, choose the Incident Register functional area. Make sure 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.

   See: Grouping Dynamic Triggers into Legislative Functional Areas, page 5-7

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

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

   See: Running the Continuous Calculation Process, page 4-22

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 Submit.

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 Start Run 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 Retry Run 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 Generate Run Balances.
2. Select the Parameters field to open the Parameters window.
3. In the Parameters window, optionally enter a start date from when you want run balances recalculated. If you do not enter a date, Oracle Payroll recalculates the balances for the entire life of the balances.
4. 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.
5. Select the option that shows the route for retrieving balance values, even if its status is Invalid.

   The Defined balance field is only enabled if Single Balance mode is selected from the Mode field.
6. 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
7. Choose OK and then Submit.

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 identify these invalid balances, and any other conditions that may cause performance issues with your run balances. Do not use the Payroll Technical Diagnostics report to determine the status of run balances. Always use the Run Balance Architecture Diagnostic report.

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.

Configuring Employee Statutory Information

The "GRE and Other Info" flexfield under the Statutory Information tab on the Assignment form provides fields so that you can associate three different GREs to an assignment, each representing a different kind of income:

GRE Field	Income Type
Government Reporting Entity (T4/RL1)	Employment income, reported on a Federal T4 slip and the Quebec RL-1 slip

GRE Field	Income Type
Government Reporting Entity (T4A/RL1)	Other income, such as retiring allowances, which is reported on the Federal T4A slip and the Quebec RL-1 slip
Government Reporting Entity (T4A/RL2)	Retirement income, reported on a Federal T4A slip and the Quebec RL-2 slip

To specify the multiple GREs:

1. Create three GREs, one to represent each payment type.

   See: Entering Organization Classifications, *Oracle HRMS Enterprise and Workforce Management Guide*

2. For each GRE, in the Statutory Information tab of the Assignment window, assign the appropriate reporting type and business number.

   See: Entering Employer Identification Information for a GRE, *Oracle HRMS Enterprise Workforce Management Guide*

3. Open the Assignment window.

4. Click the Statutory Information Tab.

   See: Entering Additional Assignment Details, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

5. Specify the GREs.

   The list of values for each segment displays only those GREs of the appropriate type within the same business group. If you select T4/RL1 GRE in the first field, and if there is only one GRE for each type within the same business group, then the second and third fields default the T4A/RL1 and T4A/RL2 GREs respectively.

   Example
   A business group has only three GREs:

   - "Active" (T4/RL1 GRE)
   - "Inactive" (T4A/RL1 GRE)
   - "Pension" (T4A/RL2 GRE)

   When you assign the "Active" GRE to the first field, Oralce HRMS automatically assigns the other two GREs, "Inactive" and "Pension," to the remaining two fields.

6. Click OK and save your work.

Post Processing for a Payroll

Post-Processing for a Payroll

PrePayments Process

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

You can override the Pre-Payments process.

Example
Suppose you have run the normal payroll run and made payments through 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.

Canadian Cheque Writer Process

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

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

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

Void Cheque Payments Process

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

RetroPay

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

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

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

RetroPay by Aggregate

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

RetroPay by Run

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

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

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

Canadian Payroll Archiver

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

You must run the Canadian Payroll Archiver before:

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

External/Manual Payments Process

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

Data Locks for Payroll Processes

Data locking is a mechanism that enables you to protect your data from unwanted updates. For example: If you are running a monthly report at the end of each month, the data contained in the report has to remain unchanged for as long as the report exists. If you want to change this data, you must first rollback 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.

Payroll Register Report

The Payroll Register Report displays the balances for earnings, deductions, and taxes.

Use Payroll Register Reporting to show employee and group level details, such as:

- Complete payroll run details for pay runs, quick pays, and reversals
- Specific federal or provincial taxes withheld
- Earnings and deductions
- Employer liability
    1. Predefined liabilities:
        - CPP ER Liability
        - EI ER Liability
        - PPIP ER Liability
        - QPIP ER Liability
        - WCB ER Liability
    2. User-defined employer liabilities. You must complete setup steps to view the user-defined employer liabilities in the Payroll Register Report. See: Setup Steps to View the User-Defined Employer Liabilities in the Payroll Register Report., page 4-33
- Quarter-to-date and year-to-date details (includes balance adjustments)

Setup Steps to View the User-Defined Employer Liabilities in the Payroll Register Report

The Payroll Register Report displays the predefined or seeded liabilities by default. To view the user-defined employer liabilities, complete the following setup steps for each user-defined employer liability:

1. Create a primary balance with Category as 'Employer Liabilities'.
    1. Navigate to the Balance window.
    2. Enter the name of the balance.
    3. Select Employer Liabilities as the category.
    4. Enter Money as units.
    5. Click Dimensions. Add the following dimensions to this balance.

       Assignment within Government Reporting Entity Run

Assignment Payments

Assignment within Government Reporting Entity Month

Assignment within Government Reporting Entity Year to Date

6. Save your work.
7. Query the balance and click the Attributes button.
8. Make sure that the PAY_CA_EMPLOYER_LIABILITY attribute is attached to the balance.

2. Create a user-defined employer liability element.
   1. Navigate to the Element window.
   2. Create element details for the user employer liability element.
   3. Click the Further Information field. The Further Element Information window appears.
   4. Select the balance that you created in the Primary Balance field.
   5. Save your work.
   6. Click Balance Feeds. The Balance Feeds window appears.
   7. Add the balance that you created as the balance feed.
3. Attach the user-defined employer liability element to the employee record.
   1. Navigate to the People window.
   2. Search for the employee.
   3. Click Assignment and then Entries. The Element Entries window appears.
   4. Add the element that you created.
   5. Click Entry Values and provide the required details in the Entry Values window.
4. Run the Payroll and PrePayments Processes before you run the Payroll Register Report.

Payroll Register Report

The Payroll Register Report CA request set consists of two separate reports:

- **Payroll Register Report**

  This report shows details for Organizations, Locations, and GREs, as well as details for individual employees and any Earnings and Deductions element paid or deducted during that payroll run, sorted by employee.

  > **Note:** Depending on the selected parameters, the Payroll Register report can be large and may take considerable time to run and print. See the final section of this document on report performance for more information.

- **Payroll Register Totals Report**

  This report shows the current totals for the selected sort options: Organizations, Locations, and GREs. It also shows the total value of all hours and earnings for all employees processed in the payroll run. It does not display employee, month-to-date, and year-to-date balances.

See: Payroll Register Reporting, page 4-51

Parameters

The following parameters exist for the Payroll Register reports:

- Beginning Date Paid (required)

  Select the beginning date for report selection. This date represents the payment date for the payroll runs/QuickPays or the effective date of the payroll reversals that are to be included in the report.

- Ending Date Paid (required)

  Select the end for the report selection. This date represents the payment date for the payroll runs/QuickPays or the effective date of the payroll reversals that are to be included in the report.

  > **Note:** In very large organizations, there may be a slight delay in accessing the List of Values for Ending Date Paid.

- Payroll

  Select from the List of Values to run this report for a specific payroll. Either a payroll or a consolidation set is required to run the Payroll Register report.

- Consolidation Set

  Select from the List of Values to run this report for a consolidation set. If you select a payroll in the Payroll field that is associated with a consolidation set, this field automatically populates. Either a payroll or a consolidation set is required to run the Payroll Register report.

- Government Reporting Entity (GRE)

  Select from the List of Values to limit the report to a single GRE. If you enter nothing in this field, the report contains information for all valid GREs.

- Organization

  Select from the List of Values to limit the report to a single Organization. If you enter nothing in this field, the report contains information for all valid Organizations.

- Location

  Select from the List of Values to limit the report to a single Location. If you enter nothing in this field, the report contains information for all valid Locations.

- Employee Name

  Select from the List of Values to limit the report to a single employee. If you enter nothing in this field, the report contains information for all valid employees.

- Suppress Current Zero Records

  The default entry for this field is Yes. If you enter No in this field, the report shows balances for employees that have no current balances, but may have month-to-date or year-to-date balances.

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

- Full Report

  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

  The default entry for this field is Current. The Payroll Register report always show the current balances. In addition to current balances, the report detail can also display month-to-date and year-to-date balances.

  > **Note:** You may encounter slow performance while running the Payroll Register report with a month-to-date Reporting Dimension

selected.

This parameter is ignored by the Payroll Register Totals report. Only current values display on the Payroll Register Totals report.

- Sort Options

  There are three fields for sort options. See the Sort Options section for more information on how to properly use these parameters.

- Employee Page Break

  The default entry for this field is No. If Yes is selected, the Payroll Register report prints with a page break after each employee contained in the report. This parameter is ignored by the Payroll Register Totals report.

Sort Options

You can organize Payroll Register 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

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

- Location
- Organization
- Employee Name

The sort options are hierarchical in nature. The Sort Option Two field enables only after you have made a selection in the Sort Option One field. The Sort Option Three field enables after you have made a selection in the Sort Option Two field.

Sort Options

The following is an example of how to use sort options to customize the Payroll Register reports.

If you want to create reports sorted by GRE, Organization, and Location, you enter GRE into the Sort Option One field, Organization into the Sort Option Two field, and the Location into the Sort Option Three field. Using the selected Sort Options, Oracle Payroll generates the reports listing payroll register data for each Location

alphabetically by Organization within each GRE for the selected payroll or consolidation set.

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

Report Output

In order to make balance information more meaningful, Oracle HRMS groups similar types of balances in the report:

- Earnings (Including Non Payroll Payment)
- Deductions
- Employer Liabilities
- Information

The Payroll Register Report and Payroll Register Totals Report are two separate reports submitted by way of a single Request Set. Both reports are printed according to the parameters that you select. These reports are printed in landscape fashion and are designed to fit on 8.5" x 11" paper. The Payroll Register Report and Payroll Register Totals report do not contain page numbers.

For performance reasons (see below) the two reports are designed to take advantage of a multi-threaded environment, and contain sequence numbers that can be viewed from the Requests window.

> **Note:** Due to certain printer configurations, a heading may appear twice on the Payroll Register Report. In cases where this happens, all of the selected report data is listed beneath the second instance of the heading.

Performance and the Payroll Register Reports

The Payroll Register reports can contain large amounts of information. For maximum system performance, these reports are designed to take advantage of a multi-threaded environment. In order to make sure you are getting maximum performance from the Payroll Register reporting process, your system should have the Payroll Action Parameters configured for Parallel Processing.

If you are running the Payroll Register request set for a large organization, you may experience performance concerns when including quarter-to-date balances in the Reporting Dimensions parameter. You may also experience performance issues if you

change the Full Report parameter from No to Yes.

Running Post-Run Processes for QuickPay

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

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

   The status for the completed process displays in the Status field in the QuickPay Pre-Payment block.

2. When a status of Complete displays, do one of the following:

   - Choose External Payment to make payment by cash or cheque from the External/Manual Payments window.

   - Leave the payment to be made by the normal post-pay process.

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

Viewing Payroll Process Results

To view, retry or roll back payroll processes:

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

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

2. Choose Find.

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

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

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

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

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

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

   - **Assignment Process:** Lists details of the assignment processes making up the payroll process.
   - **Message:** Displays any system messages relating to the payroll process.
   - **Process Info:** Summarizes processing status information for the assignment processes.
   - **Conc Manager:** Enables you to query details of the run to view log file details.
   - **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.

   - **Output:** This button enables you to view and download magnetic media, audit

and other output files from the View Payroll Process Results page after running the Federal/State/Local W-2 magnetic media processes, State Quarter Wage Listings (SQWL's), and TIAA CREF interface. If the Output button is inaccessible (greyed out), this may indicate you are attempting to view output from a process other than the processes listed above, such as the pdf output from the Employee W2 PDF process.

- **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.
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 Employee Assignments Without Payroll Report

Use the Employee Assignments without Payroll report to identify any employee assignments that do not have a payroll.

To run the Employee Assignments without Payroll report:

1. Enter the beginning date. This is the date from which you want to begin identifying assignments without a payroll.

2. Enter the end date. This is the date at which you want your report to conclude.

3. If you are running the PDF version of this report, select a template for your PDF template.

4. Click OK.

5. Click Submit.

Running the Payroll Actions Not Processed Report

Use the Payroll Actions Not Processed report to identify all payroll actions not yet processed.

You run the Payroll Actions Not Processed report from the Submit Requests window.

To run the Payroll Actions Not Processed Report:

1. Enter a start date for the report to begin from.

2. Enter an end date to indicate the end of the reporting period.

3. Enter further identifying information to make your report as specific as possible. For example, you can enter payroll name, consolidation set name, and Government Reporting Entity (GRE).

4. Select the mode, for example, Costing, Payroll Archive and so on.

5. If you are running the PDF version of this report, select a template for your PDF

template.

6. Click OK.

7. Click Submit.

Running the Employee Assignments Not Processed Report

Use the Employee Assignments Not Processed report to produce a list of all unprocessed employee assignments and decide on sort criteria for the list.

You run the Employee Assignments Not Processed report from the Submit Requests window.

To run the Employee Assignments Not Processed report:

1. Enter a beginning date for the start of your reporting period.

2. Enter an end date to specify the end of your reporting period.

3. Enter further identifying information to make your report as specific as possible. For example, you can enter payroll name, default consolidation set name, Government Reporting Entity (GRE), and location.

4. Enter the sort options for your report.

5. If you are running the PDF version of this report, select a template for your PDF output.

6. Click OK.

7. Click Submit.

Running the Element Register Report

Use the Element Register report after a payroll or QuickPay run to display a listing of the elements and pay values for each employee. You can specify selection criteria to determine what the report includes. For example, you can select elements by element set, element classification or by individual element name. You can also specify a report output type for browser display, or for export to an editable spreadsheet.

You run the Element Register report from the Submit Requests window.

To run the element register report:

1. Enter the Beginning Date Paid and the Ending Date Paid to specify your reporting period.

2. Select the criterion for determining which elements appear in your report. You can select one of the following:

   - Element set - your report includes all elements in an element set
   - Element classification - your report includes all elements belonging to a classification.
   - Element Name - your report only includes a single element

     When you have selected the criterion, enter a name to identify the particular element set, element classification or element for reporting. For example, if your criterion is element set, you enter the name of the particular element set that you want to report on.

3. Select the Payroll, or Consolidation Set for your report. If you select a payroll, the consolidation set appears by default. You must select either a payroll, or a consolidation set.
4. If you want to report on a single GRE, select the GRE name. If you do not make a selection, your report contains information for all valid GREs.
5. If you want to report on a single organization, select the Organization name. If you do not make a selection, your report contains information for all valid organizations.
6. If you want to report on a single location, select the Location name. If you do not make a selection, your report contains information for all valid locations.
7. If you want to report on an individual employee select Employee name. If you do not make a selection, your report contains information for all valid employees.
8. Select an assignment set if you want to report on all assignments in a particular assignment set. You can only select a static assignment set. Dynamic, or formula-based assignment sets do not appear in the list of values.
9. Select an Output File Type:

   - HTML - this file type produces an output file that you can view in your browser.
   - Comma Delimited - this file type produces a comma delimited file that you can view in a browser. Additionally, you can save the comma delimited file as csv or txt so that you can open it for editing in a spreadsheet.

Entering Payroll Archiver Level Information

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

To enter Payroll Archiver Level information:

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

Running the Canadian Payroll Archiver

The Payslip uses data archived by the Canadian Payroll Archiver process. You run this process after each payroll period to enable Self Service users to view their current Payslip. It is run after Prepayments and before the Archive Chequewriter and Archive Deposit Advice. The results may be viewed through the following navigation: View > Assignment Process Results > Query the employee > Select type "Magnetic Report" > View Results.

When Multiple Assignments is enabled, Oracle Payroll archives the sum of the net pay for all assignments. When the Payroll Archiver Level is set to GRE, the net pay will be archived for each GRE and for each separate payment element. When the Payroll Archiver Level is set to Tax Group, the sum of the net pay for all GREs within the same tax group is archived. All remaining information is archived by assignment.

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

To run the Canadian Payroll Archiver:

1. In the name filed, select Canadian Payroll Archiver.
2. Enter the Starting Pay Date and Ending Pay Date. The archive process archives data for payroll runs that have a payment date between the starting and ending payment dates.
3. In the Parameters window, select the name of the payroll and consolidation set to run the process for. When you select a payroll, the default consolidation set is displayed.
4. Choose Submit and then OK.

Direct Deposit

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

To run the Direct Deposit process:

1. In the Name field, select Direct Deposit.
2. Click in the Parameters field if the Parameters window does not open automatically.
3. Select the name of the payroll or consolidation set to run the process for.

   When you select a payroll name, its default consolidation set displays.
4. Enter the start and end dates of the time span for the processing to cover. For some financial institutions, this should be within 30 days of the effective date.
5. Select the name of a payment method to use for all the payments resulting from this process run.

   The payment method defaults to Direct Deposit.
6. If required, enter an override deposit date to use for all the payments resulting from this process run.
7. If required, enter an appropriate code in the override CPA code.

   Override CPA code is used to override the default code 200, which identifies the transaction as a payroll deposit. There are other values to identify specific payment types (vacation pay for example) under payroll deposit, if desired.
8. If required, enter the override file creation number.

   Override file creation number overrides the system maintained sequence number for file creation numbers. This may be necessary when a file needs to be re-transmitted under the same file creation number.
9. Choose OK, and then Submit.

This process creates two output reports:

- Summary report
- File for submission

To download or view these reports, select View Output from the Requests window. A HTML page displays with links to these reports.

Deposit Advice Report

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

You must run the Archive Deposit Advice process when:

- You have selected "Multiple Assignment" for the payroll
- Multiple GREs are associated with an assignment
- You have set the Payroll Archiver Level to "Year to Date within Tax Group"

Moore Canada has developed a preprinted form that accommodates the standard print format of the deposits. Customers in Canada can call Moore Canada at 1-888-621-1919 to place an order for the forms. The form number for the deposit is 10002. The Canadian French PAY patch must be applied to have deposit advices print in French.

To run the Deposit Advice report:

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

Reconciling Payments

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

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

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

3. Run the automatic reconciliation process. You do this from Oracle Cash Management.

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

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

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

   - Available Transactions
   - AutoReconciliation Execution

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

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

   See: Define Accounting Reference Data in the Oracle Training Administration Implementation Steps.

Running the Payment Report

The Payment Report provides users with the ability to reconcile their payments with other reports. Through this report, users can view the employee-level details with their payments. It displays all payments made to employees based on the consolidation set, period start date, and period end date. It displays all employee payments within a GRE, payroll, payment type, or payment method that are paid in each pay period.

The Payment Report includes the following payment details:

- Employee Name
- Employee Number
- Payment Type
- Payment Number
- Bank Number - Bank Name
- Transit Code

- Account Number
- Payment Amount
- Payroll Name
- GRE
- Period
- Payment Method

Run this report from the Submit Requests window.

To run the Payment Report:

1. Select Payment Report in the Name field.
2. If the parameters window does not open automatically, click in the Parameters field to open it.
3. Enter the starting and ending pay dates to include in this report.
4. Select a payroll or consolidation set whose run results the report should cover. If you select a payroll, HRMS automatically selects the consolidation set.
5. Optionally, select a GRE. If you make no selection, the report covers all GREs.
6. Optionally, select a payment type. If you make no selection, the report covers all payment types.
7. Optionally, select a payment method. If you make no selection, the report covers all payment methods.
8. Specify the output file type. You can choose between HTML and Comma Delimited. The default is HTML.
   - HTML: The report opens in a Web browser.
   - Comma Delimited: The report opens in a Web browser, but the data is comma delimited. You can save the file with a .csv or .txt extension.
9. Click OK and then Submit.

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.

  Note: You cannot delete personal payment methods if a PrePayment process is run.

Canada only: The PrePayments process creates different results depending on the setting of the Payroll Archiver Level option, which is set at the business group level. If you set it to "Tax Group," PrePayments consolidates the payment for all GREs of an assignment (which must belong to the same tax group), and Cheque Writer/Deposit Advice generates only one cheque or deposit (this can happen only at the beginning of the year, after running the last payroll for the previous year and before running the first payroll of the current year). If you set it to "GRE," PrePayments creates separate payments for each GRE, and Cheque Writer/Deposit Advice generates a cheque or deposit advice for each GRE.

See: Entering Payroll Archiver Level Information, page 4-45

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.

   Note: If you specify the end date and not a start date, the process automatically uses the start date of the period for the end date you specified.

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

Payroll Register Reporting

Run the Payroll Register Request Set from the Submit Requests window.

The Payroll Register Report displays the predefined or seeded liabilities by default. To view the user-defined employer liabilities, complete the setup steps for each user-defined employer liability. See: Setup Steps to View the User-Defined Employer Liabilities in the Payroll Register Report., page 4-33

To run the Payroll Register request set:

1. Select Request Set as the type of run.

2. In the Submit Request Set window, select the Payroll Register Report CA from the List of Values.

3. Select the parameters for the report. See the Payroll Register Parameters, page 4-35 section for more information.

4. Click OK to close the Parameters window.

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

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

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

Defining the Profile Option for Pay Annualization

Oracle Payroll provides the flexibility to choose the way annual salary is calculated and reported on the following:

US Payroll

- Online Payslip (both HTML and PDF).
- Checks produced by running the Check Writer(XML) process.
- Deposit advices produced by running the Deposit Advice (XML) process.

Canada Payroll

- Online Payslip (both HTML and PDF)
- Cheques produced by running the Canadian Cheque Writer (XML) process.
- Deposit advices produced by running the Canadian Deposit Advice (XML) process.

This flexibility is available through the HR: Base Annual Salary Display on Standard Work Conditions profile option, which allows you to choose whether to base the annual salary calculation on the pay annualization factor value of the employee assignment's salary basis or to derive it based on the values populated in the employee assignment's standard working conditions.

You can select any of the following values:

- Yes: When set to Yes the annual salary is calculated based on the assignment's standard work condition values.
- No: When set to No or left blank, the annual salary is calculated based on the pay annualization factor configured in the employee assignment's salary basis.

This profile option can be set at Site level only.

Use the System Profile Values window to set the profile option.

Setting Up Custom BI Publisher Templates for Canadian Payroll

Oracle Payroll for Canada supports the use of custom BI Publisher templates for the following reports:

- Canadian Cheque Writer (XML)
- Canadian Deposit Advice (XML)
- Canadian Third Party Cheque Writer (XML)

- RL1
- RL2
- T4
- T4A

This functionality may be used after performing the following procedures:

- **Registering Custom Templates:** Register the custom templates using the XML Publisher Administrator responsibility.
- **Grouping Related Templates:** After registering the custom templates, you must group them so that all the related templates can be seeded at the same time using the new concurrent program.
- **Registering the Custom Template Group:** Once a template group has been created, it needs to be registered in the Payroll tables in order to make use of the custom templates. For this purpose, use the concurrent program Register BI Publisher Templates for Payroll. This program will accept two parameters: the XML based Payroll report name for which registering is to be done and the template groups that have been created based on the custom templates. This concurrent program will seed the template details in the Payroll tables after which the template group can then be selected when running the applicable report.
- **Using the Template Group:** Select the applicable template group from the list of all available template groups when running a report in order to produce the output in the desired format.

Creating custom BI Publisher template for Canadian Cheque Writer (XML):

To register a custom BI Publisher template for Canadian Cheque Writer (XML)

The following example can be used to create a custom template for Canadian Cheque Writer (XML). Using the XML Publisher Administrator responsibility, navigate to Templates.

1. Click on Create Template.
2. Enter the following fields:
    - Name: Enter an appropriate name (in less than 50 characters), for example: Custom Template for Canadian Cheque Writer.
    - Code: Enter the code such as '%_PDF' in all caps to indicate that this template will be used for generating the PDF file. This format is mandatory, e.g. CUSCACHQWVXML_PDF.

- Application: Select Payroll.
- Data Definition: Select Canadian Cheque Writer XML.
- Type: Select RTF.
- Start Date: Enter a date prior to today's date
- Subtemplate: Select No.
- Default Output Type: PDF
- Description: Enter a description.
- Language: Select English.
- Territory: Select Canada.

3. Click on Apply.

To group related templates for Canadian Cheque Writer (XML)

Using the Application Developer responsibility, navigate to Applications > Lookups > Common.

1. Enter the following fields:
   - Type: Enter an appropriate name. The name should be in a format like '%CA% PAYCAARCHCHQW %'. The format is mandatory, e.g. 'VISION_CA_ PAYCAARCHCHQW _CUST'.
   - Meaning: Enter an appropriate meaning here as this will be displayed as the Template Group in the report, e.g. 'Custom Template for Canadian Cheque Writer (XML)'. (Less than 80 characters)
   - Application: Select Payroll
   - Code: Enter the code used to register the template, e.g. 'CUSCACHQWVXML_PDF'.
   - Meaning: Re-enter the same template code (i.e. re-use the Code as the Meaning).
   - From: Enter a date prior to today's date.
2. Click Save.

To register a template group for Canadian Cheque Writer (XML)

The template group comprised of the custom template created earlier can now be registered to produce the Canadian Cheque Writer (XML) output. Using the CA Payroll Manager or CA HRMS Manager or CA Super HRMS Manager responsibility, navigate to View > Request.

1. Submit a New Request and click on OK.
2. Enter the parameters as follows:
   - Payroll Process Name: Canadian Cheque Writer (XML).
   - Template Group: Enter the template group name to be registered, e.g., Custom Template for Canadian Cheque Writer (XML).
3. Click on OK and submit the request.

To use a template group for Canadian Cheque Writer (XML)

The template group comprised of the custom template created earlier can now be used to produce the Canadian Cheque Writer (XML) output. Using the CA Payroll Manager or CA HRMS Manager or CA Super HRMS Manager responsibility, navigate to View > Request.

1. Submit a New Request and click on OK.
2. Name: Canadian Cheque Writer (XML).
3. Select the Template Group created earlier in parameter 'Cheque Style'.
4. Click on OK and submit the request.

