Oracle® Human Resources Management Systems

Payroll Processing Management Guide (US)

Release 12.1

Part No. E13541-09

May 2015

ORACLE

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

Part No. E13541-09

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Primary Author: Gowri Arur

Contributing Author: Justine Fitzsimmons, Jatin Goswami

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HRMS Glossary

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Part No. E13541-09

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- Did you find any errors in the information?
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Preface

Intended Audience

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

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

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

  If you have never used Oracle HRMS, Oracle suggests you attend one or more of the Oracle HRMS training classes available through Oracle University
- Oracle Self-Service Web Applications.
- 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 xviii for more Oracle E-Business Suite product information.

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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, *Oracle HRMS Payroll Processing Management Guide*
- Assignment sets, page 1-5
- Element sets and distribution sets, *Oracle HRMS Compensation and Benefits Management Guide*

Reporting on Payrolls

See Reports and Processes in Oracle HRMS, *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 further processing. This enables you to process the results from more than one payroll in a single action. You need only produce one tape per payment method for several payrolls, one set of reports and one set of costing for the whole set.

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

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

Changes to a Consolidation Set

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

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

See Assignment Sets, page 1-5

Period Types and Calendars

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

Period types and pay frequency table:

Payroll Period Types	Periods per Year
Semi-Year	2
Quarter	4
Bi-Month	6
Calendar Month	12
Lunar Month	13
Semi-Month (not available for UK users)	24
Bi-Week	26
Ten-Day	36
Week	52

Note: For Swedish users: Only Bi-Month, Calendar Month, Bi-Week, and Week payroll period types are available.

For Spanish users: Only Calendar Month payroll period is available.

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 1-7

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 1-12

Further Payroll Information Window

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

See: Defining a Payroll, page 1-12

You can specify the following general payroll criteria:

- 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, for example, when an employee enters an exception on the Online Tax form.

- Hours Calculation Type: Select the method of calculating hours per pay period for an hours x rate calculation. Select Annualization for an hourly rate that fluctuates based on the number of hours in a pay period. Select Standard for an hourly rate that remains constant by dividing the weekly salary by the number of scheduled hours in the work week.

- Pre-notification Allowed: Select Yes or No. If you select No (pre-note is not required) the NACHA payment method is paid in the first payroll run or QuickPay after it is created.

- Tax Multiple Payments as One: If multiple regular payments are made to employees in a single pay period, determine how the payments should be taxed. Select Yes if you want the taxation on the second payment to be based on the period to date taxable wages instead of the taxable wages of the current payment. Select No to calculate FIT and SIT based on the current payment amount. See the white paper: *U.S. Period To Date Aggregate Taxation and Multiple Assignment Payments*.

- TIAA CREF Mode of Payment Code

  See: Setting Up the TIAA CREF OPS Layout, page 4-37

- 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.

  See: Business Groups: Selecting a Termination Rule for Seeded Earnings, *Oracle HRMS Enterprise and Workforce Management Guide*

- PPG and Billing Code

- Iterative Method: Select Interpolation or Binary as the method of iterating the calculations for pre-tax deductions.

- Pretax Arrears FIT Adj To Within: Set the required precision for the iterative

calculation of pre-tax deductions. The calculation iterates to find the highest possible deduction it can take leaving sufficient to pay all tax, garnishments, and positive or zero net pay. This field defaults to $1, which means that the calculation stops iterating when net pay plus tax arrears is less than or equal to $1.

- Time Definition: Select a time definition, which is also referred to as an overtime period. The time definition specifies the starting date and length of the overtime period used in the calculation of FLSA. You can override the overtime period at the employee assignment level by entering the FLSA Time Definition element on the employee Element Entry window and selecting the appropriate overtime period.

- Premium Calculation Rule: Select Blended Rate or Higher of Blended or Normal Rate. You use the premium calculation rule to specify how the application calculates the premium portion of overtime. The premium portion of overtime is paid at a differential pay rate, with the differential rate being 50% or more depending on the business requirement.

- Use Information Hours From: Select Current Pay Period or Previous Pay Period. The Use Information Hours From field specifies the payroll period the payroll calculation uses to determine the amount of information hours for an employee. The application uses this field in the percentage tax calculation for a multi-jurisdiction enabled employee.

- Threshold Basis: Select from Calendar Year or Rolling 12 Months. The Threshold Basis field specifies when the system resets the hours threshold for the state and local taxing jurisdictions. The application uses this field in the percentage tax calculation for a multi-jurisdiction enabled employee.

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.

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

14. Click in the Further Payroll Information field to specify additional information for your payroll.

    See: Further Payroll Information Window, page 1-6

15. Save your work.

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 1-16

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.

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

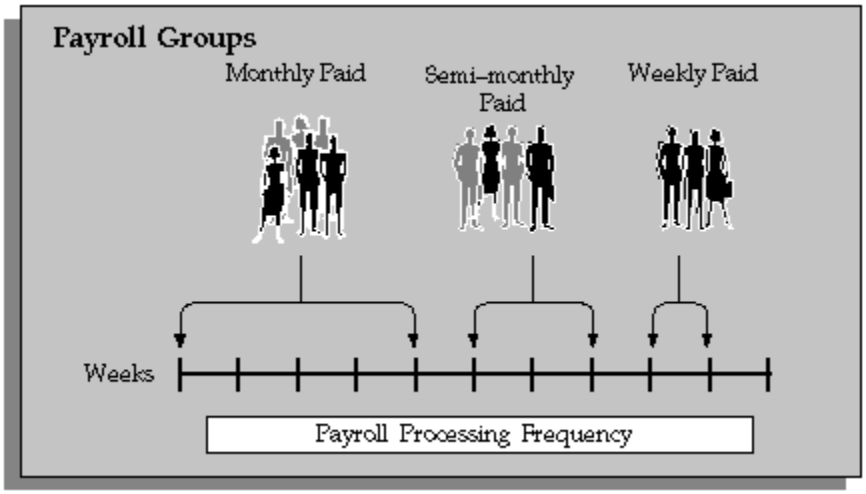
Can you verify that payments have been made?

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 2-21

2. Link your organizational payment methods to a payroll.

   See: Defining a Payroll, page 1-12

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 2-31

Payslip Region Information

Oracle Payroll provides to ability to customize the content of your employee payslips to suit your business needs. Before making any changes, however, you should review the delivered information to best determine what changes you require.

The following tables list the Action Information Categories used on the payslip, including the descriptive flex context code, the end user column name, and the application column name.

AC Deductions (AC DEDUCTIONS)

Name	Columns
Element Classification	ACTION_INFORMATION1
Element Type Id	ACTION_INFORMATION2
Primary Balance	ACTION_INFORMATION6

Name	Columns
Processing Priority	ACTION_INFORMATION7
Current Amount	ACTION_INFORMATION8
YTD Amount	ACTION_INFORMATION9
Reporting Name	ACTION_INFORMATION10

AC Earnings (AC EARNINGS)

Name	Columns
Element Classification	ACTION_INFORMATION1
Element Type Id	ACTION_INFORMATION2
Primary Balance	ACTION_INFORMATION6
Processing Priority	ACTION_INFORMATION7
Current Amount	ACTION_INFORMATION8
YTD Amount	ACTION_INFORMATION9
Reporting Name	ACTION_INFORMATION10
Current Hours	ACTION_INFORMATION11
YTD Hours	ACTION_INFORMATION12
Rate	ACTION_INFORMATION13

Current Summary Details (AC SUMMARY CURRENT)

Name	Columns
Earnings	ACTION_INFORMATION4
Supplemental Earnings	ACTION_INFORMATION5
Imputed Earnings	ACTION_INFORMATION6
Pre-Tax Deductions	ACTION_INFORMATION7
Involuntary Deductions	ACTION_INFORMATION8
Voluntary Deductions	ACTION_INFORMATION9
Taxes	ACTION_INFORMATION10
Taxable Benefits	ACTION_INFORMATION11
Alien/Expat Earnings	ACTION_INFORMATION12
Non Payroll Payments	ACTION_INFORMATION13
Label	ACTION_INFORMATION14