Creating custom BI Publisher template for Canadian Deposit Advice (XML):

To register a custom BI Publisher template for Canadian Deposit Advice (XML)

The following example can be used to create a custom template for Canadian Deposit Advice (XML). Using the XML Publisher Administrator responsibility, navigate to Templates.

1. Click on Create Template.
2. Enter the following fields:
   - Name: Enter an appropriate name (in less than 50 characters), for example: Custom Template for Canadian Deposit Advice.
   - Code: Enter the code such as '%_PDF' in all caps to indicate that this template

will be used for generating the PDF file. This format is mandatory, e.g. CUSCADEPADVXML_PDF.

- Application: Select Payroll.
- Data Definition: Select Deposit Advice XML for CA
- Type: Select RTF.
- Start Date: Enter a date prior to today's date.
- Subtemplate: Select No.
- Default Output Type: PDF
- Description: Enter a description.
- File: Browse to select the desired template file. Make sure this file is the one to be used for PDF file generation.
- Language: Select English.
- Territory: Select Canada.
- Translatable: Check the checkbox.

3. Click on Apply.

To group related templates for Canadian Deposit Advice (XML)

Using the Application Developer responsibility, navigate to Applications > Lookups > Common.

1. Enter the following fields:
   - Type: Enter an appropriate name. The name should be in a format like %CA%PYCADEPADVXML%. The format is mandatory, e.g. VISION_CA_PYCADEPADVXML_CUST.
   - Meaning: Enter an appropriate meaning here as this will be displayed as the Template Group in the report, e.g. 'Custom Template for Canadian Deposit Advice (XML)'. (Less than 80 characters)
   - Application: Select Payroll
   - Code: Enter the code used to register the template, e.g. 'CUSCADEPADVXML_PDF'.

- Meaning: Re-enter the same template code (i.e. re-use the Code as the Meaning).
- From: Enter a date prior to today's date.

2. Click Save.

To register a template group for Canadian Deposit Advice (XML)

The template group comprised of the custom template created earlier can now be registered to produce the Canadian Deposit Advice (XML) output. Using the CA Payroll Manager or CA HRMS Manager or CA Super HRMS Manager responsibility, navigate to View > Request.

1. Submit a New Request and click on OK.
2. Name: Select Register BI Publisher Templates for Payroll.
3. Enter the parameters as follows:
   - Payroll Process Name: Canadian Deposit Advice (XML).
   - Template Group: Enter the template group name to be registered, e.g., Custom Template for Canadian Deposit Advice (XML).
4. Click on OK and submit the request.

To use a template group for Canadian Deposit Advice (XML)

The template group comprised of the custom template created earlier can now be used to produce the Canadian Deposit Advice (XML) output. Using the CA Payroll Manager or CA HRMS Manager or CA Super HRMS Manager responsibility, navigate to View > Request.

1. Submit a New Request and click on OK.
2. Name: Canadian Deposit Advice (XML).
3. Select the Template Group created earlier in parameter 'Deposit Advice Style'.
4. Click on OK and submit the request.

Creating custom BI Publisher templates for Third Party Cheque Writer (XML):

To register custom BI Publisher templates for Third Party Cheque Writer (XML)

The following example can be used to create a custom template for Third Party Cheque Writer (XML). Using the XML Publisher Administrator responsibility, navigate to

Templates.

1. Click on Create Template.

2. Enter the following fields:

   - Name: Enter an appropriate name (in less than 50 characters), for example: Custom Template for Third Party Cheque.

   - Code: Enter the code using the mandatory format: <CODENAME>_PDF in all caps to indicate that this template will be used for generating the PDF file, for example CUSCATPCHQWXML_PDF.

   - Application: Select Payroll.

   - Data Definition: Select Third Party Cheque Writer XML.

   - Type: Select RTF.

   - Start Date: Enter a date prior to today's date.

   - Subtemplate: Select No.

   - Default Output Type: PDF

   - Description: Enter a description.

   - File: Browse to select the desired template file. Make sure this file is the one to be used for PDF file generation.

   - Language: Select English.

   - Territory: Select Canada.

   - Translatable: Check the checkbox.

3. Click on Apply.

To group related templates for Canadian Third Party Cheque Writer (XML)

Using the Application Developer responsibility, navigate to Applications > Lookups > Common.

1. Enter the following fields:

   - Type: Enter an appropriate name. The name should be in a format like '%CA% PAYCATPCHQW%'. The format is mandatory, e.g. CA_ PAYCATPCHQW_CUST'.

- Meaning: Enter an appropriate meaning here as this will be displayed as the Template Group in the report, e.g. 'Custom Template for Canadian Third Party Cheque Writer (XML)'. (Less than 80 characters)
- Application: Select Payroll
- Code: Enter the code used to register the template, e.g. CUSCATPCHQWXML _PDF'.
- Meaning: Re-enter the same template code (i.e. re-use the Code as the Meaning).
- From: Enter a date prior to today's date.

2. Click Save.

To register a template group for Canadian Third Party Cheque Writer (XML)

The template group comprised of the custom template created earlier can now be registered to produce the Canadian Third Party Cheque Writer (XML) output. Using the CA Payroll Manager or CA HRMS Manager or CA Super HRMS Manager responsibility, navigate to View > Request.

1. Submit a New Request and click on OK.
2. Name: Select Register BI Publisher Templates for Payroll.
3. Enter the parameters as follows:
   - Payroll Process Name: Canadian Third Party Cheque Writer (XML).
   - Template Group: Enter the template group name to be registered, e.g., Custom Template for Canadian Third Party Cheque Writer (XML).
4. Click on OK and submit the request.

Now the Custom Template is available for use as the parameter 'Cheque Style' for the concurrent program 'Canadian Third Party Cheque Writer (XML)'.

To use a template group for Canadian Third Party Cheque Writer (XML)

The template group comprised of the custom template created earlier can now be registered to produce the Canadian Third Party Cheque Writer (XML) output. Using the CA Payroll Manager or CA HRMS Manager or CA Super HRMS Manager responsibility, navigate to View > Request.

1. Submit a New Request and click on OK.
2. Name: Canadian Third Party Cheque Writer (XML).

3. Select the Template Group created earlier in parameter 'Cheque Style' (e.g. Custom Template for Canadian Third Party Cheque Writer (XML)).

4. Click on OK and submit the request.

Creating custom BI Publisher templates for Employee RL1 and RL2 Online PDFs:

Oracle Payroll provides the following predefined templates to generate RL1 and RL2 PDFs online. All these templates are maintained under XDO template manager, which is available through the XML Publisher Administration responsibility.

Following tables provide information about RL1 and RL2 predefined templates:

Definition Name	Default File	Template Name
RL1 PAPER PDF	PAYCARL1PAPERPDF.pdf	RL1 Paper PDF
RL1 PAPER PDF	PAYCARL1AMPDFxxxx.pdf	RL1 Amendment PDF
RL1 PAPER PDF	PAYCARL1CLPDFxxxx.pdf	RL1 Cancelled PDF
RL1 PAPER PDF	PAYCARL1ERR.rtf	RL1 PDF Error Report
RL1 PAPER PDF	PAYCARL1AMERRxxxx.rtf	RL1 Amendment Error Report
RL2 Paper PDF	PAYCARL2PAPER.pdf	RL2 Paper PDF
RL2 Paper PDF	PAYCARL2AMPDFxxxx.pdf	RL2 Amendment PDF
RL2 Paper PDF	PAYCARL2CLPDFxxxx.pdf	RL2 Cancel PDF
RL2 Paper PDF	PAYCARL2ERR.rtf	RL2 PDF Error Report
RL2 Paper PDF	PAYCARL2AMERRxxxx.rtf	RL2 Amendment Error Report

Note that xxxx denotes the year.

You can create your own templates using the same data definition of predefined RL1 PDF and RL2 PDF templates.

The following example can be used to create custom templates to generate RL1 and RL2 PDFs online:

To register custom BI Publisher templates for Employee RL1 and RL2 Online PDFs

1. Using the XML Publisher Administrator responsibility, navigate to Templates.
2. Click Create Template.
3. Enter the following fields:
    1. Name: Enter an appropriate name, for example: RL1 Amend PDF 2012
    2. Code: Enter the code such as '%_PDF' to indicate that this template will be used to generate the PDF file, for example., PAYCARL1AMPDF_2012PDF.
    3. Application: Select Payroll.
    4. Data Definition: Select RL1 PAPER PDF for RL1 or RL2 PAPER PDF for RL2
    5. Type: Select PDF.
    6. Start Date: Enter a date prior to today's date.
    7. Subtemplate: Select No.
    8. Default Output Type: PDF
    9. Description: Enter a description.
    10. File: Browse to select the desired template file. Make sure this is the correct file to be used for PDF file generation.
    11. Language: Select English.
    12. Territory: Select Canada.
4. Click Apply.

Creating custom BI Publisher templates for Employee T4 and T4A Online PDFs:

Oracle Payroll provides the following predefined templates to generate T4 and T4A PDFs online. All these templates are maintained under XDO template manager, which is available through the XML Publisher Administration responsibility.

Following tables provide information about T4 and T4A predefined templates:

Definition Name	Default File	Template Name
T4 PDF	PAYCAT4MAINxxxx.pdf	T4 Slip
T4 PDF	paycat4instruct.pdf	T4 Instructions
T4 PDF	PAYCAT4AMPDFxxxx.pdf	T4 Amendment PDF
T4 PDF	PAYCAT4AMINSTxxxx.pdf	T4 Amendment Instructions
T4 PDF	PAYCAT4CLPDFxxxx.pdf	T4 Cancellation PDF
T4 PDF	PAYCAT4CLINSTxxxx.pdf	T4 Cancellation Instructions
T4A XML	PAYCAT4APDFxxxx.pdf	T4A PDF Template
T4A XML	PAYCAT4APDFERRxxxx.rtf	T4A PDF Error Report
T4A XML	PAYCAT4AAMPDFxxxx.pdf	T4A Amendment PDF
T4A XML	PAYCAT4AAMPDFERRxxxx.rtf	T4A Amendment PDF Error Report
T4A XML	PAYCAT4ACLPDFxxxx.pdf	T4A Cancellation PDF

Note that xxxx denotes the year.

You can create your own templates using the same data definition of predefined T4 and T4A templates.

The following example can be used to create custom templates to generate T4 and T4A PDFs online:

To register custom BI Publisher templates for Employee T4 and T4A Online PDFs

1. Using the XML Publisher Administrator responsibility, navigate to Templates.
2. Click Create Template.
3. Enter the following fields:
    1. Name: Enter an appropriate name, for example: RL1 Amend PDF 2012
    2. Code: Enter the code such as '%_PDF' to indicate that this template will be used for generating the PDF file, for example., PAYCAT4PDF _PDF.

3. Application: Select Payroll.
4. Data Definition: Select T4 PDF for T4 or 'T4A XML for T4A.
5. Type: Select PDF.
6. Start Date: Enter a date prior to today's date.
7. Subtemplate: Select No.
8. Default Output Type: PDF
9. Description: Enter a description.
10. File: Browse to select the desired template file. Make sure this is the correct file to be used for PDF file generation.
11. Language: Select English.
12. Territory: Select Canada.

4. Click Apply.

Using Custom XML with Oracle US & Canadian Payroll Reports

Custom XML code can be defined for the Oracle BI Publisher based Check/Cheque Writer (XML), Third Party Check/Cheque Writer (XML), Deposit Advice (XML) and PDF Payslip delivered with the US and Canadian Payroll localizations. Using the 'PAY: Disable Custom XML Code (Yes/No) profile option, users can enable or disable the custom XML code to run if there are issues with the custom code.

For more information about this functionality, refer to the *Using Custom XML with Oracle US & Canadian Payroll Reports note on My Oracle Support note ID 1530347.1.*

Running the Canadian Cheque Writer (XML) Process

The Canadian Cheque Writer (XML) process produces pay cheques with attached statements of earnings (SOEs).

Oracle Payroll provides the flexibility to choose the way annual salary is calculated and reported in the pay cheques using the HR: Base Annual Salary Display on Standard Work Conditions profile option. See: Defining the Profile Option for Pay Annualization, page 4-52

To run the Canadian Cheque Writer (XML) process:

1. Select Canadian Cheque Writer (XML) in the Name field.

2. Select the process name: Cheque.

3. Select the payroll or consolidation set of the pay processing for which to produce cheques and SOEs. If you select a payroll, its default consolidation set displays.

4. Enter the start and end dates of the time period for which to print the cheques and statements of earnings.

5. The system defaults Canadian Cheque as the payment type and Cheque as the payment method for all the payments resulting from this process run. A default sort sequence of Organization, then Person, displays. Select the cheque style. If using the seeded template, select Seeded Archive Cheque Writer Template.

6. Enter the cheque number with which to start this cheque run.

7. If required, enter the cheque number with which to end this cheque run. Select the Action Parameter Group.

8. Select the Cheque Style to generate the output in the PDF format.

9. Choose OK, then click Submit.

Running the Canadian Deposit Advice (XML)

The Canadian Deposit Advice (XML) program generates deposit advice data in the PDF format.

To run the Canadian Deposit Advice (XML) process:

1. Select Canadian Deposit Advice (XML) in the Name field.

2. Select the name of the payroll or consolidation set to run the process for. When you select a payroll name, its default consolidation set displays.

3. Enter the start and end dates of the time span for the deposit advice to cover.

4. A default sort sequence of Organization, then Person, displays. To add more sort sequences, your MIS staff can modify the Deposit Advice process.

5. Select an assignment set if required.

6. Select a predefined or custom template as the deposit style to generate the output in the PDF format.

7. Choose OK, and then Submit.

Running the Canadian Third Party Cheque Writer (XML)

The Canadian Third Party Cheque Writer (XML) program produces the third-party cheque information in the form of XML data that merges with the RTF template to generate PDF output.

Prerequisites

❒ Before you run the Canadian Third Party Check Writer (XML) Process:

1. Run the Canadian Payroll Archiver process before running this program, so that checks are produced. The Canadian Payroll Archiver process archives third party check information available in the 'CA THIRD PARTY CHEQUES' context in the Action Information DF.

2. Ensure that the Payment Method parameter is provided as an Organization Payment Method defined with the Payment type as 'Check' for Third Party Payment.

To run the Canadian Third Party Cheque Writer (XML) process:

1. Select Canadian Third Party Cheque Writer (XML) in the Name field.

2. Select the name of the payroll or consolidation set to run the process for.

3. When you select a payroll name, its default consolidation set displays.

4. Enter the start and end dates of the time span for the third-party cheques to cover.

5. Select the payment method valid for the given business group, payment type and payroll.

6. A default sort sequence of Organization, then Person, displays. To add more sort sequences, your MIS staff can modify the Third Party Cheque Writer process.

7. Enter the cheque number with which to start this cheque run.

8. If required, enter the cheque number with which to end this cheque run.

9. Select a predefined or custom template as the cheque style to generate the output in the PDF format.

10. Choose OK, and then Submit.

Running the Cheque Writer Process

The Cheque Write Process produces pay cheques with attached statements of earnings (SOEs).

You must run the Archive Cheque Writer process when:

- You have selected "Multiple Assignment" for the payroll
- Multiple GREs are associated with an assignment
- You have set the Payroll Archiver Level to "Year to Date within Tax Group"

A preprinted form which will accommodate the standard print format of the cheques has been developed by Moore Canada. Customers in Canada can call Moore Canada at 1-888-621-1919 to place an order for the forms. The form number for the cheque is 10001. The Canadian French PAY patch is required in order to have cheques print in French.

To run the Canadian Cheque Writer process:

1. Select Canadian Cheque Writer in the Name field.
2. Select the payroll or consolidation set of the pay processing for which to produce cheques and SOEs. If you select a payroll, its default consolidation set displays.
3. Enter the start and end dates of the time period for which to print the cheques and statements of earnings.
4. The system defaults Canadian Cheque as the payment type and Cheque as the payment method for all the payments resulting from this process run.
5. A default sort sequence of Organization, then Person, displays. To add more sort sequences, your MIS staff can modify the Cheque Writer process.
6. Select the cheque style: Chequewriter and Deposit Advice or, to make payments to third parties, the style Third Party Cheque Writer.
   - Chequewriter
   - Third Party Cheque Writer (to make payments to third parties)

     Note: The Canadian Cheque Writer process can only accept attachment reference numbers of 20 characters or less. In cases where the attachment number is greater than 20 characters, this process truncates the reference number to 20 characters.

- Archive Cheque Writer (uses multi assignment processing information archived by the Payroll Archive process)

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

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

Setting Printer Styles for Cheque Writer and Deposit Advice

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

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

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

Running the Void Cheque/Check Payments Process

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

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

To run the Void Cheque/Check Payments process:

1. In the Name field, select Void Check/Cheque Payments.

   South African Payroll: Select Void Cheque Payments (South Africa).

2. In the Parameters window, select the payment run for the Cheque/Check Writer that you want to void.

3. Enter the date on which you want to void the cheques/checks. The default is your system date.

4. Enter, optionally, a reason for voiding the cheque/check issue.

5. Enter start and end numbers of the cheque/check sequence you are voiding. For single cheques/checks, enter the cheque/check number in both fields.

Reissuing a Voided Cheque

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

To reissue a voided cheque with the same amount:

1. To verify that the void has been processed, select the employee in the Employee Assignment Processes window. For the process that originally produced the cheque, VOID appears in the Status Column.

2. Run the Canadian Cheque Writer process again. A new cheque is produced with a new number.

3. If you want to verify the process, select the employee in the Employee Assignment Processes window. The number of the original prepayment will be in the Applied Column of the latest process.

4. Run the Void Payments Report any time after the void has been processed.

To reissue a voided cheque with a different amount:

1. Reverse the cheque that you have voided in the Reverse Payroll Run window.

2. Enter the new amount to be paid in the Salary Administration or Element Entries window as appropriate.

3. Run QuickPay for the new amount that is to be paid to the employee.

4. Run the PrePayments precess.

5. You can now do one of the following:

   - Manually issue the cheque.

   - Run the Canadian Cheque Writer process again.

6. If you want to verify the process, select the employee in the Employee Assignment Processes window. The number of the original prepayment will be in the Applied Column of the latest process.

7. Run the Void Payments Report any time after the void has been processed.

Running the Cheque Listing Report

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

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 Submit.

Running the Void Payments Report

This report shows details of cancelled cheque payments.

Run this report in the Submit Request window.

To run the Void Payments report:

1. In the Name field, select Void Payments Report.

2. In the Parameters window, enter a start date and an end date for the report.

3. Select a payroll and/or consolidation set if you want to restrict your information by these parameters. If you leave these fields blank the report returns information on all payrolls for the period chosen.

4. Choose OK and then Submit.

Running the Payroll Cheque/Check Payment Report

Use this report to view void and reversal information for a cheque/check. Select your

parameters in the parameter wizard to determine the period and payment method for your report.

To run the Payroll Cheque/Check Payment report:

1. Enter the Process Start Date.
2. Enter the Process End Date.
3. Select a Payment Method.
4. Click Finish.

Voiding Magnetic Tape Payments

Run the Void Magnetic Tape Payments process when you want to cancel an EFT payment (NACHA or Direct Deposit for example) made by magnetic tape. The Void Magnetic Tape Payments process enters a record of the reversal into Oracle Payroll. Note, however, that the Void Magnetic Tape Payments process does not create a new magnetic tape for onward submission to the bank. You must contact the bank to request a manual reversal of the amount that you have voided. Remember that individual banks have different procedures for requesting a manual reversal. Before you request a reversal from your bank, always verify:

- The period of notice required for a reversal
- The information necessary to support a reversal request (for example, Employee Name, Social Security Number, Account Number, Routing Number, Amount, Effective Date, and so on).
- The preferred transmission method for the reversal request

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

To run the Void Magnetic Payments process:

1. Select the payment run that you want to void.
2. Enter the effective date for the void process.
3. Enter a reason for voiding the payment.
4. Select the employee who received the payment that you want to void.
5. Select the payment that you want to void.
6. Click Submit

Making External/Manual Payments

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

To make a manual payment by cash or cheque to an employee:

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

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

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

2. Select the Pay check box for the payment methods you are now going to pay manually.

3. Enter the value of the payment and, if you are paying by cheque, the cheque number.

4. Save your entry.

Viewing Tax Deductions

Use the Statutory Deduction report to view the kinds of moneys the employees and employers submit to the government as taxes. This report shows the federal and provincial tax balances summarized for a particular range of pay dates. With Oracle Payroll, you can choose from the following options for generating this report:

- Pay Begin Date (required)
- Pay End Date (required)
- Tax Group (optional)

  Choose from a list of all valid Tax Groups. Leave this field blank to include all Tax Groups in the report.

- GRE (optional)

Choose from a list of all valid GREs. Leave this field blank to include all GREs in the report.

- Federal

  Specify statutory deduction details for the remittance to the CRA.

- Provincial

  Specify statutory deduction details for the remittance to the Ministere du Revenu. The Provincial section of this report includes only the provinces that have separate provincial taxes.

- Reporting Dimension

  Provides the option of printing information for a pay date range: month to date, quarter to date, or year to date values.

To create a Federal and Provincial Statutory Deduction Report:

Run the Statutory Deduction report from the Submit Requests window.

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

   Leave these fields blank to include all GREs and Tax Groups in the report.
5. Enter a Yes or No value in Federal and Provincial for the type of remittance report you want to generate.
6. Enter the appropriate reporting dimension.
7. Click OK, and Submit.

Viewing Non-Tax Deductions

Use the Deductions report to show any non-tax Payroll deduction details. It includes:

- Actual deduction amount. This includes any arrears deducted for the run.
- Scheduled deduction amount.
- Not taken amount. This is the amount of deduction that could not be taken for the

run.

- Current arrears. This is the amount of deduction put into arrears for the run.
- Arrears taken. This is the amount of arrears taken for the run.

Deductions with a total owed also show:

- Accrued balance. This is the running balance of the amount deducted to be applied to the total owed amount.
- Total owed. This is the total amount of a deduction. Once this amount has been deducted, the deduction stops.
- Remaining amount. This is the total owed less the accrued balance.

Run the Deductions report from the Submit Requests window.

To run the Deductions report:

1. In the Type field, select Request.
2. In the Name field, select Deductions Report from the List of Values.
3. Click in the Parameters field if the Parameters window does not automatically open.
4. Select the starting and ending date range.
5. (Optional) Choose the payroll employee deduction amount you want to display.
6. Choose the consolidation set employee deduction amount you want to display.
7. Choose the deduction selection criteria.

   Available options are:

   - Element Set
   - Deduction Classification
   - Deduction Element

8. Depending on your selection, specify you element set, deduction classification, or deduction element:

   - Element Set: Specifies element deductions defined in the element set.
   - Deduction Classification: Specifies element deductions for this deduction

classification.

- Deduction Element: Specifies the deduction element amount you want to display.

9. (Optional) Specify the GRE of the records you want to retrieve.

   This returns all deductions for the specified GRE. If you leave this field empty, this report returns information on all GREs.

10. (Optional) Specify the Organization of the records you want to retrieve.

    This returns all deductions for the specified Organization. If you leave this field empty, this report returns information on all Organizations.

11. (Optional) Specify the Location of the records you want to retrieve.

    This returns all deductions for the specified Location. If you leave this field empty, this report returns information on all Locations.

12. If you want to restrict returned results to a single employee, specify that employee here.

13. Use the three sort option fields to sort your results by GRE, Location, and Organization.

14. Click OK to close the Parameters window.

15. In the Print Options region, select the number of copies you want to print.

16. In the Printer field, select a printer or accept the default.

17. Click Submit.

Quebec Health Services Reporting

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

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

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

- Account Number

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

Creating a Quebec Health Services Fund Report

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

To create a Quebec Health Services Fund Report:

1. Select the Quebec Health Services Fund report in the Name field.
2. Click on the parameters field if the Parameters window does not automatically open.
3. Select the Account Number or leave blank for all account numbers.
4. Starting Payment Date: The first Payment Date to include in this report.
5. Ending Payment Date: The last Payment Date to include in this report.
6. Override Table: Enter the table which overrides the standard QHSF table (if applicable).
7. Click OK and then Submit.

Provincial Medical Reporting

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

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

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

- Province
- Account Number
- Starting and Ending Payment Dates
- Override Table

Creating a Provincial Medical Report

Run the Provincial Medical Report from the Submit Requests window.

To create a Provincial Medical Report:

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

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

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

   > **Note:** For the Provinces of Manitoba, Newfoundland, and Ontario, the EHT Monthly Remitter is defaulted to No.

9. Click OK and then Submit.

Workers' Compensation Reporting

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

includes:

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

The following options are available for generating this report:

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

Creating a Workers' Compensation Report

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

To create a Workers' Compensation report:

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

Business Payrolls Survey

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

payrolls at industrial, provincial, and territorial levels.

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

The following options are available for generating this report:

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

Creating a Business Payrolls Survey

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

To create a Business Payrolls Survey:

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

Payroll Exception Reporting (Canada)

Use the Payroll Exception Report program to identify variations in payroll balances in the payroll run and report them as exceptions.

To enable exception reporting for Canada Payroll, the table PQP_EXCEPTION_REPORT_SUFFIX contains balance dimensions with legislation code 'CA'.

The Payroll Exception Reporting process involves the following tasks:

- Setting Up Exception Reports
- Grouping Exception Reports
- Running an Exception Report

Setting Up Exception Reports:

You can report payroll exceptions by selecting balances and dimensions. Use the CA legislation code in the PQP_EXCEPTION_REPORT_SUFFIX table to identify the balance dimensions supported for Canada legislation. The following table lists the balance dimensions delivered for the Canada legislation with the CA suffix:

Balance Dimension	Exception Report Period	Description
_ASG_MONTH	MONTH	
_ASG_PTD	PERIOD	Period to Date
_ASG_QTD	QUARTER	Quarter to Date
_ASG_YTD	YEAR	Year to Date
_PER_MONTH	MONTH	
_PER_PTD	PERIOD	Period to Date
_PER_QTD	QUARTER	Quarter to Date
_PER_YTD	YEAR	Year to Date
_ASG_GRE_MONTH	MONTH	
_ASG_GRE_PTD	PERIOD	Period to Date
_ASG_GRE_QTD	QUARTER	Quarter to Date
_ASG_GRE_YTD	YEAR	Year to Date

Balance Dimension	Exception Report Period	Description
_PER_GRE_MONTH	MONTH	
_PER_GRE_PTD	PERIOD	Period to Date
_PER_GRE_QTD	QUARTER	Quarter to Date
_PER_GRE_YTD	YEAR	Year to Date

For information on how to setup exception reports, refer to Payroll Exception Reporting: Overview, page 4-141

The following section provides an example on how to set up information for the exception report. This example lists all employees who have a variation in Total Earnings when compared to the average of previous 2 months.

1. Create a balance 'Payroll Exc Earnings' and attach all Earnings classifications to the balance using the Balance window. The dimensions _ASG_YTD, _ASG_QTD, _ASG_MONTH are attached to the balance.

2. Navigate to the Exception Reports window (Other Definitions > Payroll Exception Reporting > Payroll Exception Reports and Groups > Reports) to create an exception report.

3. Provide the following details:

    1. Enter a unique name for the report.

    2. Enter the balance name as Payroll Exc Earnings.

    3. Enter the dimension, which is the value of the balance that is to be compared.

    4. Enter comparison type and comparison value to specify the range over which to compare the balance.

    5. Enter the variance type, which is the factor that is to be compared. It can be amount or percentage. 'Variance operator' and 'Variance Value' is the permissible range over which, any variation can be reported. Variance operator can be Variance (+/-), Less than, Less than or Equal, Greater than, Greater than or Equal and Equal.

    6. Select the report output. You can select from Portable Document Format (PDF), Hyper Text Markup Language (HTML), Real Text Format (RTF) or Spread sheet formats.

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. For more information, refer to the generic Grouping Exception Reports topic in the Oracle HRMS Payroll Processing Management Guide

Running an Exception Report:

You can run the exception report from the Submit Request window or through the user interface when you create the exception report.

Record of Employment

Record of Employment

A Record of Employment (ROE) is a form that employers complete for employees receiving insurable earnings who stop working and must be issued for each interruption of earnings.

See: Setting Up Elements for ROE, page 4-88

ROE Block Information

Block	Information	HRMS Source
1	Serial number	Assigned by ROE Web
2	Serial number of amended or replaced Record of Employment	N/A
3	Employer's payroll reference number	Employee assignment number. **Note:** HRMS produces a separate ROE for each assignment.
4	Employer's name and address	Entered via ROE Web
5	Business number	Business number assigned to the GRE.
6	Pay period type	Frequency of the payroll.
7	Postal code	Entered via ROE Web
8	Employee's Social Insurance Number	Employee Social Insurance Number.
9	Employee's name and address	Employee name and primary address.

Block	Information	HRMS Source
10	First day worked	Latest start date. If an employee returns from a LOA and then subsequently has another interruption of earnings, the first day worked is the next working date after 'Actual End Date' or 'Projected End Date' in the Absence form. The work schedule is used to determine the next working day after the 'Actual End Date' or 'Projected End Date' in the Absence form. If a work schedule is not found for the assignment, the schedule for the 'HR Organization' is checked. If a work schedule is not found, then one day is added to the 'Actual End Date' or 'Projected End Date' in the absence form. This date is then archived as the First Day Worked.
11	Last day for which paid	Actual termination date or the day prior to the projected or actual start date of the leave of absence. Oracle HRMS uses the work schedule to determine the day prior to the projected or actual start date of the LOA in the Absence form. If it does not find a work schedule for the assignment, it checks the schedule for the "HR Organization." If it does not find a work schedule, then it subtracts one day from the "Actual Start Date" or "Projected Start Date" in the absence form. This date is then archived as the last day for which paid.

Block	Information	HRMS Source
12	Final pay period ending date	The Last Standard Process date on the End Employment form. This should reflect the pay period ending date of the pay period in which the employee was terminated or went on a leave of absence.
13	Occupation	The first segment of the Job Flexfield appears as the employee's occupation.

Block	Information	HRMS Source
14	Expected date of recall	The expected date of recall displays the next working day following the projected or actual end date of an absence. Oracle HRMS uses the work schedule to determine the next working day after the "Actual End Date" or "Projected End Date" in the Absence form. If it does not find a work schedule for the assignment, it checks the schedule for the "HR Organization." If it does not find a work schedule, then it adds one day to the "Actual End Date" or "Projected End Date" in the absence form. This date is then archived as the Expected Date of Recall. If the employee is terminated, the Unknown box is checked. If the employee is on a leave of absence and does not have a projected end date entered, the Unknown box is checked. **Important:** It is recommended that you do not enter the actual return date before running the ROE process. It should however, be entered when the employee returns to work to ensure that any subsequent ROEs reflect the correct dates.
15A	Total insurable hours	Total hours of all elements with the EI hours box checked for the last 53 weeks or since the latest start date, whichever is later.

Block	Information	HRMS Source
15B	Total insurable earnings	Total earnings of all elements that are subject to EI premiums, as defined in taxability rules for the last 27 weeks (or since latest start date, whichever is most recent). For payrolls with holdbacks, the total earnings include those paid in the pay period after termination or leave of absence. This block always has an entry if there are insurable earnings.
15C	Breakdown of insurable earnings by pay periods	Insurable earnings for each pay period in the last 53 weeks (or since latest start date, whichever is sooner).
16	Reason for issuing this ROE	ROE Reason code entered on the End Employment or Absence form.
17	Payment of benefits paid in, or in anticipation of the final pay period or payable at a later date	See description below for 17A, B and C
17A	Vacation pay	Earnings that feed the seeded balance ROE Vacation Pay.
17B	Statutory holiday	Employers must manually enter the statutory holiday dates and amounts on the ROE Worksheet. Do this through the Employee Assignment Processes Form.

Block	Information	HRMS Source
17C	Other Monies	Earnings that feed one of the 12 balances that comprise other monies. See: Setting Up Elements for ROE, page 4-88
18	Comments	The ROE Reason Description entered as Further Information on the End Employment or Absence form.
19	Paid sick/maternity/parental leave or group wage loss indemnity payments (after last day worked)	Employers must manually enter these amounts on the ROE worksheet. Do this through the Employee Assignment Processes Form.
20	Communication preferred in	Correspondence language entered in the Payroll Description Further Information Flexfield.
21	Telephone number	Entered via ROE Web.
22	Issuer's signature and date of issue	Entered via ROE Web. The Effective Date entered when running the Record of Employment process will appear as the date of issue on the ROE. The worksheet will not reflect this date, however the date will display on the ROE.

Generating the ROE Data

To generate the ROE data, you can run any one of the following processes:

- ROE - Magnetic Media: This process creates a .mf file in the format required for import into the ROE Web software. See: Setting Up Steps for the ROE – Magnetic Media Process, page 4-93

- Record of Employment Interface Process: This process generates an XML file of the ROE data using the ROE Version 2.0 specifications.

  To generate the XML file, Oracle Payroll for Canada provides the following components:

  Data Definition: ROE Interface includes the following templates:

  - ROE Interface MF: Generates an XML file for all successful employees.
  - ROE Interface Employee Details Report: Generates a text file for all employees with minimum information.

  See: Setting Up the Record of Employment Interface Process, page 4-94

The setting of the PAY: Enable ROE Interface profile option determines which ROE data extraction process is run. If the profile option is set to Yes, then the ROE data is generated using the Record of Employment Interface process. Otherwise, data is generated using the ROE – Magnetic Media process. You cannot run both the processes for employees in the same period.

Setting Up Elements for ROE

In support of the Record of Employment (ROE), perform the following configuration operations on your Earnings elements:

- Configure the Earnings elements, page 4-88
- Set the earnings allocations, page 4-89
- Specify EI exemption rules for earnings categories, page 4-90

After you configure these steps, depending on the process that you use to generate the ROE data, you must feed the balances:

- Feed the Balances for the ROE Magnetic Media Process, page 4-90
- Feed the Other Monies Balances for the Record Employment Interface Process, page 4-92

To configure Earnings elements for the Record of Employment:

The Regular Salary, Regular Wages, and Time Entry Wages seeded elements are insurable and report EI hours in Block 15A, "Total Insurable Hours," on the ROE. The ROE reports insurable hours for the 53 weeks prior to the pay period represented by the date recorded in Block 11, "Last day for which paid," and reports these hours to two decimal points.

Oracle HRMS captures insurable hours as of the effective date of the ROE as well as the following pay period.

Example

If an employee terminates or goes on a leave of absence and is paid their final pay in pay period 10, any hours subsequently paid with a pay date that falls between the pay period begin and end dates of pay period 11 are picked up for the ROE.

Perform the following steps to configure your seeded elements for the Record of Employment:

1. Open the Earnings window.
2. Query for the Regular Salary, Regular Wages, or Time Entry Wages seeded element.
3. Select the EI Hours check box.
4. Save your changes.

To set the earnings allocations for the Record of Employment:

Different types of earnings are either insurable in the pay period in which they are earned (such as regular salary, regular wages, and overtime) or in the pay period in which they are paid (such as bonus and shift premiums). The default allocation depends on element type:

- The Regular Salary, Regular Wages, and Time Entry Wages seeded elements default to date earned.
- The Vacation Payout seeded element defaults to date paid.
- User-defined elements default to date earned.

Payrolls where the pay date is the same as the period ending date report "Date Paid" earnings differently than payrolls where the pay period ending date is prior to the pay date:

- For payrolls where the pay date and pay period ending date are the same, Oracle Payroll reports the date paid and date earned elements together in the current pay period.
- For payrolls where the pay period ending date is prior to the pay date, Oracle Payroll reports the date earned elements in the current pay period but reports the date paid elements in the following pay period, as the pay date falls within the next period.

To change the default allocation for your earnings elements:

1. Open the Element window.
2. Query for the appropriate earnings element.
3. Open the Further Element Information window.

4. Set the allocation in the ROE Allocation By field.

   You can choose between Date Paid and Date Earned.

5. Save your changes.

To specify EI exemption rules for earnings categories:

Earning categories that are defined as exempt from EI will not be included on the Record of Employment.

1. Use the Tax Withholding Rules window to enter taxability rules: (N) Total Compensation > Basic > Tax Withholding Rules

2. Save your work.

Feed the Balances for the ROE Magnetic Media Process:

You must configure user-defined elements to feed into seeded ROE balances. These balances populate the various Blocks on the report.

1. From the Earnings window, define Earnings elements to feed the ROE-specific balances.

2. If these elements have associated hours that should be considered for ROE reporting, select the EI Hours box for them on the Earnings template. These elements should belong to a category that, in taxability rules, is subject to EI.

3. For each element, open the Further Element Information window and set the allocation in the ROE Allocation By field.

4. Navigate to the Balances window.

5. Query for the following seeded balances:

   This balance displays in Block 17A of the ROE

   ROE Vacation Pay

   These balances display in Block 17C of the ROE:

Balance Name	Code
ROE Other Monies Anniversary Payout	A
ROE Other Monies Bonus	B

Balance Name	Code
ROE Other Monies Severance Pay	E
ROE Other Monies Gratuities	G
ROE Other Monies Honorariums	H
ROE Other Monies Sick Leave Credits	I
ROE Other Monies Other	O
ROE Other Monies Retirement Leave Credits	R
ROE Other Monies Settlement or Labour Arb Award	S
ROE Other Monies Supplementary Unemployment Benefits	U
ROE Other Monies Pay in Lieu of Notice	Y

The ROE Web software allows for three balances in Block 17C therefore, only the three balances with the highest values will be archived. The ROE Worksheet will display these balances in descending order along with the balance description (i.e. Bonus).

Block 17B, Statutory holiday dates and amounts paid must be entered manually. See section To review and modify the archive.

Balances for Block 17 are retrieved for the pay period in which the employee is terminated and the subsequent pay period.

6. For each queried balance, click Feeds to open the Balance Feeds window.
7. Select the appropriate user-defined element.
8. Select the appropriate Input Value Name to add or feed.

9. Select Add for the Add/Subtract field to field the balance.

10. Save your changes.

11. Repeat these steps for each of the ROE balances.

Feed the Other Monies Balances for the Record Employment Interface Process:

If you are generating the ROE data using the Record of Employment Interface process, then create an element to feed the Other Monies balances.

1. Navigate to the Element window.

2. Create an element, for example, Other Monies 17C and click Balance Feeds.

3. Add any of the following balances to the element:
    - ROE Other Monies Bonus Holiday- B05 (code)
    - ROE Other Monies Bonus Production_Incentive - B06
    - ROE Other Monies Bonus Event - B07
    - ROE Other Monies Bonus Staying_Contract complete_End of season - B08
    - ROE Other Monies Bonus Separation or retirement- B09
    - ROE Other Monies Bonus Closure- B10
    - ROE Other Monies Bonus Other - B11
    - ROE Other Monies Severance Pay- E00
    - ROE Other Monies Gratuities- G00
    - ROE Other Monies Honorariums - H00
    - ROE Other Monies Sick Leave Credit- I00
    - ROE Other Monies Retroactive Pay Adjustment- J00
    - ROE Other Monies Other - O00
    - ROE Other Monies Profit Sharing- Q00
    - ROE Other Monies Retiring Allowance_Retirement Leave Credits- R00
    - ROE Other Monies Settlement Pay- S00

- ROE Other Monies Payout of Banked Overtime- T00
- ROE Other Monies SUB Maternity_Parental_Compassionate Care_Parents- U12
- ROE Other Monies SUB Layoff- U13
- ROE Other Monies SUB Illness- U14
- ROE Other Monies SUB Training- U15
- ROE Other Monies Pay in Lieu of Notice- Y00

4. Attach the element to the employee record.
    1. Navigate to the People window and click the Assignment button.
    2. Click Entries to open the Element Entries window.
    3. Select the element created in step 2 and click Entry Values.
    4. Click the Further Entry Information field in the Entry Values window. The Further Element Entry information window opens where you can specify ROE values.

What's Next

To ensure the proper reporting of retro overtime hours in Block 15A, "Total Insurable Hours," on the Record of Employment (ROE), additional setup is required. For more information, Setting up Retro Elements for Overtime., page 4-121

Setting Up the ROE – Magnetic Media Process

Complete following steps before you run the ROE – Magnetic Media Process:

1. Complete the employer level setup using the Further Payroll Information window. The ROE contacts are defined for each payroll in the further information flexfield of the payroll. See: Further Payroll Information Window, page 1-5
2. Configure Earnings elements in support of the Record of Employment (ROE). See: Setting Up Elements for ROE, page 4-88
3. Ensure the proper reporting of retro overtime hours in Block 15A, "Total Insurable Hours," on the Record of Employment (ROE). See: Setting up Retro Elements for Overtime., page 4-121
4. Mark employees for inclusion in the ROE. See: Marking employees for inclusion by

providing a ROE Reason, page 4-94

5. Run the Record of Employment process or the Record of Employment by Assignment Set process to archive information for employees. See: Running the Record of Employment for Employees or Assignment Set, page 4-95

6. Run the ROE-Magnetic Media Process that creates a . mf file in the format required for import into the ROEWeb software. After you run this process, you can upload bulk ROE to the Service Canada site and print the ROE. See: Running the ROE-Magnetic Media Process, page 4-99

Setting Up the Record of Employment Interface Process

Complete following steps before you run the Record of Employment Interface Process:

1. Set the PAY: Enable ROE Interface profile option to Yes using the System Administrator responsibility.

2. Complete the employer level setup using the Further Payroll Information window. The ROE contacts are defined for each payroll in the further information flexfield of the payroll. See: Further Payroll Information Window, page 1-5

3. Configure Earnings elements in support of the Record of Employment (ROE). See: Setting Up Elements for ROE, page 4-88

4. Ensure the proper reporting of retro overtime hours in Block 15A, "Total Insurable Hours," on the Record of Employment (ROE). See: Setting up Retro Elements for Overtime., page 4-121

5. Mark employees for inclusion in the ROE. See: Marking employees for inclusion by providing a ROE Reason, page 4-94

6. Run the Record of Employment process or the Record of Employment by Assignment Set process to archive information for employees. See: Running the Record of Employment for Employees or Assignment Set, page 4-95

7. Run the Record of Employment Interface Process to generate an XML file of the ROE data. After you run this process, you can upload bulk ROE to the Service Canada site and print the ROE. See: Running the Record of Employment Interface Process, page 4-101

Marking Employees for Inclusion in the Record of Employment

To mark employees for inclusion in the ROE:

Whenever you mark an employee as terminated or on a leave of absence, you must

provide a ROE Reason in the Further Information window. Oracle Payroll generates a ROE for each assignment, payroll, or GRE associated with that employee. With the multiple GRE functionality, Oracle Payroll combines all GREs on the same assignment onto one ROE if the business number for each GRE is the same.

The ROE generates only if a T4 GRE exists on the employee's assignment.

The information you enter as ROE Reason appears on the Record Of Employment as the Reason Code. The information you enter in the ROE Comments field appears in Block 18 (Comments) of the ROE. If an employee requires multiple ROEs (such as due to multiple assignments), the same comments appear on every ROE.

Note: The ROE Reason is a required field for the ROE Web software.

See: Entering Absences, *Oracle HRMS Compensation and Benefits Management Guide* and Ending Employment, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

Running the Record of Employment for Employees or Assignment Set

The Record of Employment process archives ROE information for an individual employee. The Record of Employment archive process will archive information for employees that have a termination date (Actual Date on End Employment form) or leave of absence start date that is up to 31 days prior to the effective date parameter entered when running the process.

For terminated and leave of absence employees, earnings that are paid in the pay period of the termination or leave of absence start as well as one pay period after, will appear on the ROE. If the payroll has a holdback, i.e., the pay date falls after the period end date, any payments made in elements that are allocated to date paid must have a pay date that falls within the pay period begin and end dates of the pay period following termination or the leave start, in order for the information to appear on the ROE.

If a ROE is requested for an employee who is not terminated or who has not gone on a leave of absence, the ROE will reflect payments made up to the final pay period end date only.

The archived information includes the insurable hours and earnings for the last 53 weeks (or earlier if the person's period of employment is less than this). The data captured will only include data for the periods mentioned above or up to the latest start date of the employee, whichever occurred last.

There are two Record of Employment archive processes that capture the information required to create the Record of Employment:

- To create a single ROE, use the "Record of Employment" process.

  If you are requesting an ROE for an active employee, the ROE includes all payments made up to the final pay period end date only.

- To create multiple ROEs simultaneously, use the "Record of Employment by Assignment Set" process.

There are two assignment sets used in this process:

- The assignment set for terminated employees (TERMINATION_ASG_SET) is created automatically when an employee is terminated. If a reverse termination is done and the ROE has not been issued to the employee; the employee will be deleted from the assignment set. If the Record of Employment process has been run for this employee, they will also be deleted from the assignment set.

- The assignment set for employees on a leave of absence (LOA_ASG_SET) is created automatically when an employee has been put on a leave on the Absence form and has an ROE Reason entered. Employees are deleted from the assignment set if the ROE Reason is removed or the absence record is deleted from the system and the ROE has not been issued to the employee. The ROE is considered not issued when the magnetic media has not been processed and the ROE archiver has been deleted. If the Record of Employment process has been run for this employee, they will also be deleted from the assignment set.

Once the Record of Employment by Assignment Set has successfully completed for all the employees, the employees in the assignment set are deleted. The assignment set is deleted when the last employee is deleted from the set.

> **Note:** If you are going to submit your ROEs to Service Canada through their Web application, each employee must be reporting insurable earnings. If they do not, HRMS will not generate the Web ROE.

Oracle Payroll does not provide the ability to amend the ROE.

To run the Record of Employment process for an individual employee:

Run the Record of Employment process from the Submit Processes and Reports window.

1. Select Record of Employment.

2. Click in the Parameters field if the Parameters window does not automatically open.

3. Enter the date you want displayed as the Last Day for Which Paid on the ROE.

   For terminated employees, the Effective Date represents either the employee's termination date or the Last Day for Which Paid. If you entered the Actual Termination Date on the End Employment form, the latter appears on the ROE.

   For employees going on leave, specify this date as the last working day prior to their leave of absence.

When creating a ROE for an active employee, this date should be the pay period ending date on the last payroll you want included in the report.

4. Enter the name of the employee for whom an ROE is to be issued.

5. If you are amending an existing archive, specify the ROE Magnetic Media assignment action ID. Otherwise, leave this field blank.

6. Click OK and then Submit.

To run the Record of Employment by Assignment Set process:

The Record of Employment by Assignment Set process archives ROE information for multiple employees that have a termination date or leave of absence start date that is up to 30 days prior to the effective date you specify for this process. The archived information includes the hours and earnings for the last 53 weeks (or earlier if the persons' period of employment is less than this).

If you are requesting an ROE for active employees, the ROE includes all payments made up to the final pay period end date only.

If you are requesting an ROE for a single employee, use the Record of Employment process.

> **Note:** If you are going to submit your ROEs to Service Canada through their Web application, each employee must be reporting insurable earnings. If they do not, HRMS will not generate the Web ROE.

Run the Record of Employment by Assignment Set process from the Submit Processes and Reports window.

1. Select Record of Employment by Assignment Set.

2. Click in the Parameters field if the Parameters window does not automatically open.

3. Enter the Effective Date.

   Oracle Payroll processes ROEs for employees that have terminated or went on leave and have an ROE Reason up to 30 days prior to this date.

4. Select the assignment set you want to process.

   If you leave the Assignment Set field empty, all assignment sets are processed.

5. Click OK and then Submit.

To review and modify the archive:

1. Open the Assignment Process Results window.
2. Specify the name of the employee.
3. Select the period in which the Record of Employment process (or ROE Archiver) was initiated.

   This is the effective date entered for the Record of Employment process.
4. Click Find to display all payroll actions for the period.
5. Select the Magnetic Report entry within the period, then click Run Results.

   This allows the ability to view and update ROE information. When viewing this information, the ROE_DATE represents the date you entered in the Effective Date parameter.

To view a preview of the actual Record of Employment:

You can generate a preview of the actual ROE by processing the ROE Worksheet. To generate the ROE worksheet, you can run the ROE Work Sheet or ROE Worksheet (XML) process. You must have previously processed the archive in order to produce a worksheet. The information that appears on the worksheet reflects what Oracle Payroll transfers to the ROE Web software. The ROE Worksheet (XML) process generates the ROE data in PDF format.

Run the ROE Worksheet from the Submit Request window.

1. Select ROE Worksheet.
2. Click in the Parameters field if the Parameters window does not automatically open.
3. Specify the period in which the records were archived.
4. Specify the selection type. This provides the option of creating worksheets for an employee or an assignment set.
5. If you selected an employee in the selection type, specify the name of the employee for which you want to create an ROE worksheet.
6. If you selected an assignment set in the selection type, specify the assignment set for which you want to create ROE worksheets.

   Note: You cannot use the TERMINATION_ASG_SET or LOA_ASG_SET assignment set as employee assignments are

deleted whenever you run the Record of Employment process.

7. Select View Output to view the data.

   You can view the ROE worksheet online or print it.

ROE Work Sheet (XML) Process: This process uses XML Publisher to generate the ROE data in PDF format and has the same parameters as the ROE Work Sheet.

Running the ROE-Magnetic Media Process

The Record of Employment Magnetic Media process creates a ".mf" file in the format required for import into the ROEWeb software. Prior to the transfer, the file must be renamed as per Service Canada requirements.

Run the ROE-Magnetic Media process from the Submit Requests window.

To generate the ROE magnetic media:

1. Select ROE - Magnetic Media.
2. Click in the Parameters field if the Parameters window does not automatically open.
3. Specify the period in which the ROE archiver was processed. This is the effective date you entered for the ROE process.
4. Specify the ROE Type:

   Important: The Laser Print ROE option is no longer supported by Service Canada.

   - W: Indicates you are going to submit the ROE through the Service Canada Web application.

     Note: If you are using this option, each employee must be reporting insurable earnings. If they do not, HRMS will not generate the Web ROE.

   - L: Indicates you are going to print and submit hard copy versions of the ROE to Service Canada.

5. Specify the selection type. This provides the option of creating worksheets for an employee or an assignment set.

Note: You must not use the LOA_ASG_SET or TERMINATION_ASG_SET for the ROE Magnetic Media process as the assignments in these get cleared when the Record of Employment process is run. You must create a new assignment set. See: Running the Record of Employment for Employees or Assignment Set, page 4-95.

6. If you selected employee in the selection type, specify the name of the employee for which you want to create an ROE worksheet.

7. If you selected assignment set in the selection type, specify the assignment set for which you want to create ROE worksheets.

8. Click OK and then Submit.

   This process creates a .mf file in the format required for import into the ROE Web software. The name of this file is the request ID preceeded by a zero, such as 01652275.mf.

You can now print the ROE through the Web software provided by Service Canada.

See: Printing the ROE, page 4-100

To upload bulk ROE to the Service Canada site:

1. Once the ROE (WEB) Magnetic Media is run, navigate to the output directory for that request.

2. Do not open the .mf file. Simply right click on the .mf request in the output directory and select "Save Target As". Save the file to a local drive. This file will be saved as a Text document by default.

3. Navigate to the local drive where the file is stored and right click on the file and rename with .BLK extension.

4. Navigate to the Service Canada site and using the BULK transfer option upload the .BLK file.

   Bulk transfer should produce the following Status message: "Process Completed".

All ROEs within the bulk transfer should be viewable within the Service Canada site.

To print the ROE:

Service Canada provides the necessary Web software to print the ROE. This software validates the incoming information and assigns a serial number to the ROE. You can configure the Service Canada software to automatically point to where the .mf file resides, or you can copy the file to your hard drive.