YTD Summary Details (AC SUMMARY YTD)

Name	Columns
Earnings	ACTION_INFORMATION4
Supplemental Earnings	ACTION_INFORMATION5
Imputed Earnings	ACTION_INFORMATION6
Pre-Tax Deductions	ACTION_INFORMATION7
Involuntary Deductions	ACTION_INFORMATION8

Name	Columns
Voluntary Deductions	ACTION_INFORMATION9
Taxes	ACTION_INFORMATION10
Taxable Benefits	ACTION_INFORMATION11
Alien/Expat Earnings	ACTION_INFORMATION12
Non Payroll Payments	ACTION_INFORMATION13
Label	ACTION_INFORMATION14

Employee Accruals (EMPLOYEE ACCRUALS)

Name	Columns
Accrual Type (such as Sick, Vacation)	ACTION_INFORMATION4
Current Amount	ACTION_INFORMATION5
Total Balance	ACTION_INFORMATION6

Employee Details (EMPLOYEE DETAILS)

Name	Column
Employee full name	ACTION_INFORMATION1
Organization Id	ACTION_INFORMATION2
National Identifier	ACTION_INFORMATION4
Pay Basis	ACTION_INFORMATION5
Frequency	ACTION_INFORMATION6

Name	Column
Grade	ACTION_INFORMATION7
Bargaining Unit	ACTION_INFORMATION8
Collective Agreement	ACTION_INFORMATION9
Employee Number	ACTION_INFORMATION10
Employee Start Date	ACTION_INFORMATION11
Original Hire Date	ACTION_INFORMATION12
Adjusted Service Date	ACTION_INFORMATION13
Assignment Number	ACTION_INFORMATION14
Organization	ACTION_INFORMATION15
Time Period ID	ACTION_INFORMATION16
Job	ACTION_INFORMATION17
GRE	ACTION_INFORMATION18
Position	ACTION_INFORMATION19
Contract	ACTION_INFORMATION20
Working Hours Start	ACTION_INFORMATION21
Working Hours End	ACTION_INFORMATION22
Pay Calculation Method	ACTION_INFORMATION23
Shift	ACTION_INFORMATION24
Employer Phone Number	ACTION_INFORMATION25
Hourly Salaried Code	ACTION_INFORMATION26

Name	Column
Agreement Grade	ACTION_INFORMATION27
Proposed Salary	ACTION_INFORMATION28
Pay Annualization Factor	ACTION_INFORMATION29
Location Code	ACTION_INFORMATION30

Employee Other Information (EMPLOYEE OTHER INFORMATION)

Name	Column
Organization ID/Business Group (Organization or Business Group level at which the information is specified)	ACTION_INFORMATION1
Info Type (Message, Balance, or Element)	ACTION_INFORMATION2
Name	ACTION_INFORMATION4
Value Type	ACTION_INFORMATION5
Value	ACTION_INFORMATION6
Element Type ID	ACTION_INFORMATION7
Input Value ID	ACTION_INFORMATION8
Balance Type ID	ACTION_INFORMATION9
Dimension	ACTION_INFORMATION10

Employee and Employer Address Details (ADDRESS DETAILS)

Name	Column
Organization ID/Person ID (Organization or Person, depending on whether the Address Type is "Employee Address" or "Employer Address")	ACTION_INFORMATION1
Address Line 1	ACTION_INFORMATION5
Address Line 2	ACTION_INFORMATION6
Address Line 3	ACTION_INFORMATION7
Town or City	ACTION_INFORMATION8
Region 1	ACTION_INFORMATION9
Region 2	ACTION_INFORMATION10
Region 3	ACTION_INFORMATION11
Postal Code	ACTION_INFORMATION12
Country	ACTION_INFORMATION13
Address Type (Employee or Employer)	ACTION_INFORMATION14
Localization Specific1	ACTION_INFORMATION26
Localization Specific2	ACTION_INFORMATION27
Localization Specific3	ACTION_INFORMATION28
Localization Specific4	ACTION_INFORMATION29

Employee Net Pay Distribution (EMPLOYEE NET PAY DISTRIBUTION)

Name	Column
Organization Payment Method ID	ACTION_INFORMATION1
Personal Payment Method ID	ACTION_INFORMATION2
Check/Deposit Number	ACTION_INFORMATION4
Segment1	ACTION_INFORMATION5
Segment2	ACTION_INFORMATION6
Segment3	ACTION_INFORMATION7
Segment4	ACTION_INFORMATION8
Segment5	ACTION_INFORMATION9
Segment6	ACTION_INFORMATION10
Segment7	ACTION_INFORMATION11
Segment8	ACTION_INFORMATION12
Segment9	ACTION_INFORMATION13
Segment10	ACTION_INFORMATION14
Prepayment ID	ACTION_INFORMATION15
Value	ACTION_INFORMATION16
Prepayment Assignment Action	ACTION_INFORMATION17
Org Payment Method Name	ACTION_INFORMATION18

Employee Hours by Rate (EMPLOYEE HOURS BY RATE)

Name	Columns
Element type ID	ACTION_INFORMATION1
Element Name	ACTION_INFORMATION4
Rate	ACTION_INFORMATION5
Hours	ACTION_INFORMATION6
Processing Priority	ACTION_INFORMATION7
Multiple	ACTION_INFORMATION8

City Balances (US CITY)

Name	Columns
City Withheld	ACTION_INFORMATION1
City Subj Whable	ACTION_INFORMATION2
City Subj NWhable	ACTION_INFORMATION3
City Pre Tax Redns	ACTION_INFORMATION4
Head Tax Liabiity	ACTION_INFORMATION5
Head Tax Withheld	ACTION_INFORMATION6
City Gross	ACTION_INFORMATION7
Resident/Non-Resident Flag	ACTION_INFORMATION30

County Balances (US COUNTY)

Name	Columns
County Withheld	ACTION_INFORMATION1
County Subj Whable	ACTION_INFORMATION2
County Subj NWhable	ACTION_INFORMATION3
County Pre Tax Redns	ACTION_INFORMATION4
Head Tax Liabiity	ACTION_INFORMATION5
Head Tax Withheld	ACTION_INFORMATION6
County Gross	ACTION_INFORMATION7
Resident/Non-Resident Flag	ACTION_INFORMATION30

Federal Balances (US FEDERAL)

Name	Columns
FIT Withheld	ACTION_INFORMATION1
Regular Earnings	ACTION_INFORMATION2
Supplemental Earnings for FIT	ACTION_INFORMATION3
Supp Earnings for NWFIT	ACTION_INFORMATION4
Pre Tax Deductions	ACTION_INFORMATION5
Pre Tax Deductions for FIT	ACTION_INFORMATION6
SS EE Taxable	ACTION_INFORMATION7
SS EE Withheld	ACTION_INFORMATION8

Name	Columns
SS ER Liability	ACTION_INFORMATION9
SS ER Taxable	ACTION_INFORMATION10
Supplemental Earnings for SS	ACTION_INFORMATION1
Pre Tax Deductions for SS	ACTION_INFORMATION11
Medicare EE Taxable	ACTION_INFORMATION12
Medicare EE Withheld	ACTION_INFORMATION13
Medicare ER Liability	ACTION_INFORMATION14
Medicare ER Taxable	ACTION_INFORMATION15
Supp Earnings for MedicarPre Tax Deduct for Medicaree	ACTION_INFORMATION16
Sup Earnings for FUTA	ACTION_INFORMATION17
Pre Tax Deduct for Medicare	ACTION_INFORMATION18
Supp Earnings for FUTA	ACTION_INFORMATION19
Pre Tax Deductions for FUTA	ACTION_INFORMATION20
FUTA Taxable	ACTION_INFORMATION21
FUTA Liability	ACTION_INFORMATION22
Gross Earnings	ACTION_INFORMATION23
Pre Tax Deductions for EIC	ACTION_INFORMATION24
Supplemental Earnings for EIC	ACTION_INFORMATION25
EIC Advance	ACTION_INFORMATION26