For information on the ROE Web software, refer to the Service Canada website.

To rerun the ROE:

If you need to rerun either the ROE archiver or ROE magnetic media processes due to errors, you must roll them back and then rerun them. You do not need to rollback the ROE Worksheet.

Oracle Payroll does not provide the ability to amend the ROE.

Running the Record of Employment Interface Process

This process generates the ROE data using the ROE Version 2.0 of the XML file layout specifications. This process generates an XML file to be submitted to Service Canada.

Run the Record of Employment Interface process from the Submit Request window.

To run the Record of Employment Interface process:

1. Select Record of Employment Interface in the Name field.

2. Click in the Parameters field if the Parameters window does not automatically open.

3. Specify the period in which the ROE archiver was processed. This is the effective date you entered for the ROE process.

4. Specify the selection type. This provides the option of creating worksheets for an employee or an assignment set.

   Note: You must not use the LOA_ASG_SET or TERMINATION_ASG_SET for the Record of Employment Interface process as the assignments in these get cleared when the Record of Employment Interface process is run. You must create a new assignment set. See: Running the Record of Employment for Employees or Assignment Set, page 4-95.

5. If you selected employee in the selection type, specify the name of the employee for which you want to create an ROE worksheet.

6. If you selected assignment set in the selection type, specify the assignment set for which you want to create ROE worksheets.

7. Click OK and then Submit.

   This process creates a file in the XML format required for import into the ROE Web software version 2.0 specifications. The name of this file is the request ID preceded by a zero, such as 01652275.xml.

Note: The XML schema(XSD files) can be used to validate the XML and the bulk file structure prior to transferring the file using file using ROE Web. To perform this kind of validation, a tool which is capable of validating an XML Scheme is required.

You can now print the ROE through the Web software provided by Service Canada.

See: Printing the ROE, page 4-100

To upload bulk ROE to the Service Canada site:

1. Once the Record of Employment Interface is run, navigate to the output directory for that request. Each file name must include a file prefix, a dot and an extension as follows, for example, ACME_ROE200.BLK

2. Do not open the .xml file. Simply right click on the .xml request in the output directory and select "Save Target As". Save the file to a local drive. This file will be saved as a Text document by default.

3. Navigate to the local drive where the file is stored and right click on the file and rename with .BLK extension.

4. Navigate to the Service Canada site and using the BULK transfer option upload the .BLK file.

   Bulk transfer should produce the following Status message: "Process Completed".

All ROEs within the bulk transfer should be viewable within the Service Canada site.

To print the ROE:

Service Canada provides the necessary Web software to print the ROE. This software validates the incoming information and assigns a serial number to the ROE. You can configure Service Canada software to automatically point to where the .mf file resides, or you can copy the file to your hard drive.

For information on the ROE Web software, refer to the Service Canada website.

To rerun the ROE:

If you need to rerun either the ROE archiver or ROE magnetic media processes due to errors, you must roll them back and then rerun them. You do not need to rollback the ROE Worksheet.

Oracle Payroll does not provide the ability to amend the ROE.

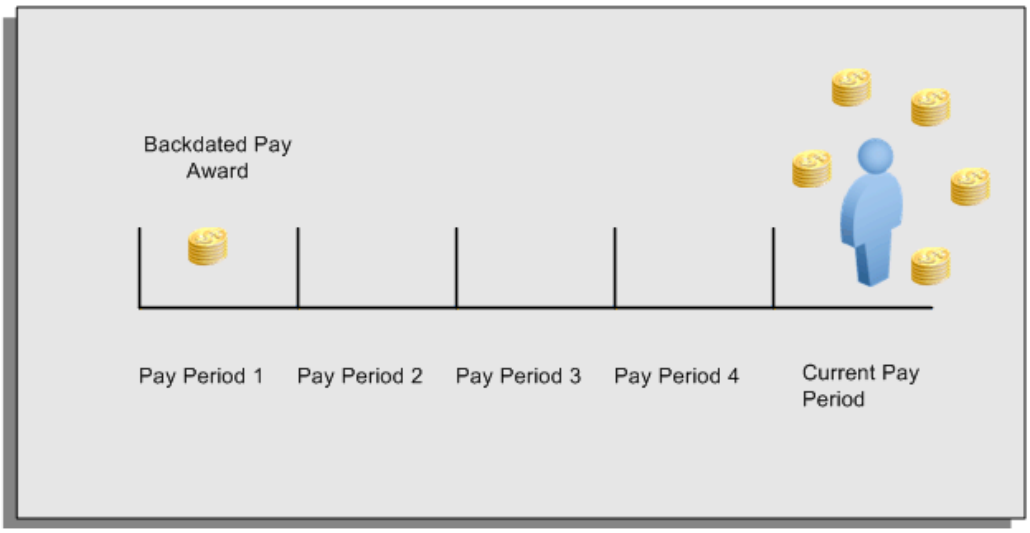
RetroPay Processing

Overview of RetroPay Processing

Purpose of the RetroPay Process

Run the RetroPay process to ensure that your payroll run for the current period reflects any backdated payments or deductions. Backdated adjustments can occur when:

- An employee receives a pay award that is backdated to a previous pay period.
- The payroll department makes a retrospective correction for an error that occurred in a previous pay period

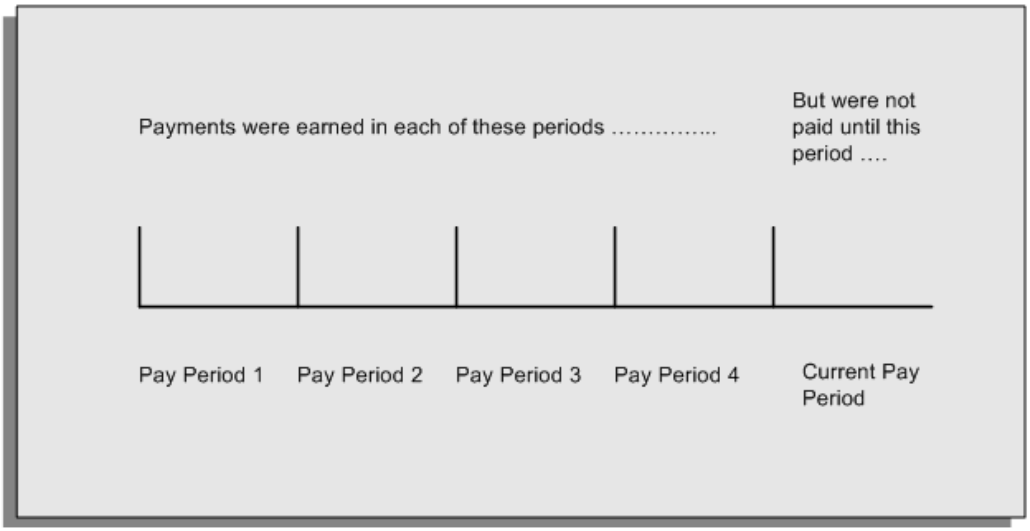


For example, at the start of the current pay period, this employee has a pay award backdated to pay period 1. The employee has not yet received any payments for this award. In the current pay period the employee is entitled to payments that represent the backdated amounts for:

- Each of the preceding payroll periods (pay periods 1 to 4)
- The current pay period

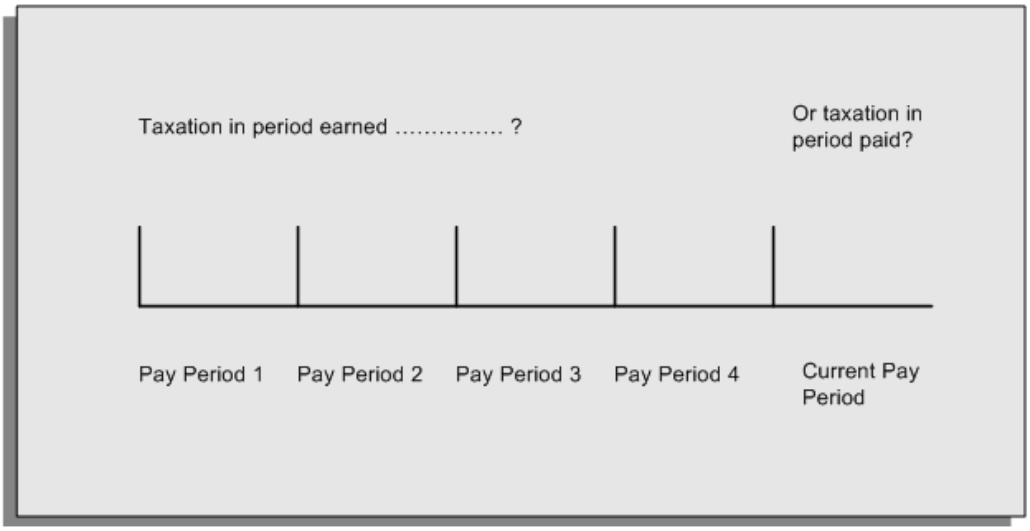
You run your RetroPay process to ensure that the employee receives correct payment when you next run the payroll.

Period Earned is Distinct from Period Paid



When backdated payments occur, the accuracy of your subsequent payroll processing depends on distinguishing between:

- The period in which the payment was earned
- The period in which the payment was made

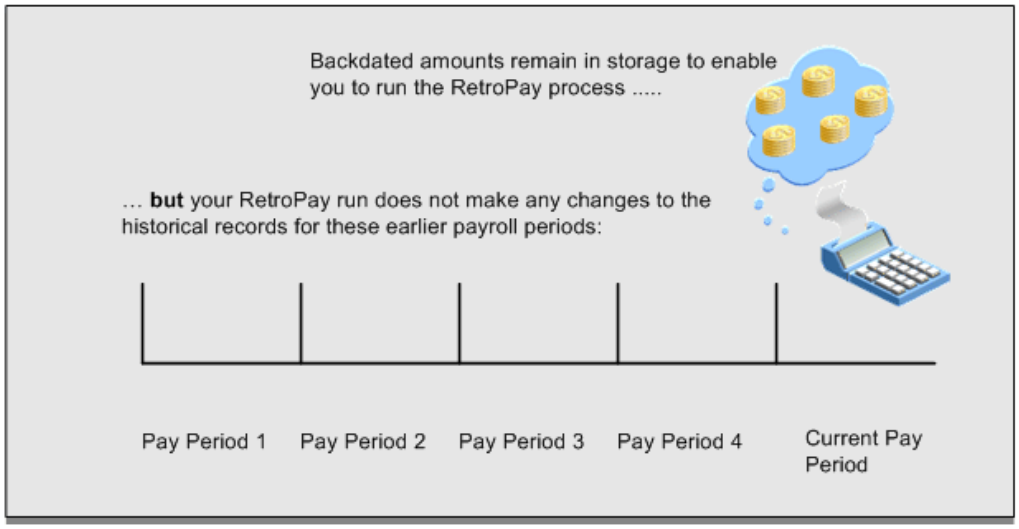


For example, the taxation implications are different for:

- A pay award backdated to period 1 and not paid until the current period. You may want to tax this award in the current period.

- A correction to an underpayment in period 3 which is paid to the employee in the current period. You may want to tax this correction in period 3 rather than in the current period.

The RetroPay Process Does Not Overwrite Your Historical Payment Records



You never overwrite historical payroll data when you run RetroPay. Although you recalculate all periods that have retroactive changes whenever you run a RetroPay, you never modify the stored results for these periods. Instead, you create one or more RetroPay entries to receive the process results.

Think of the RetroPay process as a calculator holding results in memory so that it can process a final set of results. The RetroPay process uses your historical results to calculate the changes for the current period. The results for your current period change, but your historical records remain unchanged.

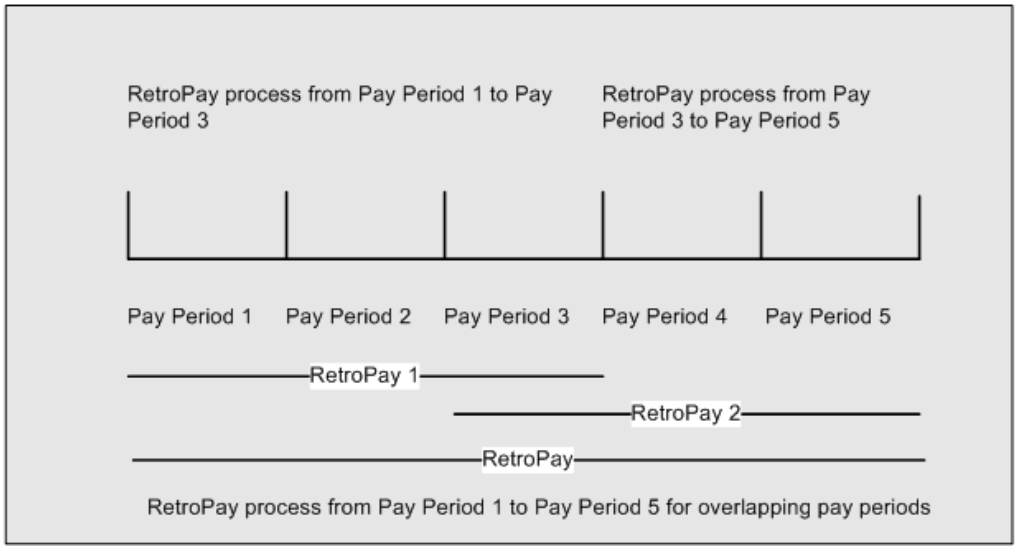
Process RetroPay with Overlapping Periods

The RetroPay process recalculates payroll runs, balance adjustments and reversals from a particular date onwards, the start date of the recalculations. When you have retroactive changes overlapping another retroactive change, the application resets the start date to the earliest start date of the RetroPay processes and recalculates.

For example, you perform a RetroPay (RetroPay 1)for an assignment in period 3, with Payroll Runs being recalculated from a start date of period 1. In period 5, you perform another RetroPay (RetroPay 2) for the assignment with a start date of Period 3. The second RetroPay detects an overlap of RetroPays and sets the start date to the earliest start date.

In this case, the application sets the start date as Period 1. An overlapping override occurs to ensure that the balances are correct for the RetroPay process.

The processing of overlapping RetroPay results in an overall increase in time to process the RetroPay. If there are multiple overlaps, the increase in time is excessive.



RetroPay Processes Available in Oracle Payroll

Oracle Payroll provides several versions of RetroPay, for example Enhanced RetroPay, RetroPay by Element, and so on. However, in most situations, you only have access to a single version of RetroPay.

How To Identify Your Version of RetroPay

Navigate to the Submit Requests window, and search for RetroPay. Your search returns the name of the single version of RetroPay enabled for your use, for example, Enhanced RetroPay.

An exception occurs in transitional situations. If you are replacing RetroPay by Element with Enhanced RetroPay, the Submit Requests window enables you to select each version of RetroPay so that you can complete the transition.

Summary of Available RetroPay Processes

We recommend Enhanced RetroPay as the standard version of RetroPay for new customers to adopt. Older RetroPay versions do exist, and this table exists as reference so that you can distinguish between each version. In practice however, your System Administrator determines which version of RetroPay you can use, and you are unlikely to see any reference to RetroPay versions that are unavailable to you .

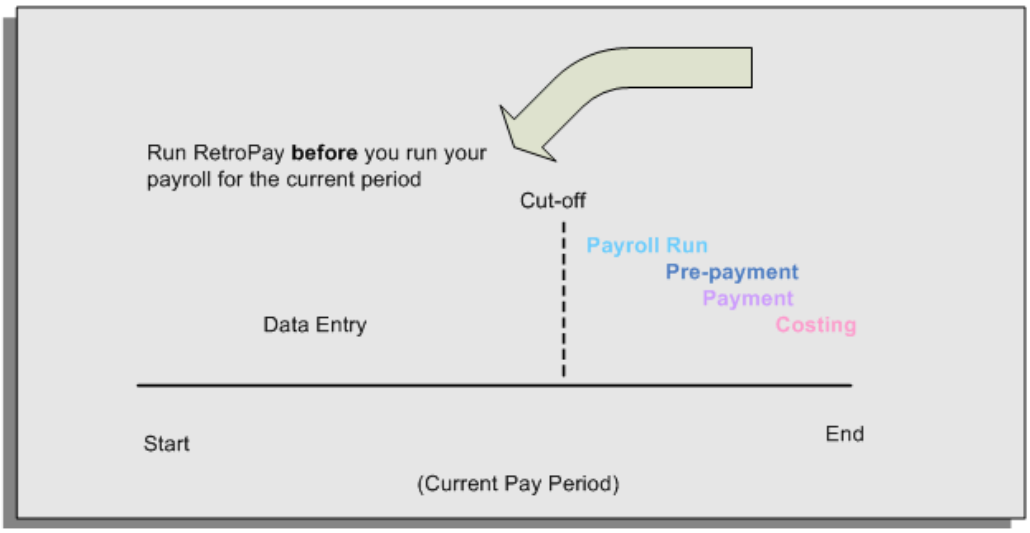
RetroPay Process	Distinguishing Features
Enhanced RetroPay	Enables you to • Identify the reasons for backdated changes to individual elements, • Reprocess an assignment from the exact point at which a change occurred rather than reprocessing the entire pay period because it contains a backdated change.
RetroPay by Element	Enables you to identify the value of backdated changes for individual elements
RetroPay by Run	Only for use with Oracle HRMS (Japan)
RetroPay (by Aggregate)	Does not differentiate backdated payments at element entry level. Produces a single aggregated RetroPay This is the original version of RetroPay. You can continue to use RetroPay (by Aggregate) but we recommend that new customers should implement Enhanced RetroPay rather than RetroPay (by Aggregate)

Implications of Migrating Between RetroPay Processes

You cannot run one category of RetroPay with data that you have already run on a different category of RetroPay. For example, if your localization has moved from RetroPay by Run to Enhanced RetroPay, you cannot use Enhanced RetroPay on data previously processed in RetroPay by Run.

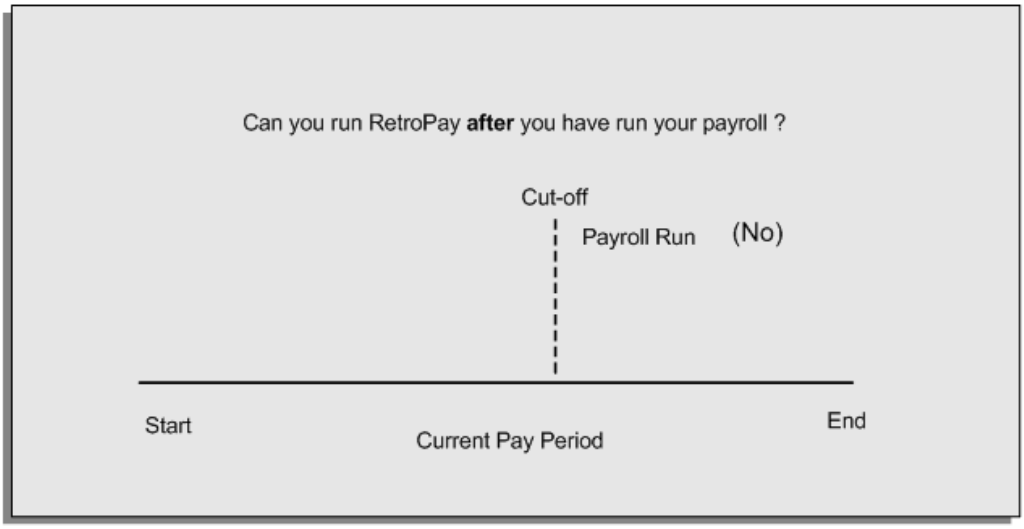
When to Run the RetroPay Process

The RetroPay Process and the Payroll Cycle



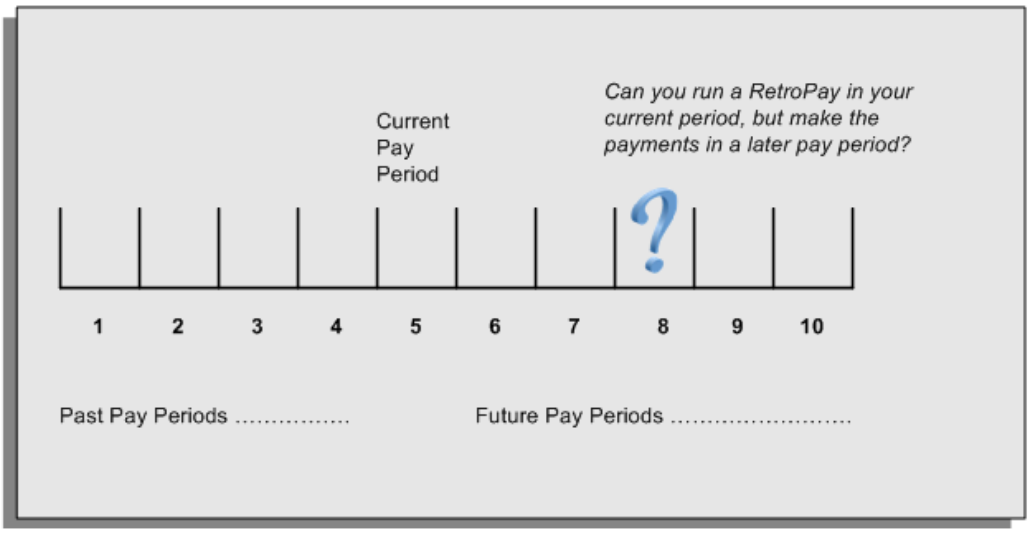
It is important to run your RetroPay process at the correct point in the payroll cycle. Always run RetroPay immediately before you run a payroll, and, for greatest accuracy, as close to the cut-off date as possible. The cut-off date is the point at which all data entry for the payroll is complete.

The RetroPay Process Always Precedes a Payroll Run



The RetroPay process cannot occur after your payroll run. If you run your payroll and then discover further backdated adjustments you must hold them over until a later payroll period and run the RetroPay process in that subsequent payroll period.

Backdated Adjustments Are Always Paid in the First Open Payroll Period



When you run a RetroPay process in your current payroll period, any backdated adjustments are always paid in your current payroll period. So, a RetroPay process in period 5 calculates any backdated adjustments from periods 1 to 4, and marks them for payment in period 5.

You cannot stipulate that a RetroPay process in period 5 should withhold any resulting payments until a future pay period. For example, you cannot stipulate that a RetroPay run in period 5 should withhold payments until period 8.

If you want to use a future payroll period such as period 8 to make payments of backdated amounts for periods 1 to 4, then you must wait until period 8 before you run your RetroPay process.

Troubleshooting RetroPay

The most common RetroPay problems occur when the RetroPay process completes, but produces unexpected results.

Consult these tables for quick reference on common RetroPay difficulties and their solutions. The problem description links or refers to extra information where you need more details to solve a problem.

- Troubleshooting Enhanced RetroPay and Retro-Notification, page 4-110
- Troubleshooting Earlier Versions of RetroPay, page 4-111

Troubleshooting Enhanced RetroPay and Retro-Notification

Problem Description	What to Do
Enhanced RetroPay is not available when you expected it to be, or you do not have the Retro Components button on the Recalculation tab of the Elements window.	This is a single problem - your localization has not implemented the legislation rule ADVANCED_RETRO.
View RetroPay Status does not display some of my expected choices	Contact your System Administrator. The configuration of View RetroPay Status is determined at setup. If the legislation rule RETRO_STATUS_USER_UPD is set to Y, then you have a choice when you view RetroPay status. You can either exclude the assignment from RetroPay processing (you select Deferred), or include it (you select Confirmed Awaiting Processing). However, if RETRO_STATUS_USER_UPD is set to N, then the assignment is automatically included in the next RetroPay run (it displays in View RetroPay Status as Included Awaiting Processing).

Problem Description	What to Do
After setting up Enhanced RetroPay for the United States, the Enhanced RetroPay run does not produce any results. Also: the Retro-Notification report (Enhanced) for the United States does not record a salary change for an employee unless you add the changed details from View RetroPay Status.	In both cases: Navigate to the Element window and ensure that the Default Component check box is checked. The United States has one component only (RetroPay) and one reprocess type (Reprocess) - you must check the Default Component check box for the element.
RetroPay Element field is missing when Enhanced RetroPay is enabled.	This is intended behavior. The RetroPay Element field is hidden when Enhanced RetroPay is enabled. You now add your RetroPay elements from the Retro Components button available from the Recalculation tab of the Elements window.
How do I know whether Enhanced RetroPay is enabled for my legislation?	System Administrators can run the following SQL code to determine whether Enhanced RetroPay is enabled. select * from pay_legislation_rules where rule_type like '%ADVANCED%RETRO%' and legislation_code = 'xx'; (Where "xx" is your legislation code). If the SQL query returns a rule mode of Y, then Enhanced RetroPay is enabled for your legislation.

Troubleshooting Earlier Versions of RetroPay

Problem Description	What To Do
RetroPay process element entry not generated for one or more assignments.	Check that the element links exist, then check your RetroPay setup., page 4-112

Problem Description	What To Do
Unexpected value returned.	Check your RetroPay setup., page 4-113
Start and end times ignored.	Check for a previous RetroPay run that overlaps with your current run. If there is an overlap, rerun a new RetroPay with dates that fully include the period processed by the earlier RetroPay.
RetroPay Warning: *Process Log shows zero employees in error - did not create element entries for processed employees.*	Check that you are using the correct balance in the RetroPay set. If you are processing RetroPay within a single calendar year, choose a balance that represents gross pay for year to date. If your RetroPay spans two years, do not select a balance with the _YTD dimension.
Cannot use the Element Entries window to delete RetroPay generated elements.	Roll back the RetroPay process, remove the unwanted assignments from the assignment set and then rerun RetroPay. **Note:** The RetroPay process does not permit use of the Element Entries window to make these changes. This is expected behavior rather than an error.
RetroPay Error: *APP-6370 Cannot create an entry past the termination rule date.*	The setup of your RetroPay element (specifically, the termination rule) does not enable you to process terminated employees. Remove the assignments of terminated employees from your assignment set and then rerun RetroPay.

Detailed Problem Resolutions

This section provides step-by-step solutions for more complex problems.

Check that the Element Links Exist, and then Check Your RetroPay Setup

If the RetroPay process does not generate a RetroPay element for one or more assignments, follow this sequence to correct the problem,:

1. Check that there is a valid, current element link for each assignment in the RetroPay set. If the links do not exist, the RetroPay process can still calculate a retro-payment but cannot attribute the calculation results to an assignment.

2. Check that RetroPay entries exist for this assignment. Do this by inspecting the log file for the HR_HRPROC_EE_NOT_CRE message and searching for the text *Warning RetroPay has detected no change*. This text indicates that RetroPay entries do not exist. There are no differences between the original payroll run and the RetroPay run.

3. Check that your RetroPay setup correctly defines all the required balances. The RetroPay process always uses a balance to track the difference between an original entry and a retro entry. If retro-payments do not specifically feed your RetroPay balances, then the RetroPay process cannot identify that a retro-payment has occurred.

   Example (from U.K. Payroll)

   If you specify an NI balance in your RetroPay setup and then make changes to element entries that are not subject to tax or NI, your run results will be different when you compare the original run and the retro-paid run. However, the RetroPay element does not include these changes because it can only report on those differences that affect the NI balance.

4. Confirm that your RetroPay element has a classification of Earnings. The Earnings classification ensures that you can pay the amounts identified by the RetroPay process. Other classifications, such as Information, do not allow you to make payments.

5. Find out whether your RetroPay definition includes any Year to Date (_YTD) balances. If you run a RetroPay process that spans the end of year, you could see unexpected results if you are using _YTD balances. Errors occur because the payroll run clears the_YTD balance at the end of year in preparation for the next year.

6. Check that there is a correct end date for the payment of RetroPay entries. Do this by View | Lists | Employees by Element to see whether the entry was created for an unexpected period. If this is the case, set the end date to the first date of the payroll period in which the RetroPay entry should be paid. For example, if you run RetroPay for June to September 2004 to pay back pay in October 2004, your start date should be 01-JUN-2005 and your end date 01-OCT-2005.

Check Your RetroPay Setup

If the RetroPay process returns an unexpected value follow this sequence to correct the problem,:

1. Check the logic of the RetroPay setup to determine that you are feeding the correct balance and confirm that you are not feeding the correct balance more than once.

2. Find out whether your RetroPay definition includes any Year to Date (_YTD) balances. If you run a RetroPay process that spans the end of year, you may see unexpected results if you are using _YTD balances. Errors occur because the payroll

run clears the_YTD balance at the end of year in preparation for the next year.

3. Establish whether there are changes elsewhere in the application that might impact the value of a balance. This can be a difficult area to identify because anything that feeds the balance specified in the RetroPay definition can potentially affect the RetroPay.

   In particular:

   - Balances like Gross Pay can reflect multiple changes to an assignment. These changes can affect the recalculated value of that assignment.

   - Generic changes such as updates to a formula can affects the results of associated elements, and introduce balance value changes that subsequently affect RetroPay values.

Setting Up Retro-Notification and RetroPay

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

1. **Set Up the RetroPay Component**

   The RetroPay component determines the default style of RetroPay processing for your localization. For example, you can specify that your default style is Tax When Paid, rather than Tax When Earned .

   > **Note:** The Tax When Paid Retro Style is available for China localization users only.

   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.	Processing the retrospective payments for all employees in the same style is a faster alternative than setting up details at the element level for each assignment. This method does not prevent you from making changes for individual assignments when you view RetroPay status.

Method	How To	Advantages
Set Up Retro Components and Spans at Element Level	From the Element window: 1. Query the element. 2. Choose the Recalculation tab. South African users: Select the predefined ZA Statutory Updates event group from the list of values in the Recalculation Events field. Alternatively, you can create and attach an event group of your choice. 3. Choose the Retro Components button. **Important:** Do not enable the Retro Component of the elements that are themselves being used to process retropay for another element. 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 to make exceptions for particular assignments.

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

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

   Determine whether a retrospective change in Oracle Payroll will appear in the Retro-Notifications report. Set up an event group to contain all the retrospective change events that you want to record.

   See: Setting Up the Retro-Notifications Report, page 4-117

3. **Set Up Your RetroPay Process**

   Although Enhanced RetroPay is the recommended RetroPay process for most localizations, your System Administrator can also set up these earlier versions of RetroPay.

   See: Setting Up RetroPay by Element, page 4-119

   See: Setting Up RetroPay by Run and RetroPay (by Aggregate), page 4-119

Setting Up the Retro-Notifications Report

You use the Retro-Notifications report to identify any changes that have a retrospective effect for payrolls that you have already run. You can define the relevant types of change by setting up an event group to specify the changes. Follow these steps to set up the Retro-Notifications report:

To enable dynamic triggers:

1. Navigate to the Dynamic Triggers window.

2. Enable any dynamic triggers that the application generates. 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-Notifications 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. Specify the following information 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 RetroPay by Element

RetroPay by Element is the recommended RetroPay process for most localizations, and is required if you use Enhanced RetroPay.

To set up RetroPay by Element:

1. Create the retroactive element. The recommended settings are:

   - Non-recurring
   - Multiple entries allowed

   View this element in the RetroPay field of the Element Description window. By default, retroactive elements use 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.

   Use one of two methods to create your assignment set:

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

   See: Creating an Assignment Set, page 1-4

   - Run the Retro-Notifications report to automatically generate an assignment set of all employees with retrospective changes.. This method 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 4-135

Setting Up RetroPay by Run and RetroPay (by Aggregate)

You should consider setting up Enhanced RetroPay in preference to RetroPay by Run or RetroPay (by Aggregate). However, we include setup information on these older types

of RetroPay as reference.

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 that you want to change. There are two methods of doing this:

   - Use the Assignment Set window. This method 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: Assignment Sets, page 1-4

   - Run the Retro-Notifications report to automatically generate an assignment set of all employees with retrospective changes. This method 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 4-135

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*

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, such as 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 through an end of year or similar period where the application resets balance totals 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 value is Pay Value, but you can also calculate RetroPay hours by including an Hours input value.

Setting up Retro Elements for Overtime

To ensure the proper reporting of retro overtime hours in Block 15A, "Total Insurable Hours," on the Record of Employment (ROE), the following steps are required.

Important: This setup is mandatory to display hours in ROE.

To ensure that the EI Hours check box is selected for the Retro Earnings Overtime element:

1. Open the Earnings window.

2. Query the defined retro element (e.g. Retro Overtime).

3. Select the EI Hours check box.

4. Save your changes.

To set up a retro component for an overtime element:

1. Open the Element Description window.
2. Query the main Earnings overtime element.
3. Select the Recalculation tab.
4. Select Retro Components.
5. Select the Component.
6. Select the Reprocess Type.
7. In the Retropay Elements section, select the Retro Earnings Overtime element, for example: Retro Overtime.
8. Save your changes.

To set up a retro component for an overtime special features element:

1. Open the Element Description window.
2. Query the main overtime special features element, for example, Main Overtime Special Features Element
3. Select the Recalculation tab.
4. Select Retro Components.
5. Select the Component.
6. Select the Reprocess Type.
7. In the Retropay Elements section, select the retro overtime special features element, for example: Retro Overtime Special Features Element.
8. Save your changes.

To link the overtime elements:

You must create links to the main earnings, retro, and special feature elements.

1. Open the Element Link window.
2. Query the defined elements (e.g. Main Earnings Overtime Element, Main Overtime Special Features Element, Retro Overtime Element, Retro Overtime Special Features Element).

3. Link the elements.

4. Save your changes.

Setting Up Enhanced RetroPay with Component Usages and Element Time Spans

Standard RetroPay is the default RetroPay processing method for the Netherlands. It enables you to deal with any earnings changes made in the previous or current year, and any changes to tax and social insurance, impacting payroll calculations made in the current year. To carry out RetroPay processing, for every earnings element defined, you must set up two RetroPay elements, both with the skip rule Once Each Period assigned. These elements require the primary classifications Earnings, for changes in the previous year, and Retro Earnings, for changes in the current year. The same rule applies to imputed elements with the classifications Imputed Earnings and Retro Imputed Earnings. You set up RetroPay component usages to define how RetroPay will process the component. For each of these components you define an element time span to specify the start and end dates of the retro processing, and which RetroPay element applies for each time span.

> **Note:** Each RetroPay element you create must have the skip rule, Once Each Period, assigned to it. Users in the Netherlands select a particular RetroPay method by running the concurrent program Enable Dutch RetroPay Method and selecting, either standard or replacement. The default entry is standard.
>
> Only add assignments requiring RetroPay processing to the RetroPay set. The RetroPay process posts retro entries for each of the assignments in the RetroPay set. Note that these retro entries always include any changes to tax and SI information, even if there are no retrospective earnings entries.
>
> Each pre-tax or pre_si and pre-tax deductions element processed by RetroPay must have a corresponding RetroPay element with a primary classification of Retro Pre-Tax Deduction or Retro Pre-SI and Pre-Tax Deduction. You must also define a RetroPay Component Usage and an Element Span Usage for the original element for each RetroPay method used, whether Standard or Replacement. All earnings elements require a corresponding RetroPay element and link.

For further information on the methods of RetroPay available for the Netherlands, see: RetroPay for the Netherlands, *Oracle HRMS Payroll Processing Management Guide*.

For further information on how to enable your RetroPay method of choice, see:Enabling the Method of RetroPay, *Oracle HRMS Payroll Processing Management Guide*.

For further information on how to override the Replacement RetroPay method for the

Netherlands, see: Business Groups: Entering Dutch Business Group Information, *Oracle HRMS Enterprise and Workforce Management Guide*.

> **Important:** If you do not require the Replacement method of RetroPay, you do not have to enable the Standard method, as it is the default method.

Defining Retropay Earnings Elements:

You enter element information in the Element window.

An example of defining an earnings element for Netherlands payroll appears in the notes below.

1. Define your salary element with the primary classification of Earnings.

2. Choose the Balance Feeds Control button. In the Balance Feed Control region select the appropriate element classifications from the list of values.

   > **Note:** Netherlands users, for example, select the classifications SI Income Subject to Standard Tax: Earnings and Subject to Standard Tax: Earnings.

3. Choose the Balance Feeds button to view the resulting balances feeding the element.

   > **Note:** You must now set up two retropay elements with the skip rule Once Each Period assigned.

4. Define the retropay element for the previous salary year, with the primary classification Earnings.

   > **Note:** Netherlands users, in the Processing region, click on the Skip Rule and select NL_ONCE_EACH_PERIOD from the menu.

5. Choose the Balance Feeds Control button. In the Balance Feed Control region select the appropriate element classifications from the list of values. Retropay elements for the previous year that are subject to tax must always be subclassified as subject to special tax, regardless of the tax category of the original earnings element. If an original earnings element is subject to standard tax, then the retropay element must be subject to special tax. This includes SI Income and SI Gross Salary elements that are subject to tax.

Note: Netherlands users, for example, select the classifications SI Income Subject to Special Tax: Earnings and Subject to Special Tax: Earnings.

6. Choose the Balance Feeds button to view the resulting balances feeding the element.

7. Save your work.

8. Define the retropay element for the current salary year, with the primary classification of Retro Earnings.

   Note: Netherlands users, in the Processing region, click on the Skip Rule and select NL_ONCE_EACH_PERIOD from the menu.

9. Choose the Balance Feeds Control button. In the Balance Feed Control region select the appropriate element classifications from the list of values. Retropay elements for the current year, subject to tax, must always be subclassified the same as the tax category of the original earnings element. If an original earnings element is subject to standard tax, then the retropay element must be subject to standard tax also. This includes SI Income and SI Gross Salary elements that are subject to tax.

   Note: Netherlands users, for example, select the classifications SI Income Subject to Standard Tax: Earnings and Subject to Standard Tax: Earnings.

10. Choose the Balance Feeds button to view the resulting balances feeding the element.

11. Save your work.

12. You can now set up your retropay components and element span usages.

Setting Up Retropay Component Usages:

Retropay component usages assign the components to the salary elements you created, ensuring all the elements recalculate with the latest values.

1. Query your defined salary element, in the Element window.

2. Select the Recalculation tab, and check the Retro Components button.

3. In the Retropay Components region of the Retropay Element window, choose the component field, and an appropriate component from the list of values.

Note: Netherlands users select the Retro Component Standard, or Replacement as required.

4. Select the Reprocess Type. If you select Static, then Retropay will not process any changes to the element when running the relevant component. Opting for the Reprocess Type ensures the element changes process.

   Note: Netherlands users select the Reprocess Type, Reprocess. Dutch Retropay processes the period of change, and not the nature of change, such as a correction or backdated change. As a result, the whole retro period reprocesses.

5. Save your work.

6. You can now enter the element time spans.

Example of a standard retropay component set up for an earnings element

Element	Component Name	Reprocess Type	Comments
User Defined Element	Standard	Reprocess	Retro Earnings

Example of a replacement retropay component set up for an earnings element

Element	Component Name	Reprocess Type	Replace Run	Use Override Dates
User Defined Element	Replacement	Reprocess	Yes	Yes

Setting Up Element Span Usages for Earnings Elements:

The element time span usages defines the start and end dates for retropay processing. Most elements have the standard time span of Start of Current Year to End of Time already assigned, to cover any changes made in the current year. The exceptions for the Netherlands are standard taxable income and standard tax deduction, which include the timescales Start of Current Year to End of Previous Quarter, and Start of Current Quarter to End of Time, to cover student taxation. For each earnings element, or imputed earnings element with a defined retropay component usage, you must define

two element span usages. These element span usages cover the earnings for both the current and the previous year, defining not only how far back processing should cover, but also up to where a particular retropay element carries forward the retro changes. You must define your retropay elements and components before defining the element time spans.

Set up the Element Span Usages in the Retropay Elements window.

1. Query your defined salary element in the Element window.
2. Select the Recalculation tab, and check the Retro Components button.
3. In the Retropay Elements region, select the appropriate time spans from the From and To fields, to define the time period the retropay element is covering.

   Note: In the Time Spans fields, for each earnings element or imputed earnings element with a standard retropay component usage defined, you must define the element span usages for both the current and previous years. For example, for the retropay element, Retro Salary Previous Year, you define the time span from Start of Time to End of Previous Year. For each earnings, or imputed earnings element with a replacement retropay component defined, you must define the element span usage for the current year. You can set up a second time span to cover the previous year, if required.

4. Select the retropay elements you created from the Retropay Element field.
5. Save your work.

Example of earnings element span definitions for both standard and replacement components

Element	Component	Span From	Span To	Retropay Element
User Defined Element	Standard	Start of Time	End of Previous Year	Retro Earnings Previous Year
User Defined Element	Standard	Start of Current Year	End of Time	Retro Earnings Current Year
User Defined Element	Replacement	Start of Current Year	End of Time	Retro Earnings Current Year

Element	Component	Span From	Span To	Retropay Element
User Defined Element	Replacement	Start of Time	End of Previous Year	Retro Earnings Previous Year

Setting Up Overlapping RetroPay Using Balance Adjustments

If you have overlapping periods for making retro payments, ensure that the Retro Overlap feature is enabled. This process recalculates from the latest reprocess date and uses Balance Adjustments. Follow these steps to set up the Retro Overlap feature :

To set up Retro Overlap using Balance Adjustments:

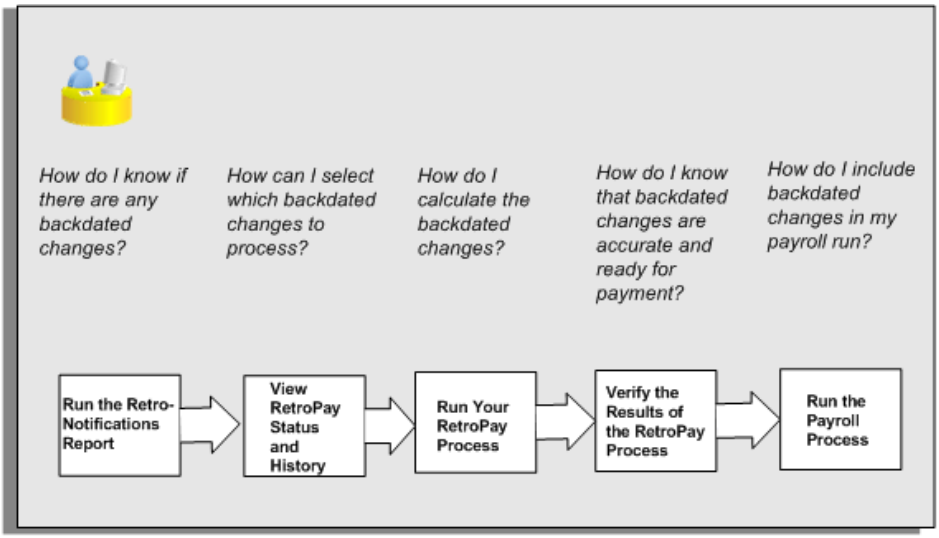
1. Run the corresponding concurrent program to enable the retro overlap feature for your localization, for e.g. Enable Retro Overlap for all UK Business Group.

2. Set up all the Retro Element Types and associate them with their corresponding elements.

3. Define a retro element for every element that feeds a balance. The Balance Adjustment process uses the retro entries created in future periods to do adjustments.

4. Enable the 'Do Not Process' check box for any new retro elements used for retro balance adjustments.

Understanding the Sequence of Your RetroPay Activities



Follow this sequence to:

1. Identify outstanding backdated adjustments
2. Monitor and control the processing of backdated adjustments
3. Include backdated adjustments in your next payroll run.

You can only run the Retro-Notifications report and view RetroPay status if you are using RetroPay by Element, or the version of RetroPay by Element sometimes referred to as Advanced or Enhanced RetroPay.

This sequence does not apply to RetroPay by Run and RetroPay (by Aggregate)

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

   Run the Retro-Notifications report to identify any backdated changes that have not been included in a payroll run.

   You can save your summary of backdated changes into either an assignment set or an event group.

   Once you have identified the retrospective changes, you can then decide whether to include them in your RetroPay process.

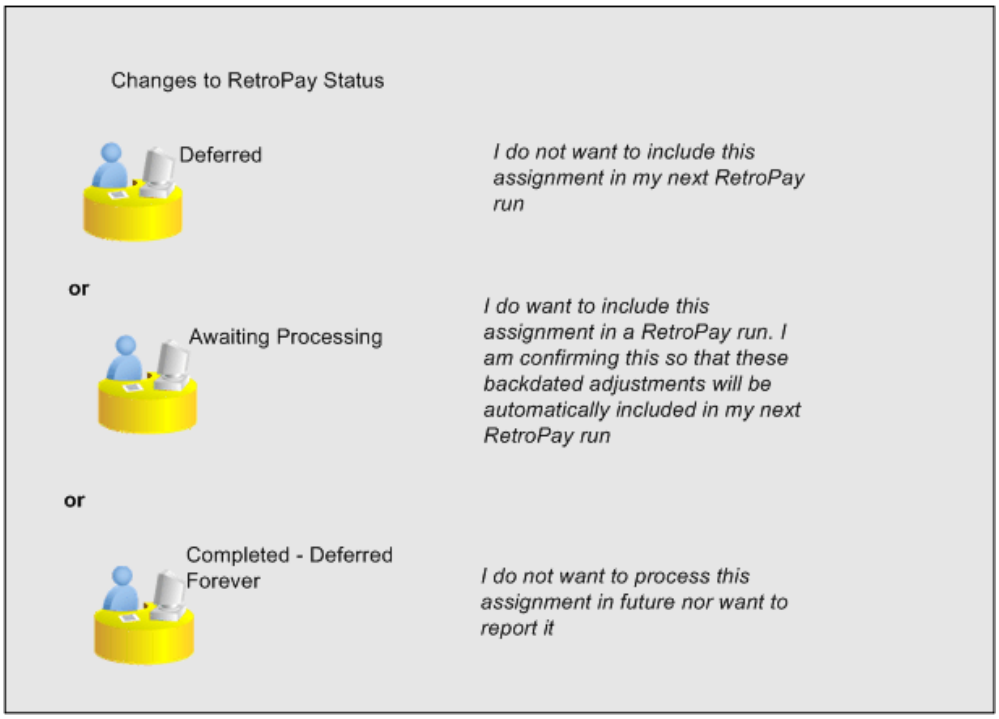
   The Enhanced Retro-Notifications report uses the Payroll Events Model to identify what changes have occurred to your underlying data. If these changes correspond to the retrospective types of change that you want to be notified about, then these changes appear on the Retro-Notifications report.

   See: Setting Up Retro-Notification and RetroPay, page 4-114

See: Running the Retro-Notifications Report, page 4-135

2. **View RetroPay Status and History**

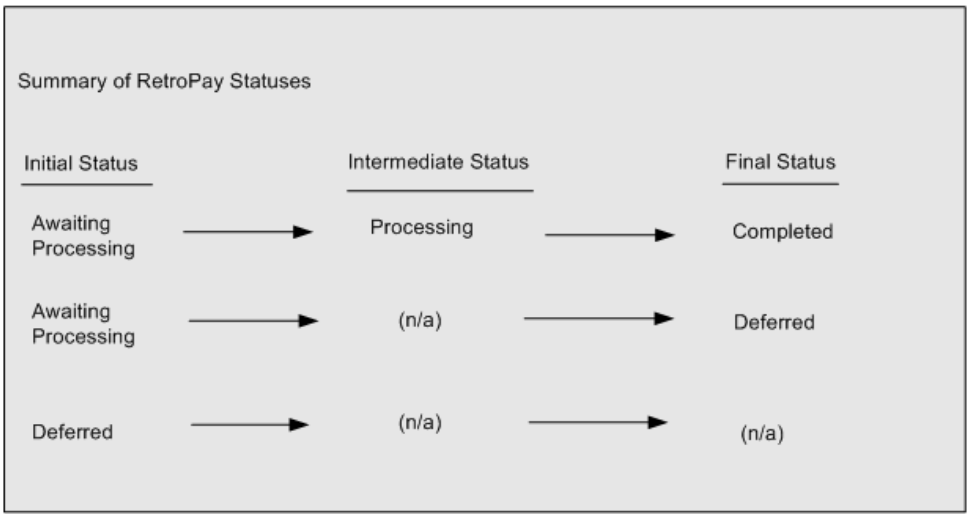
Once you have identified unprocessed retrospective payments, you can determine how you want to process these changes.



The Retro-Notifications report identifies the assignments with backdated adjustments. If you defer, then the assignment is not included when you next run RetroPay.

You can also include additional assignments that the Retro-Notifications report did not identify. This typically occurs when you discover additional backdated adjustments that were not known about when you ran the Retro-Notifications report.

The following diagram shows the sequence of statuses for each RetroPay status:



Once RetroPay processing begins, the initial status changes to an intermediate status of Processing.

You can query all retro assignments that are at the initial (outstanding) status, and all retro assignments at the final (completed) status.

The following diagram shows what statuses are included when your query All Outstanding, and All Completed:

See: Viewing RetroPay Status and History, page 4-132

3. **Run the RetroPay Process**

You enable Oracle Payroll to make retrospective adjustments for the combination of changes identified on the Retro-Notifications report, and subsequently modified when viewing RetroPay status.

See: Running Enhanced RetroPay, page 4-138

See: Running RetroPay by Element, page 4-138

RetroPay by Element already enables you to distribute retrospective payments across individual elements.

Example
If you have Enhanced RetroPay you can decide whether each retrospective payment requires:

- A full reprocessing in which you recalculate all amounts for the current payroll. This option is typical when you are processing backdated payments, or when you want to deduct tax for backdated amounts 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 option is typical when you are processing corrections, or when you want to deduct tax for retrospective changes in the current payroll period rather than in the period when it was earned.

Components for RetroPay

Oracle Payroll describes each different type of Enhanced RetroPay 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) to determine how to process the component

Element Spans for RetroPay

You can also attach element spans to your selected element. An element span provides a start and end date for retrospective processing.

See Setting Up Retro-Notification and RetroPay, page 4-114

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 you have made for the retrospective payments.

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 are entered 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 to process any outstanding retrospective changes.
- Confirm that your application has processed the specified requests.
- Create or update multiple retro assignments for status as Awaiting Processing or Deferred.

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 4-135

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 completion. Additionally if you have to create or update multiple retro assignments, you can do so using the Web ADI spreadsheet.

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 for any of these criteria:

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

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

   Recalculation Date: Use this start date and end date to determine the period for retrospective changes.

   Status: Select the status that you want to identify.

   - All Completed. This status displays all assignments with retrospective implications that are already processed.
   - All Outstanding. This status displays all assignments with retrospective implications that are not yet processed.
   - Awaiting Processing. This status indicates that this assignment has cleared for processing and that the processing will occur in the next payroll run.
   - Completed. This status indicates that this assignment has now been processed.
   - Completed – Deferred Forever. This status indicates that the retro assignments created by the system are deferred forever. The action of the retro assignment (RETRO_ASSIGNMENT_ACTION_ID) is to changed to –1. The retro

assignments are not processed in the future nor reported with the new status.

- Deferred. This status indicates that an assignment was scheduled for processing, but that the processing was deferred and will not occur until you change the status.

- Processing. This status indicates that an assignment is being processed.

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

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

To change the status of an assignment:

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

1. Select the assignment that you want to change.

2. Select the new status for the assignment from the Change Status list of values.

3. Click Change Status.

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.

2. Click Update to add an element to the assignment.

3. Click 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.

To create multiple retro lines:

1. Select the Create Retro Lines button.
2. A spreadsheet opens.
3. In the spreadsheet that appears, enter new records with a status of Awaiting Processing or Deferred.
4. Click on Upload. You can select Commit All Rows or Each Row option, if you want the application to validate all records and commit or validate each record prior to uploading the details to the database. If you select Each Row option, then all successful records will be uploaded and error records will not be uploaded. Only on successful validation, the application makes changes to the database.