School District Balances (US SCHOOL DISTRICT)

Name	Columns
School Withheld	ACTION_INFORMATION1
School Subj Whable	ACTION_INFORMATION2
School Subj NWhalble	ACTION_INFORMATION3
School Pre Tax Redns	ACTION_INFORMATION4
School Gross	ACTION_INFORMATION5
Resident Jurisdiction	ACTION_INFORMATION30

State Balances (US STATE)

Name	Columns
SIT Withheld	ACTION_INFORMATION1
SIT Subj Whable	ACTION_INFORMATION2
SIT Subj NWhable	ACTION_INFORMATION3
SIT Pre Tax Redns	ACTION_INFORMATION4
SDI EE Withheld	ACTION_INFORMATION5
SDI EE Taxable	ACTION_INFORMATION6
SDI EE Subj Whable	ACTION_INFORMATION7
SDI EE Pre Tax Redns	ACTION_INFORMATION8
SDI ER Liability	ACTION_INFORMATION9
SDI ER Taxable	ACTION_INFORMATION10

Name	Columns
SDI ER Subj Whable	ACTION_INFORMATION11
SDI ER PRe Tax Redns	ACTION_INFORMATION12
SUI EE Whithheld	ACTION_INFORMATION13
SUI EE Taxable	ACTION_INFORMATION14
SUI EE Subj Whable	ACTION_INFORMATION15
SUI EE Pre Tax Redns	ACTION_INFORMATION16
SIT Gross	ACTION_INFORMATION17
SUI ER Taxable	ACTION_INFORMATION18
SUI ER Subj Whable	ACTION_INFORMATION19
SUI ER Pre Tax Redns	ACTION_INFORMATION20
SUI ER Liability	ACTION_INFORMATION21
Workers Comp Withheld	ACTION_INFORMATION22
Workers Comp2 Withheld	ACTION_INFORMATION23
Workers Compensation2 ER	ACTION_INFORMATION24
Workers Compensation3 ER	ACTION_INFORMATION25
SDI EE Gross	ACTION_INFORMATION26
SDI ER Gross	ACTION_INFORMATION27
SUI EE Gross	ACTION_INFORMATION28
SUI ER Gross	ACTION_INFORMATION29
STEIC Advance	ACTION_INFORMATION30

Tax Withholding Information (W4 Records) (US WITHHOLDINGS)MENTS)

Name	Columns
Tax Type	ACTION_INFORMATION4
Status	ACTION_INFORMATION5
Exemptions	ACTION_INFORMATION6
Additional Amount	ACTION_INFORMATION7
Override Amount	ACTION_INFORMATION8
Override Percentage	ACTION_INFORMATION9

Employee Third Party Payments (EMPLOYEE THIRD PARTY PAYMENTS)

Name	Columns
Org Payment Method ID	ACTION_INFORMATION1
Personal Payment Method ID	ACTION_INFORMATION2
Check/Deposit Number	ACTION_INFORMATION4
Pre Payment ID	ACTION_INFORMATION15
Value	ACTION_INFORMATION16
Prepayment Assignment Action	ACTION_INFORMATION17
Org Payment Method Name	ACTION_INFORMATION18
Segment1	ACTION_INFORMATION5
Segment2	ACTION_INFORMATION6
Segment3	ACTION_INFORMATION7

Name	Columns
Segment4	ACTION_INFORMATION8
Segment5	ACTION_INFORMATION9
Segment6	ACTION_INFORMATION10
Segment7	ACTION_INFORMATION11
Segment8	ACTION_INFORMATION12
Segment9	ACTION_INFORMATION13
Segment10	ACTION_INFORMATION14

See: Setting Up Payslip Information and Generating Payslips, page 2-26

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.