   If you select the Upload All Rows or Each Row, then the application does not validate the details prior to uploading.

To update the multiple retro lines:

1. Query the assignments with Awaiting Processing or Deferred.
2. Click on Download to Spreadsheet check box and click Go
3. In the spreadsheet that opens, you can update the status. You cannot modify any employee or assignment information but can only change the status of the assignment or you can delete the retro entry or update the reprocess date of the retro entry.

   Note: In the Entry Delete/ Update column, ensure to select the applicable value if there are any entry changes made. If you do not select any value the application does not make any changes to the database.

4. Click on Upload. You can select Commit All Rows or Each Row option, if you want the application to validate all records and commit or validate each record prior to uploading the details to the database. If you select the Each Row option, then all successful records will be uploaded and error records will not be uploaded. Only on successful validation, the application makes changes to the database.

   If you select the Upload All Rows or Each Row, then the application does not validate the details prior to uploading.

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-Notifications report that you use in your localization.
- Produce a report that lists the employees included in the assignment set and the trigger event that included them. You can view this output through Concurrent Manager by clicking the View Output button. Your reporting output is stored under the title Retro-Notifications Report (Internal).

Retro-Notification information is particularly useful when changes with retrospective impact are entered 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 to process these changes. When you produce 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.

You can use the RetroPay Status window to schedule automatic processing.

You run the Retro-Notifications report from the Submit Processes and Reports window.

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 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 contains all periods for your selected payroll. The report runs 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. A default event group captures changes made at element level, but you can override the default, if, for example, you are testing your initial setup.
5. Enter the name of the Assignment Set that you want the report to generate. 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 the Generated Assignment Set field followed by the Report ID.

6. If you want to produce this report in Portable Document Format, (PDF), select a template.

7. Select OK and Submit.

   When you have generated the assignment set remember to run your RetroPay process for those retrospective changes that you want to process. You can either run your RetroPay process directly or, if your RetroPay process is RetroPay by Element, or Enhanced RetroPay you can use the RetroPay Status window to schedule your processing.

Running the Retro-Notifications Report (Enhanced and Enhanced PDF)

Use this 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-Notifications report you use in your localization.
- Produce a report (.a01) that lists the employees included in the assignment set and the trigger event that included them. You can view this output through Concurrent Manager by choosing the View Output button.

This information is particularly useful when changes with retrospective impact are entered 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 to process these changes. When you produce 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.

You can use the RetroPay Status window to schedule automatic processing.

You run the Retro-Notifications (Enhanced) report from the Submit Processes and Reports window.

To run the Retro-Notifications (Enhanced) report:

1. Select the payroll. You can only run this report for a single payroll
2. If you want to see the retro-notifications for a particular event group, select an overriding event group.
3. If you are running the PDF-enabled version of this report, select a template for your PDF output.
4. Select OK, and submit.

Running Enhanced RetroPay

Use the Enhanced RetroPay process to distribute backdated amounts or corrections that you have identified from the Retro-Notifications report.

You run the Enhanced RetroPay process from the Submit Requests window.

To run the Enhanced RetroPay process:

1. Enter an effective date to indicate the date from which you want to create the retrospective elements for Enhanced RetroPay process.
2. Select the payroll.
3. If you want to create retrospective entries in a different pay period other than effective date, enter an entry creation date. The application creates retrospective entries in the pay period in which the Entry Creation Date occurs.

   If you leave this field blank, the application creates the default retrospective entries as of Effective Date.
4. Click Submit

Running RetroPay by Element

Use the RetroPay by Element process to distribute backdated amounts or corrections that you have identified from the Retro-Notifications report.

You run the RetroPay by Element process from the Submit Requests window.

To run the RetroPay by Element process:

1. Select an assignment set.
2. Select an element set.

3. Select a start date and end date.

   The end date must be within the current payroll period and must have a date after the latest effective check/cheque date.

4. Click Submit

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

   There are no changes to your audited payroll data.

Running RetroPay by Run or by Aggregate

You run the RetroPay processes in the Submit Requests window.

To run the RetroPay processes:

1. In the Name field, select your RetroPay process.

2. In the Parameters window, select the assignment set.

3. Select the RetroPay set.

4. Enter the start date and end date for the recalculation. The default end date is the current date. The application will create the RetroPay element in the payroll period that includes the current date.

   The end date must be within the current payroll period and must have a date after the latest effective check/cheque date. If you already processed a run for the pay period, for example, because of an earlier supplemental run, you cannot include the RetroPay elements for the current regular payroll run. To process these RetroPay elements you must include them in the subsequent run.

5. Click Submit.

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

   There are no changes to your audited payroll data.

Running Quick RetroPay

Run Quick RetroPay to process any retrospective payments for a single assignment. You run the Quick RetroPay process from the Submit Requests window.

> **Note:** It is not mandatory to run the Retro-Notifications Report for QuickRetropay process.

To run the Quick RetroPay process:

1. Enter a date on which you want to create the derived retro element entries. This is mandatory.
2. Select the assignment number of the assignment for which you want to run the backdated change. This is mandatory.
3. Enter an earliest date from which you want to reprocess the assignment backdated changes. If you do not specify any date, then the application calculates it internally. This is optional.
4. If you want the retro-notifications for a particular event group, select an overriding event group.
5. Click Submit.

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

Exception Criterion	What it Identifies	Example
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 4-148

See Variance Operators and How You Can Use Them, page 4-150

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

Examples of Exception Report Setup

This topic explains what values to include if you want to:

- Set up an Exception Report to show Net Pay Amounts greater than 5000
- Derive the Total Payments for your Employee Population

Setting Up an Exception Report to Show Net Pay Amounts Greater Than 5000

To show Net Pay Amounts greater than 5000, set up your report with these values:

Exception Criterion	Values
Balance	Net
Dimension	Assignment Period-to-date
Comparison Type	Current Period
Comparison Value	0
Variance Type	Amount
Variance Operator	Greater Than
Variance Value	5000
Output Format	Spreadsheet (CSV)

Derive the Total Payments For Your Employee Population

To derive the total payments for your organization, make these entries to produce a spreadsheet listing all assignments and then sum them to derive the total payments for your employee population

Exception Criterion	Values
Balance	Net
Dimension	Assignment Period-to-date
Comparison Type	Current Period
Comparison Value	0
Variance Type	Amount
Variance Operator	Equal
Variance Value	0
Output Format	Spreadsheet (CSV)

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. If you want to produce this report in Portable Document Format, (PDF), select a template.

9. 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.

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

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

   Note: For US only: For EFT or NACHA payments to be reconciled in Oracle Cash Management, the following 3 pieces of data are checked: amount, transaction date and batch name (file ID + company ID). Manual reconciliation will check amount and transaction date only.

   To do this in Oracle Payroll, see Viewing Payroll Process Results, page 4-39

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

   - Available Transactions report
   - 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. Some dimensions apply only to particular localizations. 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 and Australian 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. The _PER_QTD dimension is not available for Australian Payroll.

Balance Dimension	When to Select these Dimensions
_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 this dimension if you want to use the Average in Quarters 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.
_ASG_MTD	You must select this dimension if you want to use the Average in Months comparison type. This dimension is available for Australian Payroll only.
_ASG_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 Australian Payroll only.
_ASG_YTD	You must select this dimension if you want to use the Current Year or Previous Year comparison type. This dimension is available for Australian Payroll only.

Balance Dimension	When to Select these Dimensions
_ASG_LE_MTD	You must select this dimension if you want to use the Average in Months comparison type for a legal employer. This dimension is available for Australian Payroll only.
_ASG_LE_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 for a legal employer. This dimension is available for Australian Payroll only.
_ASG_LE_QTD	You must select this dimension if you want to use the Average in Quarters comparison type for a legal employer. This dimension is available for Australian Payroll only.
_ASG_LE_YTD	You must select this dimension if you want to use the Current Year or Previous Year comparison type for a legal employer. This dimension is available for Australian 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.

Comparison Type	How it Operates 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. Therefore, *Variance Value (+/-)* returns all assignments having a value between 9000 and 11000.
Less than	All assignments that are less than the previous period amount by the amount or percentage stated in the variance value. Therefore, *Less than* returns all assignments having a value of less than 9000.
Less than or equal	All assignments with a current value either equal to or less than the previous period amount by the amount or percentage stated in the variance value. Therefore,*Less than or equal* returns all assignments having a value of 9000 or less.
Equal	All values that are exactly equal to the higher limit or the lower limit of the variance value. Therefore, *Equal* returns all assignments having a current value equal to 9000 or 11000.

Variance Operator	Exception Report Output
Greater than	All assignments that are greater than the previous period amount by the amount or percentage stated in the variance value. Therefore, *Greater than* returns all assignments having a value of more than 11000.
Greater than or equal	All assignments with a current value either equal to or greater than the previous period amount by the amount or percentage stated in the variance value. Therefore, *Greater than or equal* returns all assignments having a value of 11000 or more.

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

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

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

Grouping Exception Reports

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

To group exception reports:

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

7. Choose the Apply button to create your group.

Running an Exception Report, or Exception Report Group

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

To run an exception report :

Use the Submit Requests window to run the exception report:

1. Check that your effective date is compatible with the date for which you want the report to run.

2. Select Exception Report as the report type.

3. If you want to run a single exception report, enter the name of the report. You do not need to enter the Exception Group name if you are running a single report.

4. If you want to run a group of exception reports, then enter an Exception Group name, but do not provide an Exception Report Name.

   Exception reports are identified either by the report name, or by a group name. When you are running the report you must supply either the report name or the group name, but you never have to supply both.

5. Select the payroll that you are reporting on. The consolidation set is the default selection.

6. Override the variance type and variance value if you want to specify particular values for a single run of this report. This does not change your underlying report.

7. **For Australian, India users only**: Select the legal entity for the report. If you do not specify the legal entity in case of a LE dimension, the report does not return a result.

   India users only: Select the component name for the report. If you do not specify the component name in case of a Component Balance dimension, the report does not return a result.

8. Save your work.

9. Click Submit.

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.

Mexico Payroll Only: HRMS Payroll for Mexico provides the Rollback MX Payroll Processes concurrent program for rollback purposes. This process enforces Mexico-specific business rules for handling payroll processes.

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.

Performing a Batch Reversal

You use batch reversal when you need to correct run results for a batch or multiple assignments after post-run actions have already occurred.

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: Assignment Sets, page 1-4

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.

Running the Batch Reversals Process

Use the Batch Reversals process to perform quicker reversals of payroll and QuickPay runs. A batch reversal enables you to reverse your payroll calculations for an entire assignment set rather than for a single assignment. You run the Batch Reversals process from the Submit Requests window

To run the batch reversals process:

1. Select the Payroll Action ID.

2. Select the Assignment Set that you want to reverse.

3. Select the Reversal Date to specify the date from which you want to reverse your payroll or QuickPay run.

4. Click OK to confirm your choices.

5. Click Submit.

Retrying a Payroll Run or Other Payroll Process

To retry a payroll run or other payroll process:

1. Mark the entire process, individual employee assignments, or a group (assignment set) of assignments for retry.

2. In the Submit Requests window, select Retry Payroll Run in the Name field to retry a run. Otherwise select Retry Payroll Process to retry another process.

   If the Parameters box does not automatically appear, click in the Parameters field.

3. In the Payroll Process field of the Parameters box, select the process to retry.

4. Choose Submit.

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 4-159
Roll back processes for many employees (defined as an assignment set)	Rolling Back a Process from the Submit Requests Window, page 4-160
Roll back an assignment process for an individual employee	Rolling Back a Process from the Assignment Processes Window, page 4-160

Rolling Back a Process from the Payroll Processes Window

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

To roll back a process from the Payroll Processes window:

1. Select the process record.

2. Select Delete Record from the Edit menu.

Rolling Back a Process from the Submit Requests Window

Use the Submit Requests window when you want to roll back a process for many employees. If you do not want to roll back the process for all employees originally processed, you must create an assignment set. See: Creating an Assignment Set, page 1-4.

To roll back a process from the Submit Requests window:

1. In the Name field, do *one* of the following:
   - Select Rollback to roll back all processes except a payroll run.
   - Select Rollback Run to roll back a payroll run.
   - **Mexico only**: Select Rollback MX Payroll Processes.
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.

Setting Up the Payroll Purge Process

The Purge process deletes data from a list of payroll tables to maintain data integrity and also rolls up balances to maintain the value of important balances.

Before you run the Payroll Purge process, you must do the following:

1. Run the Upgrade Action Context process to determine the assignments for upgrade.

   See: Running the Upgrade Action Context process, page 4-161

2. Optionally, create a balance set containing a list of balances required for roll-up. This ensures that the process will roll-up only the balances in the default list and those in the balance set. You can define the balance sets using the Payroll > Balance Set window. The application uses this balance set during the Purge Preparation Process.

3. Run the Purge Preparation Phase. Check and ensure that all the balances are correct. If any balance is incorrect, you can rollback the Purge Preparation Phase. You must complete the rollback at this point, because you cannot roll back later.

   See: Running the Purge Preparation Phase, page 4-161

4. Run the Purge Deletion Phase if all the balances in Preparation Phase are correct.

   See: Running the Purge Deletion Phase, page 4-162

Running the Upgrade Action Contexts Process

You run the Upgrade Action Contexts concurrent manager process for a business group to determine the time period for performing an upgrade.

You run the Upgrade Action Contexts process using the Submit Request window.

To run the Upgrade Action Contexts process:

1. In the Name field, select Upgrade Action Contexts.

2. In the Parameters window, enter the start and end date to perform an upgrade for a business group.

   Note: .If you have not enabled Action Context functionality prior to running this process, then you must enter the End Date as the current day. For purge to run successfully you should also enter a start date as early as necessary, for example Start of Time.

Running the Purge Preparation Phase

You must run the Purge Preparation Phase to determine the data you want to purge from the application database. The preparation phase decides which assignments to purge and the values of any balances that subsequently require rolling up.

This phase enables you to produce a consolidated total of balances from an assignment

and balance set before you purge it.

> **Important:** You must run the Purge Preparation Phase prior to running the Purge Deletion Phase.

You run this process from the Submit Requests window.

To run the Purge Preparation Phase process:

1. Query Purge Preparation Phase in the Name field.
2. In the Parameters window, select the balance set that includes the balances that you want to roll up.
3. Select the assignment set to include all the assignments for which you want to run the purge process.
4. Enter an effective date to determine from when you want to roll up the balances.
5. Click OK and then Submit.

Running the Purge Deletion Phase

Purging unwanted data helps in improving application performance. You run the Purge Deletion Phase process to delete unnecessary data from the database. Remember to backup important data before you run the deletion process as you cannot roll it back and the changes are irreversible.

> **Important:** Run the deletion process only after you have successfully completed the Purge Preparation Phase process.

You run this process from the Submit Requests window.

To run the Purge Deletion Process:

1. Query Purge Preparation Phase Deletion process in the Name field.
2. In the Parameters window, select the payroll action of the associated Purge Preparation Phase process.
3. Click OK and then Submit.

Running the Purge Process Events Process

Run the Purge Process Events process when you want to purge the details of the pay

process events table and archive this data prior to a particular date. The application purges and archives this data into a shadow table as a backup. You can use this process to enhance the performance of processes accessing the table pay process events.

Run this process in the Submit Requests window.

To run the Purge Process Events process:

1. In the Name field, select Purge Process Events process.

2. In the Parameters window, enter a date to purge data from the pay process events table prior to this date and the recorded date (if it exists) from pay recorded requests table.

   Note: The application collects data in chunks for a complete delete from pay process events table and inserts into pay process events shadow table. The PPE_bulk_limit value is defaulted to 10,000. You can change this parameter to fine tune the performance of process.

3. Click OK and then Submit.

Workforce Intelligence (HRMS) for Payroll Processing and Analysis

Costing Detail Workbook

The Costing Detail workbook enables you to review cost allocations for an element, element set, or a particular element classification.

Business Questions

Are my costs assigned to the correct cost center?

What are my cost totals for an element, element set, or element classification?

Worksheets

Costing Detail worksheet.

Parameters

You need to specify values for the following parameters:

- Costing Effective Date Begin
- Costing Effective Date End
- Element Set (only mandatory if you do not specify an Element, or Element Classification)
- Element Classification (only mandatory if you do not specify an Element, or Element Set)
- Element (only mandatory if you do not specify an Element Set, or Element Classification)

Use the following optional parameters to further restrict the values in the workbook:

- Costing Process
- Payroll
- Consolidation Set Name
- Organization

- Location
- Employee
- Reporting Currency
- Include Estimate Costing

Costing Summary Workbook

The Costing Summary workbook enables you to view total costing details for a payroll, consolidation set, or organization name.

Business Questions

What are my overall debits and credits for a particular costing period?

Worksheets

Costing Summary worksheet.

Parameters

You need to specify values for the following parameters:

- Costing Effective Date Begin
- Costing Effective Date End

Use the following optional parameters to further restrict the values in the workbook:

- Costing Process
- Payroll Name
- Consolidation Set Name
- Organization Name
- Reporting Currency
- Include Estimate Costing

Element Detail Workbook

The Element Detail workbook enables you to select an element effective date and

element classification and then view further details for all elements within these reporting criteria.

Business Questions

What are the attributes for each element within a particular element classification?

Do any of my selected elements belong to a proration group or recalculation group, and if so, which group?

Are any of my selected elements paid separately or processed separately?

Worksheets

Element Detail worksheet.

Parameters

You need to specify values for the following parameters:

- Effective Date
- Classification

Use the following optional parameters to further restrict the values in the workbook:

- Processing Type
- Standard Links
- Separate Payment
- Process Separate
- Recalculation Group
- Proration Group

Element Link Detail Workbook

The Element Link Detail workbook enables you to select a group of elements by effective date and classification. You refine your selection by specifying whether you want view elements that are available to all payrolls, or those elements that only available to some payrolls. When you have defined your subset of elements, you can see link details for each of them.

Business Questions

What are the costable types and costing codes for a group or elements?

Do these elements belong to a distribution set?

Are there any service criteria or age criteria for these elements?

Worksheets

Element Link Detail worksheet.

Parameters

You need to specify values for the following parameters:

- Effective Date
- Classification
- All Payrolls

Use the following optional parameters to further restrict the values in the workbook:

- Element
- Processing Type
- Standard Links
- Link Status
- Payroll
- Job
- Organization

Employee Assignments Without Payroll Workbook

The employee assignments without payroll workbook enables you to identify those assignments that do not belong to a payroll. You can also view assignment status.

Business Questions

Is there a valid reason for these assignments not to belong to a payroll, or is there an error requiring correction?

Worksheets

Assignments Without Payroll worksheet.

Parameters

You need to specify values for the following parameters:

- Beginning Date
- Ending Date

Employee Assignments Not Processed Workbook

The employee assignments not processed workbook enables you to identify all assignments excluded from processing and view further detail such as employee name, assignment number and payroll.

Business Questions

Is there a valid reason for excluding these assignments from processing, or is there an error requiring correction?

Worksheets

Assignments not Processed worksheet.

Parameters

You need to specify values for the following parameters:

- Beginning Date
- Ending Date

Use the following optional parameters to further restrict the values in the workbook:

- Payroll
- Organization
- Location
- Government Reporting Entity (Hidden)

Employee Payment Methods Workbook

The employee payment methods workbook enables you to view payment method totals and run type totals from an effective date that you select.

Business Questions

Are the employee totals for this payment method as expected for the given period?

Did each run type produce the expected totals for this payment method, or is there a discrepancy requiring correction?

Worksheets

Employee Payment Methods worksheet.

Parameters

You need to specify values for the following parameters:

- Effective Date

Use the following optional parameters to further restrict the values in the workbook:

- Payment Method
- Run Type

Organization Payment Methods Workbook

The organization payment methods workbook enables you to see summary information for each payment method from an effective date that you select. You can view third party details and source bank details.

Business Questions

Were payments correctly allocated for the duration of the reporting period?

What were the total payments for each payment type for the duration of the reporting period?

Worksheets

Organization Payment Methods worksheet.

Parameters

You need to specify values for the following parameters:

- Effective Date

Use the following optional parameters to further restrict the values in the workbook:

- Payment Type

Payroll Message Workbook

The Payroll Message workbook enables you to view the total number of messages for each payroll process, payroll, and pay period.

Business Questions

Was there an unusual number of messages for any particular process, payroll or pay period?

Were messages of the greatest severity level concentrated in any particular process, payroll or pay period?

Worksheets

Payroll Message worksheet.

Parameters

You need to specify values for the following parameters:

- Payroll Name
- Start Date
- End Date

Use the following optional parameters to further restrict the values in the workbook:

- Process Type
- Severity Level

5

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 5-2
- Triggers, page 5-3
- Functional area grouping of triggers, page 5-3
- Process parameters, page 5-4

Reporting on Payroll Event Rules

See Reports and Processes in Oracle HRMS, *Oracle HRMS Window Navigation and Reports Guide*

Payroll Event Rules

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

How Do You Make Payroll Events Capture Relevant Changes?

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

Triggers, Events and Parameters

Database Triggers

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

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

Database Triggers

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

- Static triggers
- Dynamic triggers

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

The Difference Between Static Triggers and Dynamic Triggers

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

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

How Database Triggers are Maintained

Your database administrator is responsible for:

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

Database administrators can use a forms interface to view existing triggers and create

new dynamic triggers. A database administrator or HRMS system administrator can enable a dynamic trigger to fire for specific legislations, business groups, and payrolls, or a combination of these.

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

Database Triggers and Third Party Payroll Interfaces

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

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

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

The following predefined functional areas are supplied with Oracle HRMS:

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

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

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

Process Parameters

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

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

groups:

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

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

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

R - Routing

G - General

E - Element Entry

Defining Dynamic Triggers

Use the Dynamic Trigger Definition window to:

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

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

To find an existing trigger:

1. Select either Dynamically Generated Triggers or Static Database Triggers.
2. Select an Application to restrict the range of your search. Note that this does not refer to the application owning the trigger. It refers to the application owning the table to which the trigger is applied.
3. Enter one of the following:

- A table name.
- A trigger name.
- A table name and a trigger name.

4. Select a Triggering Action or a combination of triggering actions.
5. Select the Trigger Type (static database triggers only).
   - All - displays all existing triggers
   - Before Each Row
   - Before Each Event
   - After Each Row
   - After Each Event
   - Instead of Each Row
   - Instead of Each Event
   - Statement

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

To enable and disable dynamic triggers:

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

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

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

Changes become effective immediately.

To create a dynamic trigger:

1. Select Dynamic Database Triggers.

2. Enter a description for the trigger. This description will appear as a comment in the generated code.

3. Select the table on which this trigger operates.

4. Select the action type for the trigger:

   - Insert - the trigger may be created after Insert.
   - Update - the trigger may be created after Update.
   - Delete - the trigger may be created after Delete.

   Dynamic trigger creation does not support:

   - The combination of insert, update and delete actions available when creating static triggers.
   - Triggers that are not of the after each row type.

5. Save the trigger definition.

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

Grouping Dynamic Triggers into Legislative Functional Areas

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

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

To group dynamic triggers into functional areas:

1. Enter a description for the new functional area, or query an existing functional area.

2. Select one of the following from the next block:

   - Legislation
   - Business Group
   - Payroll

3. Choose the name of the legislation, business group or payroll.

4. Select the description of each trigger to be assigned to the functional area.

5. Enable or disable this grouping for this legislation, business group or payroll.

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

To enable selected triggers from a predefined grouping:

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

Making Table Event Updates

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

- RetroPay - where an employee receives an adjustment in the current pay period, but the adjustment was first incurred in a previous payroll period

- Recalculation - where changes are confined to the current pay period

- Proration - where adjustments earned on a pro-rata basis in another pay period are applied in the correct proportion to the current pay period

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

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

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

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

You define table events from the Table Event Updates window:

Defining a table event:

1. Select the Table Name.

2. Select the Primary Key for your table.

3. Define the period for which you wish this event to be active. You do this by

selecting a start date and then an end date.

Selecting Row Level Events

You enter the details of the change as a row level event.

4. Select the Event Type to specify the type of database update that will initiate this event. You can select from:
   - Insert - If you select this event type, you are making a change at row level only, and the Column Name field is not enabled.
   - Delete - If you select this event type, you are making a change at row level only, and the Column Name field is not enabled.
   - Update - If you select this event type, you also need to specify a column name because updates are not confined to the row level.
5. Select the Column Name.
6. Select the Change Type. You do not need to select a change type for retro-notification and proration. You need only make a selection here if you are defining an event for Continuous Calculation. In this case, the following change types are available:
   - DATE_EARNED - to trigger recalculation of the payroll run based on the date earned.
   - DATE_PROCESSED - to trigger recalculation of the payroll run based on the effective date of the run. Use this if you want to recalculate tax information.
   - PAYMENT - to trigger recalculation of the Prepayments process
   - COST_CENTRE - to trigger recalculation of the Costing process.
   - REPORTS - to track all events that generate reports. However, if you have already selected DATE_EARNED as a change type this includes the REPORTS type, and you do not need to specify REPORTS as a separate selection.

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.

Glossary

360-Degree Appraisal

Part of the Performance Management Appraisal function and also known as a Group Appraisal. This is an employee appraisal undertaken by managers with participation by reviewers.

Absence

A period of time in which an employee performs no work for the assigned organization.

Absence Case

Two or more absences for the same person that you associate manually because they share a common factor, such as the same underlying cause.

Absence Type

Category 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-32

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.

Action

In AME, an Action is the *Then* part of an Approval Rule that specifies how the application must progress a transaction's approval process in a particular way depending on the conditions met.

See: Approval Rule., page Glossary-5

Action Type

In AME, an action type is the generic container for specific actions. It enables you to specify the action to take if a transaction meets the condition of an approval rule. The action type, thus, generates the appropriate approvers for a transaction. As an AME administrator you can make particular action types available for specified transaction types. See: Transaction Types., page Glossary-42

Active Employee

DBI for HRMS counts an employee, page Glossary-17 as active if they have a current period of service, page Glossary-13 at the effective date, page Glossary-16

If an employee is suspended, DBI for HRMS still counts them as active.

DBI for HRMS also uses the term Incumbent to refer to an active employee.

Active Contingent Worker

DBI for HRMS counts a contingent worker, page Glossary-11 as active if they have a current period of placement , page Glossary-13 at the effective date, page Glossary-16.

If a contingent worker is suspended, DBI for HRMS still counts them as active. DBI for HRMS also uses the term Incumbent to refer to an active contingent worker.

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.

Agency

An external organization that assists an enterprise in their recruitment process. Agencies act on behalf of the candidates to help them search and apply for jobs. They provide candidates to the fill up job openings in an enterprise or sometimes handle the complete placement process for a vacancy.

Agency Candidate

An agency candidate is a person whose profile is created in iRecruitment by a recruiting agency. This profile includes personal and professional information.

Agency User

An external person who belongs to a recruiting agency and accesses iRecruitment to conduct recruiting activities such as creating candidates and applying on behalf of the candidates.

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.

Align

To define a relationship between objectives. Workers can align their own objectives with objectives that other workers have shared with them. Aligned objectives are also known as *supporting objectives*.

AME

Oracle Approvals Management Engine. A highly extensible approvals rules engine that enables organizations implementing Oracle Applications to simply and effectively define business rules that determine who must approve a transaction originating within an application. You can devise simple or complex rules, as your organization requires, which then form part of your overall business flow. A central repository holds all the rules to facilitate management and sharing between business processes.

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

An applicant is a person who submits an application for employment to an organization.

Applicability

In HRMS budgeting, a term describing whether a budget reallocation rule pertains to donors or receivers.

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-5.

Appraisee

The person who is the subject of an appraisal.

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.

Approval Rule

In AME, a business rule that determines a transaction's approval process. You construct rules using *conditions* and *actions*. For example, you can write a business rule with the conditions that if the total cost of a transaction is less than 1000 USD, and the transaction is for travel expenses, then the action must be to obtain approval from the immediate supervisor of the person triggering the transaction.

See also Conditions, page Glossary-11, Actions, page Glossary-2.

Approver Groups

In AME, an approver group is a collection of approvers you define, which you can include as part of actions when you set up your approval rules.

Arrestment

Scottish court order made out for unpaid debts or maintenance payments.

See also: *Court Order* , page Glossary-12

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-4.

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-33

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.

Attribute

In AME, attributes are the business facts of a transaction, such as the total amount of a transaction, percentage of a discount, an item's category, or a person's salary and so on. These business variables form part of the conditions of an approval rule, and determine how the transaction must progress for approvals.

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-31

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 Summary

A database table that holds the lowest level of summary. Summary tables are populated and maintained by user-written concurrent programs.

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-16

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-35, *Field*, page Glossary-18

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 business group represents a country in which your enterprise operates. It enables

you to group and manage data in accordance with the rules and reporting requirements of each country, and to control access to data.

Business Group 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.

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.

Business Rule

See Configurable Business Rules, page Glossary-11

Cafeteria Benefits Plan

See: *Flexible Benefits Program*, page Glossary-19

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-35

Cascade

A process managers at each level in a hierarchy use to allocate their own objectives to workers who report directly to them. This technique enables the allocation of enterprise objectives in some form to all workers.

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.

Chief HR Officer

In DBI for HRMS the Chief HR Officer is the chief executive of the enterprise who can view the HR data at an enterprise-level.

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-16

Compensation Category

A group of compensation items. Compensation Categories determine the type of compensation that you award under a plan.

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.

Competency

Any measurable behavior required by an organization, job or position that a person may demonstrate in the work context. A competency can be a piece of knowledge, a skill, an attitude, or an attribute.

See also: *Unit Standard Competency*, page Glossary-42

Competency Assessment Template

The entity that configures the Competencies section of an appraisal.

See also: *Objective Assessment Template*, page Glossary-27

Competency Evaluation

A method used to measure an employees ability to do a defined job.

Competency Profile

Where you record applicant and employee accomplishments, for example, proficiency in a competency.

Competency Requirements

Competencies required by an organization, job or position.

See also: *Competency*, page Glossary-10, *Core Competencies*, page Glossary-12

Competency Type

A group of related competencies.

Condition

In AME, a Condition is the *If* part of an Approval Rule that specifies the conditions a transaction must meet to trigger an approval action. A condition consists of an attribute, which is a business variable, and a set of attribute values that you can define. When a transaction meets the specified attribute values, then the application triggers the appropriate action.

See: Approval Rule., page Glossary-5

Configurable Business Rule

In HRMS position control and budgeting, predefined routines (also called process rules) that run when you apply an online transaction, and validate proposed changes to positions, budgets, or assignments. You set their default status level (typically Warning) to Warning, Ignore, or Error.

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: *Competency*, page Glossary-10

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-5

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.

Current Period of Service

An employee's period of service is current if their most recent hire date is on or before the effective date, and either the employee does not have a termination date for their latest employment, or their termination date is later than the effective date.

The table below provides an example using an effective date of 12 October 2004:

Effective Date	Hire Date	Termination Date	Current Period of Service?
12 Oct 2004	23 Jan 1994	16 Aug 2003	No
12 Oct 2004	14 Oct 2004	ANY	No
12 Oct 2004	14 Mar 2000	NONE	Yes
12 Oct 2004	11 Sep 2001	15 Oct 2004	Yes

Note: In Oracle HRMS an employee cannot transfer from one business group to another. To move from one business group to another, the business group they are leaving must terminate the employee, and the business group they are joining must re-hire the employee. Therefore the definition of period of service, above, does not take account of any service prior to the most recent business group transfer.

Current Period of Placement

A contingent worker's period of placement, page Glossary-30 is current if their most recent placement start date is on or before the effective date, and either the contingent worker does not have a placement end date for their latest placement or their placement end date is later than the effective date.

Effective Date	Place Date	End Placement Date	Current Period of Placement?
12 Oct 2004	23 Jan 1994	16 Aug 2003	No
12 Oct 2004	14 Oct 2004	ANY	No

Effective Date	Place Date	End Placement Date	Current Period of Placement?
12 Oct 2004	14 Mar 2000	NONE	Yes
12 Oct 2004	11 Sep 2001	15 Oct 2004	Yes

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-14, *Effective Date*, page Glossary-16

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-16

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.

Department

In DBI for HRMS, the term Department has the same meaning as Organization.

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

The temporary or permanent employment of an employee in a business group.

See also: *Secondment*, page Glossary-37

Deployment Factors

See: *Work Choices*, page Glossary-43

Deployment Proposal

The entity that controls the permanent transfer or temporary secondment of an employee from a source business group to a destination business group. The HR Professional in the destination business group creates the deployment proposal using the Global Deployments function.

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-23

Deviation

A change to the standard approver list is a deviation.

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-18

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-14

EIT

See: *Extra Information Type*, page Glossary-18

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-34, *Nonrecurring Elements*, page Glossary-26

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-39

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.

Eligibility Profile

A set of eligibility criteria grouped together. Eligibility profiles help determine eligibility for compensation and benefits and are re-usable. Eligibility profiles can be linked to a compensation object (such as a program, plan, or option), a collective agreement, a grade ladder, or a work schedule to restrict eligibility for these.

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.

Employees have a system person type of Employee and one or more assignments with an assignment type of Employee.

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.

End Placement Date

DBI for HRMS uses this term to specifically refer to the contingent worker's most recent placement end date prior to the effective date.

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-15

Field

A view or entry area in a window where you enter, view, update, or delete information.

See also: *Block*, page Glossary-7, *Region*, page Glossary-35

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-7, *Region*, page Glossary-35, *Field*, page Glossary-18

Format Mask

A definition of a person-name format. The format mask comprises standard name components, such as title, first name, and last name, in an order appropriate to its purpose and legislation.

Format Type

A format-mask classification that identifies the mask's purpose. Oracle HRMS defines the Full Name, Display Name, List Name, and Order Name format types. You can also define your own format types for use in custom code.

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-29

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-20

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.

HR Staff

In DBI for HRMS the HR Staff are people who work in the Human Resources role. Chief HR Officers can track the ratio of HR professionals to the number of workers in their enterprise.

DBI for HRMS uses the HRI_MAP_JOB_JOB_ROLE formula to categorize workers into HR staff and non-HR staff.

Headcount Activity

DBI for HRMS uses this term to mean all the gains and losses occurring in a manager's hierarchy during a reporting period.

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.

High Availability

iRecruitment functionality that enables enterprises to switch between two instances to continuously support the candidate job site.

Hire Date

In DBI for HRMS Hire Date is the employee's most recent hire date.

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.

Incumbent

In Oracle HRMS and DBI for HRMS, the term Incumbent refers to an active worker (employee or contingent worker).

See also: *Active Employee*, page Glossary-2

Individual Compensation Distribution

A tool that enables managers assign one-time or recurring awards, bonuses, and allowances to qualified employees such as housing allowances, spot bonuses, and company cars. Also enables employees to enter voluntary contributions, such as savings plans, charitable organizations, and company perquisites.

Info Online

A generic framework to integrate Oracle applications with partner applications, enabling users to access information from third-party providers, My Oracle Support (formerly MetaLink) and Learning Management.

Initiator

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.

Integrating Application

In AME, an application that uses Oracle Approvals Management Engine to manage the approval processes of its transactions.

See: Oracle Approvals Management Engine (AME), page Glossary-3

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-15

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.

Legal Entity

A legal entity represents the designated legal employer for all employment-related activities. The legal authorities in a country recognize this organization as a separate 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.

DBI for HRMS counts a person as a manager if they supervise assignments (directly or through subordinates) for which the total headcount value is greater than zero at the effective date.

Manager-Employee Appraisal

Part of the 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-34

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.

Objective Assessment Template

The entity that configures the Objectives section of the appraisal.

See also: **Competency Assessment Template**, page Glossary-10

Objectives Library

A collection of reusable objectives. HR Professionals can either create individual objectives in the Objectives Library or import them from an external source.

Off-Boarding

Descriptive term covering all HR processes and procedures involved in removing a worker from your organization, including termination, relocation, and long-term sickness.

OLM

Oracle Learning Management.

On-Boarding

Descriptive term covering all HR processes and procedures involved in hiring and integrating a worker in your organization, including recruitment, hiring, and orientation.

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.

Options

A level of coverage for a participant's election, such as Employee Only for a medical plan, or 2x Salary for a life insurance plan.

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.

Organization Manager Hierarchy

An HRMS structure that contains supervisors and subordinates on a reporting chain who also own organizations. HRMS uses this hierarchy to filter the information you display in report modules, such as the Daily Business Intelligence Workforce Budget Management dashboard, to include only managers who own organizations.

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-20

Pay Value

An amount you enter for an element that becomes its run item without formula calculations.

See also: *Input Values*, page Glossary-22

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 Plan

The entity that defines the performance-management process for a specified period. A component of the Workforce Performance Management function.

Performance Management Viewer (PMV)

A reporting tool that displays the report that corresponds to one or more PMF targets.

Period of Incapacity for Work (PIW)

In the UK, this is a period of sickness that lasts four or more days in a row, and is the minimum amount of sickness for which Statutory Sick Pay can be paid. If a PIW is separated by less then the linking interval, a linked PIW is formed and the two PIWs are treated as one.

Period of Placement

The period of time a contingent worker spends working for an enterprise. A contingent worker can have only one period of placement at a time; however, a contingent worker can have multiple assignments during a single period of placement.

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.

Personal Scorecard

A collection of objectives for a single worker arising from a single Performance Management Plan.

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.

Placement Start Date

In DBI for HRMS Placement Date is the contingent worker's most recent start date prior to the effective date.

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.

Process Rule

See Configurable Business Rules, page Glossary-11

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

A worker's perceived level of expertise in a competency, in the opinion of an assessor, over a given period. For example, a worker may demonstrate the communication competency at Novice or Expert level.

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-29

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-10

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-39

Qualifying Week

In the UK, this is the week during pregnancy that is used as the basis for the qualifying rules for Statutory Maternity Pay (SMP). The date of the qualifying week is fifteen weeks before the expected week of confinement and an employee must have been continuously employed for at least 26 weeks continuing into the qualifying week to be entitled to SMP.

Quebec Business Number

In Canada, this is the employer's account number with the Ministere du Revenu du Quebec, also known as the Quebec Identification number. It consists of 15 digits, the first 9 identify the employer, the next 2 identify the type of tax account involved (payroll vs. corporate tax), and the last 4 identify the particular account for that tax.

Questionnaire

A 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-6

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.

Rate By Criteria

A function that enables the calculation of pay from different rates for each role a worker performs in a time period.

Rating Scale

Used to describe an enterprise's competencies in a general way. You do not hold the proficiency level at the competence level.

Record of Employment (ROE)

A Human Resources Development Canada form that must be completed by an employer whenever an interruption of earnings occurs for any employee. This form is necessary to claim Employment Insurance benefits.

Recruitment Activity

An event or program to attract applications for employment. Newspaper advertisements, career fairs and recruitment evenings are all examples of recruitment activities. You can group several recruitment activities together within an overall activity.

Recurring Elements

Elements that process regularly at a predefined frequency. Recurring element entries exist from the time you create them until you delete them, or the employee ceases to be eligible for the element. Recurring elements can have standard links.

See also: *Nonrecurring Elements*, page Glossary-26, *Standard Link*, page Glossary-39

Referenced Rule

In HRMS budgeting, any predefined configurable business rule in the Assignment Modification, Position Modification, or Budget Preparation Categories you use as the basis for defining a new rule.

See Configurable Business Rules, page Glossary-11

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-7, *Field*, page Glossary-18

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.

Reporting Group

A collection of programs and plans that you group together for reporting purposes, such as for administrative use or to meet regulatory requirements.

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-36

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-9

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-38, *User Profile Options*, page Glossary-42, *Request Groups*, page Glossary-35, *Security Groups*, page Glossary-35

Resume

A document that describes the experience and qualifications of a candidate.

RetroPay

A process that recalculates the amount to pay an employee in the current period to account for retrospective changes that occurred in previous payroll periods.

Retry

Method of correcting a payroll run or other process *before* any post-run processing takes place. The original run results are deleted and the process is run again.

Revenue Canada

Department of the Government of Canada which, amongst other responsibilities, administers, adjudicates, and receives remittances for all taxation in Canada including income tax, Employment Insurance premiums, Canada Pension Plan contributions, and the Goods and Services Tax (legislation is currently proposed to revise the name to the Canada Customs and Revenue Agency). In the province of Quebec the equivalent is the Ministere du Revenu du Quebec.

Reversal

Method of correcting payroll runs or QuickPay runs *after* post-run processing has taken place. The system replaces positive run result values with negative ones, and negative run result values with positive ones. Both old and new values remain on the database.

Reviewer (SSHR)

A person invited by an appraising manager to add review comments to an appraisal.

RIA

Research Institute of America (RIA), a provider of tax research, practice materials, and compliance tools for professionals, that provides U.S. users with tax information.

Rollback

Method of removing a payroll run or other process *before* any post-run processing takes place. All assignments and run results are deleted.

Rollup

An aggregate of data that includes subsidiary totals.

Run Item

The amount an element contributes to pay or to a balance resulting from its processing during the payroll run. The Run Item is also known as calculated pay.

Salary Basis

The period of time for which an employee's salary is quoted, such as hourly or annually. Defines a group of employees assigned to the same salary basis and receiving the same salary element.

Salary Rate

The rate of pay associated with a grade or step. Used by Grade/Step Progression.

Scheduled Enrollment

A benefits plan enrollment that takes place during a predefined enrollment period. Scheduled enrollments can be administrative, or open.

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.

Secondment

The temporary transfer of an employee to a different business group.

Security Group

Security groupsenable HRMS users to partition data by Business Group. Only used for Security Groups Enabled security.

See also: *Responsibility*, page Glossary-36, *Security Profile*, page Glossary-38, *User Profile Options*, page Glossary-42

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-36

Self Appraisal

Part of the Appraisal function. This is an appraisal undertaken by an employee to rate their own performance and competencies.

Separation Category

Separation category groups the leaving reasons. HRMS*i* refers to Termination Category as Separation Category.

See also: *termination category*, page Glossary-41

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-40

Social Insurance Number (SIN)

A unique number provided by Human Resources Development Canada (HRDC) to each person commencing employment in Canada. The number consists of 9 digits in the following format (###-###-###).

Source Deductions Return (TP 1015.3)

A Ministere du Revenu du Quebec form which each employee must complete. This form is used by the employee to reduce his or her taxable income at source by claiming eligible credits and also provides payroll with such important information as current address, birth date, and SIN. These credits determine the amount of provincial tax to withhold from the employee's wages.

Special Information Types

Categories of personal information, such as skills, that you define in the Personal

Analysis key flexfield.

Special Run

The first run of a recurring element in a payroll period is its normal run. Subsequent runs in the same period are called special runs. When you define recurring elements you specify Yes or No for special run processing.

SSHR

Oracle Self-Service Human Resources. An HR management system using an intranet and web browser to deliver functionality to employees and their managers.

SSP

See: *Statutory Sick Pay*, page Glossary-40

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-16, *Recurring Elements*, page Glossary-34

Statement of Commissions and Expenses for Source Deduction Purposes (TP 1015.R.13.1)

A Ministere du Revenu du Quebec form which allows an employee who is paid partly or entirely by commissions to pay a constant percentage of income tax based on his or her estimated commissions for the year, less allowable business expenses.

Statement of Earnings (SOE)

A summary of the calculated earnings and deductions for an assignment in a payroll period.

Statement of Remuneration and Expenses (TD1X)

In Canada, the Statement of Remuneration and Expenses allows an employee who is paid partly or entirely by commission to pay a constant percentage of income tax, based

on his or her estimated income for the year, less business-related expenses.

Statutory Adoption Pay

In the UK, Statutory Adoption Pay (SAP) is payable to a person of either sex with whom a child is, or is expected to be, placed for adoption under UK law.

Statutory Maternity Pay

In the UK, you pay Statutory Maternity Pay (SMP) to female employees who take time off work to have a baby, providing they meet the statutory requirements set out in the legislation for SMP.

Statutory Sick Pay

In the UK, you pay Statutory Sick Pay (SSP) to employees who are off work for four or more days because they are sick, providing they meet the statutory requirements set out in the legislation for SSP.

Statutory Paternity Pay

In the UK, Statutory Paternity Pay Birth (SPPB) is payable to a person supporting the mother at the time of birth. In cases of adoption, the primary carer receives Statutory Adoption Pay, while the secondary carer receives Statutory Paternity Pay Adoption (SPPA).

Student Employee

A student who is following a work-study program. Student employees have HRMS person records (of system type Employee) so that you can include them in your payroll.

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.

Supporting Objective

An objective aligned with another objective. Supporting objectives contribute to the achievement of the objectives they support.

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 Category

When employees leave an enterprise, the decision is either made by the employee or by the enterprise. When the decision is made by the employee the termination is Voluntary. When the decision is made by the enterprise, the termination is Involuntary.

DBI for HRMS uses a formula to determine which category each termination belongs to, based on the associated leaving reason.

HRMSi elsewhere refers to Termination Category as Separation Category.

Termination Date

DBI for HRMS uses this term to specifically refer to the employee's most recent termination date prior to the effective date.

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.

Total Compensation Statement

A module to communicate compensations, rewards, and benefits to employees and contingent workers.

Transaction Type

In AME, an integrating application may divide its transactions into several categories, where each category requires a distinct set of approval rules. Each set of rules is a transaction type. Different transaction types can use the same attribute name to represent values that the application fetches from different places. This enables several transaction types to share approval rules, thus facilitating a uniform approval policy across multiple transaction types.

Transcentive

A third-party compensation management solutions provider, that provides additional information about benefits choices.

Unit Standard

A nationally registered document that describes a standard of performance. The standard is typically defined and maintained by industry representatives.

Unit Standard Competency

A competency 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-6

User Profile Options

Features that allow system administrators and users to tailor Oracle HRMS to their

exact requirements.

See also: *Responsibility*, page Glossary-36, *Security Profile*, page Glossary-38

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 Workers' 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, page Glossary-17 or a contingent worker, page Glossary-11

In DBI for HRMS workers are employees and contingent workers who report to the selected manager.

Workers' 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. Workers' 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.

Workforce Performance Management

The Oracle HRMS functions that support enterprise-directed objective setting, management, and assessment.

Work Structures

The fundamental definitions of organizations, jobs, positions, grades, payrolls and other employee groups within your enterprise that provide the framework for defining the work assignments of your employees.

Index

Symbols

T4 Amendment Paper Report
choosing a printer style, 3-174

A

action parameters
maintaining, 5-9
overview, 5-1
Add Assignment Actions to Year End Preprocess
running, 3-72
adding missing employees to the Year End Preprocess, 3-72
additional element entries
after payroll run reversals, 4-156
adjusting
retries, 3-61
adjusting a balance, 1-15
adjusting and retrying the Year End Preprocess, 3-62, 3-65
adjusting run balances, 4-27
adjusting tax balances, 3-56
Adjust Run Balance Dates process
running, 4-27
Assignment
Location Rules
overview, 3-13
assignment processes
rolling back, 4-160
assignment sets
creating, 1-4
reversing payroll and QuickPay runs, 4-158
uses in payroll runs, 4-6

B

balance adjustments, 3-23
geocodes, 3-37
performing, 3-56
reasons, 3-36
setting up elements, 3-43
Tax Balances form, 3-41
balances
adjusting, 1-15
taxes, 3-8
year end, 3-24
Balances
Year End Reporting, 3-20
balance updating, 3-23
balancing reports, 3-59
batch reversal, 4-157
BI Publisher Templates
Custom
setting up, 4-52
box information
RL-1 Slip, 3-127
RL-2 Slip, 3-140
T4A Slip, 3-93
T4 Slip, 3-78
Business Payrolls Survey report
running, 4-77

C

Calculation Provision and Maintenance
overview, 3-7
calendars

for payrolls, 1-13
Canadian Cheque Writer process
running, 4-63, 4-66
Canadian Deposit Advice (XML), 4-64
Canadian Deposit Advice report
running, 4-47
Canadian Payroll Archiver process
running, 4-45
Canadian Process Payroll Run, 4-21
Canadian Third Party Cheque Writer (XML), 4-65
cash management
setup, 2-7
changing taxability rules
Earnings type, 3-14
pre-tax deduction, 3-16
taxable benefit, 3-15
Cheque Listing report
running, 4-69
Cheque Writer
overview, 4-30
Process, 4-30
reissue a Voided Cheque, 4-68
Cheque Writer process
cheque listings, 4-69
choosing a printer style, 4-67
voiding cheque payments, 4-67
consolidation sets
changing, 1-7
defining, 1-7
defining by including or excluding assignments, 1-11
defining using formula criteria, 1-8
deleting, 1-7
uses in payroll runs, 4-6
continuous calculation
overview, 4-8
running, 4-22
setting up, 4-22
costing
for payrolls, 1-13
costing detailworkbook, 4-164
costing summary workbook, 4-165
CPP_EE element, 3-44
CPP_ER element, 3-45
CPP_SUBJECT element, 3-45
CPP exemptions, 3-7
CRA
Canadian Revenue Agency, 3-4
Cumulative Averaging
Bonus Annualization, 3-7
Current Employees
tax record changes, 3-13
Custom BI Publisher Templates
setting up, 4-52

D

database triggers, 5-3
data locks, 4-32
Deductions Report(CA), 4-72
define a payroll, 1-11
further payroll information, 1-5
defining a payment method, 2-8
deposit
direct deposit, 4-46
Deposit Advice process
choosing a printer style, 4-67
Deposit Advice report
running, 4-47
Direct Deposit process, 4-46
dynamic triggers
defining, 5-5
grouping into legislative functional areas, 5-7

E

earnings and deductions
taxability rules, 3-2
Earnings and Deductions
taxability rules, 3-5
Earnings type
taxibility rules, 3-14
EI_EE element, 3-46
EI_ER element, 3-47
EI_SUBJECT element, 3-47
element details workbook, 4-165
element link details workbook, 4-166
element register report
running, 4-43
elements
tax balance adjustment, 3-43
element sets
uses in payroll runs, 4-6
Employee Assignment

Tax information, 3-12
employee assignments not processed workbook, 4-168
employee assignments without payroll workbook, 4-167
Employee Page Break, 4-37
employee payment methods workbook, 4-169
Employee Tax Deductions
calculating, 3-6
Employment Insurance
reducing for a GRE, 3-20
end of period processing, 3-1
end of year, 3-58
End of Period processing
adjusting and retrying records, 3-61
Business Payrolls Survey, 4-77
Payroll Register Report
output, 4-38
Provincial Medical Report, 4-75
Provincial RL1 Report
running, 3-132
Provincial RL2 Report
running, 3-145
Quebec Health Services Fund Report, 4-74
rolling back, 3-66
Workers' Compensation Assessable Wages Report, 4-76
Year End Preprocess, 3-60
End of Period Processing
Payroll Register reporting, 4-51
post-archival reports, 3-67
Provincial Footnote Report, 3-151
Record of Employment, 4-95
RL1 Register Report, 3-130
RL1 Register reporting, 3-130
RL2 Register Report, 3-144
Statutory Deductions report, 4-71
T4A
paper and magnetic reports, 3-98
T4A Register report, 3-97
T4 Register report, 3-83
T4 Register Reporting, 3-82
End of Year processes
choosing a printer style, 3-174
end of year processing, 3-58
Federal year end amendments, 3-103
Federal year end cancellations, 3-103
provincial year end amendment, 3-153
provincial year end cancellation, 3-153
tax and wage reports, 3-1
Event Group Qualification
event group qualifier, 4-8
events (payroll)
overview, 5-1
exception reports
grouping, 4-151
overriding variance type or variance, 4-152
running, 4-152
setting up, 4-146
exchange rates, 1-3
exchange rate types
selecting for a business group, 1-6
external/manual payments
making, 4-71
External/Manual Payments, 4-32

F

FED_SUBJECT element, 3-48
FED element, 3-48
federal tax
entering information for an employee, 3-17
Federal tax
entering rules for a GRE, 3-20
Federal Year End Amendment Preprocess
for T4A Slip, 3-91, 3-92
for T4 Slip, 3-77
running, 3-105
Federal Year End Amendment PreProcess
for T4 Slip, 3-76
forms
View Tax Balance, 3-41
formula criteria
defining assignment sets, 1-8

G

Generate Run Balances
running, 4-24
geocodes, 3-37
determining jurisdictions, 3-54
run results values, 3-54
GREs
Federal tax rules, 3-20
tax information, 3-4

I

integration with payroll, 2-7

M

magnetic media
  T4, 3-84
Magnetic Media, 3-175
  Magnetic Media Process, 3-175, 3-176
Making Changes, 3-175

N

New Hires
  tax records, 3-12
nonrecurring elements
  in payroll run reversals, 4-156

O

Oracle Cash Management, 2-6
  reconciling payments, 4-47
Oracle Payroll
  answering your business requirements, 1-2
  reconciling payments with Oracle Cash Management, 4-145
organizational payment method, 2-8
organization payment methods workbook, 4-169
Overlapping RetroPay, 4-128
overview of balance updating, 3-23

P

PASTA printer driver, 3-174
Pay annualization profile option, 4-52
Paycheck Modeling, 2-7
payment methods
  deciding enterprise options, 2-4
  defining, 2-8
  for a payroll, 1-14
Payment Report
  running, 4-48
payments
  external, 4-71
  manual, 4-71
  running the Void Payments report, 4-69
Pay Period
  Tax formula based on cumulative averaging, 3-6
pay periods
  selecting, 1-12
payroll
  Consolidation Sets, 1-3
  process part, 4-6
payroll archiver level information, 4-45
payroll contact
  allocating payroll contacts for your employees, 1-15
  setting up, 1-14
payroll exception reporting
  examples, 4-143
  overview, 4-141
payroll message workbook, 4-170
payroll processes
  PrePayments, 4-49
  RetroPay, 4-103
payroll processing, 4-1
payroll process results
  viewing, retrying, rolling back, 4-39
Payroll Process Workflow, 4-9
  running, 4-20
Payroll Purge
  purge
    purging, 4-160
Payroll Register
  Request Set, 4-51
Payroll Register parameters, 4-35
  Beginning Date Paid, 4-35
  Consolidation Set, 4-36
  Employee Name, 4-36
  Employee Page Break, 4-37
  Ending Date Paid, 4-35
  Full Report, 4-36
  GRE, 4-36
  Location, 4-36
  Organization, 4-36
  Payroll, 4-35
  Reporting Dimensions, 4-36
  Sort Options, 4-37
  Suppress Current Zero Records, 4-36
Payroll Register report
  output, 4-38
  performance, 4-38
Payroll Register Report, 4-32
  running, 4-51

payroll register reporting
retrying the federal year end amendment preprocess, 3-107
retrying the Provincial Year End Amendment Preprocess, 3-157
rolling back federal year end amendment preprocess, 3-108
rolling back the Provincial Year End Amendment Preprocess, 3-158
running the federal year end amendment preprocess, 3-105
running the provincial year end amendment preprocess, 3-156
running the RL1 Amendment Electronic Interface, 3-167
running the RL1 amendment paper report, 3-165
running the RL1 amendment pdf, 3-161
running the RL1 amendment register report, 3-158
running the RL1 Cancellation Electronic Interface, 3-171
running the RL1 Cancellation PDF, 3-168
running the RL2 Amendment Electronic Interface, 3-167
running the RL2 Amendment Paper Report, 3-166
running the RL2 amendment pdf, 3-163
running the RL2 Amendment Register Report, 3-159
running the RL2 Cancellation Electronic Interface, 3-172
running the RL2 Cancellation PDF, 3-169
running the T4/T4A amendment register report, 3-108
running the T4A amendment magnetic media, 3-120
running the T4A amendment paper report, 3-123
running the T4A amendment pdf, 3-110
running the T4A cancellation magnetic media, 3-121
running the T4A cancellation pdf, 3-115
running the T4 amendment magnetic media, 3-120
running the T4 amendment paper report, 3-122
running the T4 amendment pdf, 3-110
running the T4 cancellation magnetic media, 3-121
running the T4 cancellation pdf, 3-115
Payroll Register Totals Report
running, 4-51
payroll run
post processing
QuickPay, 4-39
starting a payroll run, 4-21
Payroll Run
post processing
prepayments, 4-30
Post Processing, 4-30
Cheque Writer, 4-30
External/Manual Payments, 4-32
RetroPay, 4-30
Void Cheque, 4-30
payroll runs
restricting processing with element sets, 4-6
retrying, 4-155, 4-159
reversing, 4-156, 4-158
rolling back, 4-154, 4-159
payroll runs and processes
Deposit Advice Process, 4-47
direct deposit process, 4-46
Payment Report, 4-48
post-run processes for QuickPay, 4-39
reconciling payments, 4-47
starting a payroll run, 4-21
Payroll runs and processes
Canadian Cheque Writer (XML) process, 4-63
Canadian Cheque Writer process, 4-66
external/manual payments, 4-71
reissuing a voided cheque, 4-68
Running the Void Payments Report, 4-69
Payroll Runs and Processes
Cheque writer process, 4-30
External/Manual payments process, 4-32
Post-processing for a payroll, 4-30
pre-payments process, 4-30
RetroPay, 4-30
RetroPay by Aggregate, 4-31
RetroPay by run, 4-31
Void Cheque Payments Process, 4-30
payrolls
allocating payroll contacts, 1-15

check date, 1-12
cut off date, 1-12
defining, 1-12
deleting, 1-14
payroll contact, 1-14
payslip offset, 1-12
scheduled run date, 1-12
Payslip modeler
setting up, 2-17
Payslip Modeler, 2-7
payslips
archive process, 2-14
extracting information for, 2-14
generating, 2-13
printing, 4-41
setting up, 2-13
performing balance adjustments, 3-56
performing run balance diagnostics, 4-25
Post-Archival reports, 3-67
PPIP_EE element, 3-49
PPIP_ER element, 3-50
PPIP_SUBJECT element, 3-50
PRE
Provincial Reporting Establishments, 3-4
pre-archival reports, 3-59
PrePayments
process, 4-30
pre-payments, 4-39
PREs
provincial tax rules, 3-21
pre-tax deduction
taxibility rules, 3-16
processes
Add Assignment Actions to Year End Preprocess
running, 3-72
Adjust Run Balance Dates
running, 4-27
Canadian Cheque Writer
running, 4-63, 4-66
Canadian Payroll Archiver, 4-45
Canadian Process Payroll Run, 4-21
Cheque Writer
choosing a printer style, 4-67
Deposit Advice
choosing a printer style, 4-67
Direct Deposit, 4-46
Federal Year End Amendment Preprocess, 3-76, 3-77, 3-91, 3-92
running, 3-105
Generate Run Balances
running, 4-24
Payroll Process Workflow, 4-9
running, 4-20
Provincial Year End Amendment Preprocess
retrying, 3-157
rolling back, 3-158
running, 3-156
RetroPay, 4-103
by run, running, 4-139
RL1 PDF, 3-132
Rollback MX Payroll Processes
running, 4-160
Void Check/Cheque Payments
running, 4-67
Year End Preprocess
adding missing employees, 3-72
adjusting and retrying, 3-62, 3-65
rolling back, 3-66
running, 3-62
process parameters
maintaining, 5-9
purpose of, 5-4
process part of a payroll, 4-6
PROV_SUBJECT element, 3-52
PROV element, 3-51
Provincial Footnote Report, 3-151
running, 3-151
provincial medical
plans
taxability rules, 3-2
Provincial Medical
Plans
overview, 3-6
Provincial Medical Report
running, 4-75
Provincial Reporting Establishments, 3-4
provincial tax
entering information for an employee, 3-21
entering rules for a PRE, 3-21
Provincial Year End Amendment Preprocess
retrying, 3-157
rolling back, 3-158
running, 3-156

Purge Deletion, 4-162
Purge Preparation, 4-161
Purge Process Events
process, 4-162

Q

QPP_EE element, 3-52
QPP_ER element, 3-53
QPP_SUBJECT element, 3-54
QPP exemptions, 3-7
Quebec Health Services Fund Report
running, 4-74
QuickPay, 4-7, 4-39
concurrent manager messages, 4-7
post-run processing, 4-7
reversing, 4-158
running, 4-23
Quick RetroPay, 4-140

R

reasons for balance adjustments, 3-36
reconciliation reports, 3-59
reconciling payments, 4-47
Record of Employment, 4-82
block information, 4-82
element setup, 4-88
Record of Employment by Assignment process
running, 4-95
Record of Employment Interface Process, 4-101
Record of Employment process
running, 4-95
reducing RL-1 Slip box A balances, 3-128
reducing T4 Slip box 14 balances, 3-81
regular runs
scheduled date of, 1-12
reissuing a voided cheque, 4-68
Report
RL1 Amendment Register Report, 3-153
RL1 Cancellation Electronic Interface, 3-153
RL2 Amendment Register Report, 3-153
RL2 Cancellation Electronic Interface, 3-153
reporting employees with no gross earnings on the RL-1, 3-129
reporting employees with no gross earnings on the RL-2, 3-141
reporting employees with no gross earnings on the T4, 3-81
reporting employees with no gross earnings on the T4A, 3-95
reports
balancing, 3-59
Business Payrolls Survey
running, 4-77
Canadian Deposit Advice
running, 4-47
Cheque Listing
running, 4-69
Deductions Report(CA), 4-72
Deposit Advice
running, 4-47
Element Register, 4-43
Payment Report
running, 4-48
Payroll Cheque/Check Payment, 4-69
Payroll Message, 4-144
Payroll Register Report, 4-32
running, 4-51
Payroll Register Totals Report
running, 4-51
Post-Archival, 3-67
pre-archival, 3-59
printing using the PASTA driver, 3-174
Provincial Footnote Report, 3-151
running, 3-151
Provincial Medical Report
running, 4-75
Quebec Health Services Fund Report
running, 4-74
reconciliation, 3-59
Record of Employment, 4-82, 4-95
block information, 4-82
element setup, 4-88
Retro-Notification, 4-135
RL1 Amendment Electronic Interface
running, 3-167
RL1 Amendment Paper
running, 3-165
RL1 Amendment Paper report
choosing a printer style, 3-174
RL1 Amendment PDF
running, 3-161
RL1 Amendment Register Report CA
running, 3-158

RL1 Cancellation Electronic Interface
running, 3-171, 3-172
RL1 Cancellation PDF
running, 3-168
RL1 Electronic Interface, 3-125
running, 3-132
RL-1 Footnote, 3-125
RL1 Paper report, 3-125
choosing a printer style, 3-174
running, 3-132
RL1 Register, 3-67, 3-130, 3-130
layout, 3-130
RL-1 Slip, 3-2
RL2 Amendment Electronic Interface
running, 3-167
RL2 Amendment Paper Report
running, 3-166
RL2 Amendment PDF
running, 3-163
RL2 Cancellation PDF
running, 3-169
RL2 Electronic Interface, 3-138
running, 3-145
RL-2 Footnote, 3-138
RL2 Paper report, 3-138
choosing a printer style, 3-174
running, 3-145
RL2 Register, 3-67, 3-144
layout, 3-143
RL2 Register report
sort options, 3-143
RL-2 Slip, 3-2
Run Balance Architecture Diagnostic
running, 4-25
Statutory Deduction, 4-71
T4A Amendment Magnetic Media
running, 3-120
T4A Amendment Paper Report
choosing a printer style, 3-174
running, 3-123
T4A Amendment PDF
running, 3-110
T4A Amendment Register Report CA
running, 3-108
T4A Cancellation Magnetic Media
running, 3-121
T4A Cancellation PDF
running, 3-115
T4A Magnetic Report
running, 3-98
T4 Amendment Magnetic Media
running, 3-120
T4 Amendment Paper Report
choosing a printer style, 3-174
running, 3-122
T4 Amendment PDF
running, 3-110
T4 Amendment Register Report CA
running, 3-108
T4A Paper Report
choosing a printer style, 3-174
running, 3-98
T4A Register, 3-67, 3-96
running, 3-97
T4A Slip, 3-2
T4 Cancellation Magnetic Media
running, 3-121
T4 Cancellation PDF
running, 3-115
T4 Magnetic Media, 3-75
running, 3-84
T4 Paper Report, 3-75
choosing a printer style, 3-174
running, 3-84
T4 PDF Paper, 3-75
running, 3-84
T4 Register, 3-67, 3-82, 3-83
layout, 3-82
T4 Slip, 3-2
tax and wage, 3-1
Void Payments
running, 4-69
Workers' Compensation Assessable Wages Report
running, 4-76
Year End Archive Missing Assignments, 3-67
Year End Archive Missing Assignments Report CA
running, 3-72
Year End Archive Missing Assignments Report US
running, 3-72
Year End Exception, 3-69
running, 3-73

request sets
RL2 Amendment Register Report
running, 3-159
retries
automatic retries, 4-155
marking assignment groups for retry, 4-157
marking individual assignments for retry, 4-157
marking large and small processes for retry, 4-157
overview, 4-155
payroll runs and other processes, 4-159
post-run processing rule, 4-155
Retro-Notification
overview of setup process, 4-114
reporting, 4-135
running, 4-135
setting up, 4-117
RetroPay, 4-30, 4-128
Aggregate, 4-31
by Aggregate, running, 4-139
by Aggregate, setting up, 4-119
by element, 4-119
by Element, setting up, 4-119
by run, 4-31, 4-139
by Run, setting up, 4-119
overtime special feature, setting up, 4-121
overview of setup process, 4-114
sequence of activities, 4-129
setting up, 4-119
status and history, 4-132
summary of RetroPay versions in Oracle HRMS, 4-106
troubleshooting, 4-110
viewing status, 4-132
Retry
Retrying, 3-176
reversals, 4-156
batch reversals, 4-158
payroll runs, 4-158
QuickPay runs, 4-158
reversing federal taxes, 3-56
RL1
RL1 Register report
layout, 3-130
sort options, 3-130
RL-1, 3-125
box information, 3-127
reducing box A balances, 3-128
reporting employees with no gross earnings, 3-129
RL1 Register report, 3-130
RL1 Register Report, 3-130
RL1 Amendment Electronic Interface
running, 3-167
RL1 Amendment Paper report
choosing a printer style, 3-174
running, 3-165
RL1 Amendment PDF
running, 3-161
RL1 Amendment Register Report CA
running, 3-158
RL1 Cancellation Electronic Interface
running, 3-171
RL1 Cancellation PDF
running, 3-168
RL1 Electronic Interface, 3-125
running, 3-132
RL-1 Footnote report, 3-125
RL1 Paper Report, 3-125
choosing a printer style, 3-174
running, 3-132
RL1 PDF process, 3-132
RL1 Register report, 3-67, 3-130
sort options, 3-130
RL1 Slip
RL1 Register report
layout, 3-130
RL-1 Slip, 3-2, 3-125
box information, 3-127
reducing box A balances, 3-128
reporting employees with no gross earnings, 3-129
RL1 Register report, 3-130
RL1 Register Report, 3-130
RL1 Slip Register report, 3-67
RL2
RL2 Register report
layout, 3-143
RL-2, 3-138
box information, 3-140
Register report, 3-143
reporting employees with no gross earnings, 3-141

RL2 Register Report, 3-144
RL2 Amendment Electronic Interface
running, 3-167
RL2 Amendment Paper Report
running, 3-166
RL2 Amendment PDF
running, 3-163
RL2 Amendment Register Report
running, 3-159
RL2 Cancellation Electronic Interface
running, 3-172
RL2 Cancellation PDF
running, 3-169
RL2 Electronic Interface, 3-138
running, 3-145
RL-2 Footnote report, 3-138
RL2 Paper Report, 3-138
choosing a printer style, 3-174
running, 3-145
RL2 Register report, 3-67, 3-143
sort options, 3-143
RL2 Slip
RL2 Register report
layout, 3-143
RL-2 Slip, 3-2, 3-138
box information, 3-140
Register report, 3-143
reporting employees with no gross earnings, 3-141
RL2 Register Report, 3-144
RL2 Slip Register report, 3-67
ROE, 4-82
block information, 4-82
ROE – Magnetic Media Process
setting up, 4-93
ROE-Magnetic Media Process, 4-99
Rollback MX Payroll Processes
running, 4-160
rollbacks, 4-159
individual assignments, 4-160
large numbers of assignments, 4-160
small groups of assignments, 4-159
uses of, 4-154
Rolling Back, 3-175
rolling back the Year End Preprocess, 3-66
rules
Workers' Compensation, 3-5
Rules
Provincial Medical Plans, 3-6
Run Balance Architecture Diagnostic report
running, 4-25
run balances
adjust, 4-27
diagnostics, 4-25
generate
remove invalid run balances, 4-24
Running the Pay Advice Alignment Report, 2-15
Running the Pay Advice Report, 2-16
Running the Payments Summary Report, 2-16
running the Payroll Process Workflow, 4-20
Running the Record of Employment for Employees or Assignment Set, 4-95
running the Year End Preprocess, 3-62
run results
geocodes, 3-54

S

setting allocation of earnings for ROE, 4-88
setting up earnings for Record of Employment, 4-88
setting up elements for the ROE, 4-88
setting up printer styles, 4-67
End of Year processes, 3-174
setting up the tax balance adjustment elements, 3-43
SOE
viewing, 2-11
pay advice, 2-11
sort options
Payroll Register, 4-37
example, 4-37
RL1 Register report, 3-130
RL2 Register report
sort options, 3-143
RL2 Register Report, 3-143, 3-143
T4A Register report, 3-96
T4 Register report, 3-82
specifying further payroll information, 1-5
statement of earnings
viewing, 2-11
pay advice, 2-11
Statutory Deduction report, 4-71
statutory information

entering, 1-13
supplemental rarnings
taxability rules, 3-14

T

T4, 3-75
amending, 3-76
amendment
running, 3-110, 3-120, 3-122
amendments, 3-103
box information, 3-78
cancellation
running, 3-115, 3-121
cancellations, 3-103
cancelling, 3-77
reducing box 14 balances, 3-81
reporting employees with no gross earnings, 3-81
T4 Register report, 3-82, 3-83
layout, 3-82
sort options, 3-82
viewing, 3-83
T4A, 3-90
amending, 3-91
amendment
running, 3-110, 3-120, 3-123
amendments, 3-103
box information, 3-93
cancellation
running, 3-115, 3-121
cancellations, 3-103
cancelling, 3-92
reporting employees with no gross earnings, 3-95
T4A Register report, 3-96
running, 3-97
sort options, 3-96
T4A Register report layout, 3-96
T4A Amendment Magnetic Media
running, 3-120
T4A Amendment Paper Report
choosing a printer style, 3-174
running, 3-123
T4A Amendment PDF
running, 3-110
T4A Amendment Register Report CA
running, 3-108
T4A Cancellation Magnetic Media
running, 3-121
T4A Cancellation PDF
running, 3-115
T4A Magnetic Media
cancellations, 3-103
T4A Magnetic Report
running, 3-98
T4 Amendment Magnetic Media
running, 3-120
T4 Amendment Paper Report
running, 3-122
T4 Amendment PDF
running, 3-110
T4 Amendment Register Report CA
running, 3-108
T4A Paper Report
choosing a printer style, 3-174
running, 3-98
T4A Register report, 3-67, 3-96
layout, 3-96
running, 3-97
sort options, 3-96
T4A slip
amendments, 3-103
cancellations, 3-103
T4A Slip, 3-2, 3-90
amending, 3-91
amendment
running, 3-110, 3-120, 3-123
box information, 3-93
cancellation
running, 3-115, 3-121
cancelling, 3-92
reporting employees with no gross earnings, 3-95
T4A Register report, 3-96
running, 3-97
sort options, 3-96
T4A Register report layout, 3-96
T4A Slip Register report, 3-67
T4 Cancellation Magnetic Media
running, 3-121
T4 Cancellation PDF
running, 3-115
T4 Magnetic Media

cancellations, 3-103
T4 Magnetic Media report, 3-75
running, 3-84
T4 Paper Report, 3-75
choosing a printer style, 3-174
running, 3-84
T4 PDF Paper report, 3-75
running, 3-84
T4 Register report, 3-67, 3-82
T4 slip
amendments, 3-103
cancellations, 3-103
T4 Slip, 3-2, 3-75
amending, 3-76
amendment
running, 3-110, 3-120, 3-122
box information, 3-78
cancellation
running, 3-115, 3-121
cancelling, 3-77
reducing box 14 balances, 3-81
reporting employees with no gross earnings, 3-81
T4 Register report, 3-82, 3-83
layout, 3-82
sort options, 3-82
viewing, 3-83
T4 Slip Register report, 3-67
table event updates, 5-8
taxability rules
earnings and deductions, 3-2
provencial medical plans, 3-2
vacation pay wages, 3-2
Workers' Compensation, 3-2
Taxability Rules
Earnings and Deductions categories, 3-5
taxable benefit
taxability rules, 3-15
tax and wage reports, 3-1
RL-1 Slip, 3-2
RL-2 Slip, 3-2
rules, 3-3
T4A Slip, 3-2
T4 Slip, 3-2
tax balance adjustments, 3-23
geocodes, 3-37
performing, 3-56, 3-56
reasons, 3-36
setting up elements, 3-43
Tax Balances form, 3-41
year end balances, 3-24
tax balances, 3-8
adjusting, 3-56
viewing, 3-55
Tax Balances form, 3-41
Tax calculation process
overview, 3-7
tax data for employees, 3-4
taxes
overview, 3-1
taxes and social insurance
changing taxability rules for an earnings type, 3-14
Cheque Writer and Deposit Advice, 4-67
federal tax information, 3-17
Federal tax rules for a GRE, 3-20
geocodes, 3-54
pre-tax deduction, 3-16
Provincial Reporting Establishments, 3-4
provincial tax information, 3-21
provincial tax rules for a PRE, 3-21
Setting up printer styles, 4-67
taxable benefit, 3-15
tax balances, 3-8
tax data for employees, 3-4
tax information for GREs, 3-4
viewing tax balances, 3-55
Workers' Compensation, 3-5
configuring WCB accounts, 3-17
Taxes and social insurance
tax calculation process, 3-7
Taxes and Social Insurance
Assignment Location rules, 3-13
Calculation Provision and Maintenance, 3-7
Earnings and Deductions categories, 3-5
Rules for Provincial Medical Plans, 3-6
Tax information for an employee assignment, 3-12
Tax record changes for current employees, 3-13
Tax records for new hires, 3-12
Tax Withholding Methods, 3-6
Year end reporting, 3-20
tax information, 3-1

GREs, 3-4
Tax Information
Employee Assignment, 3-12
Tax Records
Changes for Current Employees, 3-13
New Hires, 3-12
Tax Withholding Methods, 3-6
TD1, 3-4
Template Groups, 4-52
TP1015.3-V, 3-4
troubleshooting RetroPay, 4-110

U

Upgrade Action Contexts Process, 4-161
Using custom template groups, 4-52

V

vacation pay wages
taxability rules, 3-2
viewing non-tax deductions, 4-72
viewing tax balances, 3-55
viewing tax deductions, 4-71
View Tax Balance form, 3-41
Void Check/Cheque Payments process
running, 4-67
Void Cheque
Payments Process, 4-30
reissuing, 4-68
Void Payments report
running, 4-69

W

WCB Accounts, 3-5
configuring accounts, 3-17
window
Submit Requests, 4-21
Void Payments Report, 4-69
View Tax Balance, 3-55
Window
Balances, 3-20
Federal Tax Information, 3-12
Provincial Tax Information, 3-12
Submit Requests, 3-144
View Requests, 3-144
windows
Adjust Balance, 1-15
Assignment, 4-71
Assignment Set, 1-4
Consolidation Sets, 1-7, 1-8
Exception Report, 4-151
Exchange Rates, 1-3
External/Manual Payments, 4-71
Organization, 3-20
Organizational Payment Method, 2-4, 2-8
Payroll, 1-12, 1-14
Period Dates, 1-13
QuickPay, 4-23, 4-39, 4-71
RetroPay Set, 4-121
RetroPay Status, 4-132
Statement of Earnings, 2-11
Submit Requests, 3-62, 3-66, 3-83, 3-97, 3-98, 3-130, 4-48, 4-51, 4-74, 4-75, 4-76
Table Event Updates, 5-8
Table Values, 1-6
Taxability Rules, 3-14, 3-15, 3-16
Update Payroll Run, 1-7
Valid Payment Methods, 1-14
View Requests, 3-83, 3-97, 3-131
workbooks
costing detail, 4-164
costing summary, 4-165
element details, 4-165
element link details, 4-166
employee assignments not processed, 4-168
employee assignments without payroll, 4-167
employee payment methods, 4-169
organization payment methods, 4-169
payroll message, 4-170
Workers' Compensation
configuring WCB accounts, 3-17
overview, 3-5
taxability rules, 3-2
Workers' Compensation Assessable Wages Report
running, 4-76
Workers' Compensation Board, 3-5
configuring WCB accounts, 3-17

Y

Year End
preprocess, 3-60

adding missing employees, 3-72
adjusting and retrying, 3-62, 3-65
rolling back, 3-66
running, 3-62
Reporting
Balance Feeds, 3-20
Year End Archive Missing Assignments report, 3-67
Year End Archive Missing Assignments Report CA
running, 3-72
Year End Archive Missing Assignments Report US
running, 3-72
year end balances, 3-24
Year End Exception report, 3-69
running, 3-73
Year End Preprocess
adding missing employees, 3-72
adjusting and retrying, 3-62, 3-65
rolling back, 3-66
running, 3-62