5. **US and Canada only**: Oracle Payroll provides the flexibility to choose the way annual salary is calculated and reported on the Online Payslip (both HTML and PDF). This flexibility is available through the HR: Base Annual Salary Display on Standard Work Conditions profile option. See:Defining the Profile Option for Pay Annualization, page 4-56

6. **US and Canada only**: Oracle Payroll provides the flexibility to choose the way annual salary is calculated and reported on the Online Payslip (both HTML and PDF). This flexibility is available through the HR: Base Annual Salary Display on Standard Work Conditions profile option. See: Defining the Profile Option for Pay Annualization, page 4-56

Generating the Payslip

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

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

   See: Extracting Information to Appear on the Payslip, page 2-28

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

9. 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 4-52

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).

   Ireland: Select the IE Legislative Reports Generator. See: Running the Legislative Reports Generator, *Oracle HRMS for Ireland Supplement*

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

   South Africa: See: Pay Advice Generation - Self Service (South Africa), *Oracle HRMS for South Africa Supplement*

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

US: See: Managing the Payroll Archive, page 4-30

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, *Oracle HRMS Payroll Processing Management Guide*

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

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

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

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

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

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

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

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

What are the Taxability Rules for Earnings and Deductions Categories?

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

What are the Taxability Rules for Workers Compensation?

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

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

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

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

Code	Record Name	Purpose
A	Transmitter Record	Identifies a GRE serving as a transmitter of wage listing files to a state.

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

States that have not adopted the ICESA format for wage listings use the EFW2 (formerly MMREF) format or a variant of this format. Some of these states do not explicitly require the Transmitter (A) and Authorization (B) Records but do require some of the information appearing on these records.

> **Important:** The State Quarterly Wage Listing (Enhanced) and State Monthly Wage Listing processes are used to generate the magnetic output files needed for submitting state unemployment reports to the applicable state agencies as per each state's requirements. The State Periodic Wage Listing (Enhanced) process replaces these two processes for generating the state specific Quarterly or Monthly Wage Listing magnetic output files. See: Running the State Periodic Wage Listing (Enhanced) Process, page 3-254

What Tax Information Must I Maintain for my Organization?

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

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

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

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

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

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

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

How do I Calculate my Unemployment Tax Liability?

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

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

Using Form 940, you can also pay your fourth quarter liability if the liability is less than $500.

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

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

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

See Reporting Quarterly Federal Tax Returns, page 3-282

What are Experience Rates?

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

experience rate.

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

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

At year's end, employers who make distributions of retirement income from qualified plans are required to report those distributions and any amount withheld for FIT/SIT/LIT on form 1099-R. Employers with more than 249 retirees are required to file Forms 1099-R on magnetic media, unless a waiver has been granted. Beginning in tax year 2006, the IRS will no longer accept 3 1/2 inch diskettes for filing information returns.

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

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

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

WC Insurance Carriers and Monopolistic or Competitive States

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

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

How are Workers Compensation Premiums Calculated in Oracle HRMS?

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

Employers are assigned classification codes based on the nature of the business. A dollar value is then assigned to the code and a calculation method is used to determine

the employer's and employee's worker's compensation premium.

Calculation Methods

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

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

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

You must maintain information on:

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

How are Workers Compensation Insurance Rates Calculated?

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

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

Example Jobs and WC Codes for a State

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

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

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

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

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

How do Surcharges and Rebates Affect my Companies Insurance Rate?

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

Employer's Liability Rate	An Employer's Liability Rate, applied before the Experience Modification Rate, which adds a percentage to the premium total. The system multiplies the premium total by the percentage to obtain the new total. **Example**: For an Employer's Liability Rate of 4%, the system multiplies the total by 1.04.
Premium Discount Rate	A Premium Discount Rate, applied after the Experience Modification Rate and certain surcharges that may be present. This modifier always reduces the premium total. The system multiplies the premium total by the Premium Discount Rate to determine the discount amount, and then subtracts this amount from the premium total.
Surcharges	In addition to the modifiers mentioned above, some states apply surcharges, which can be either additional charges or rebates, to the WC premium calculation. One or two surcharges may be applied after the Experience Modification Rate but before the Premium Discount Rate. Another surcharge may be applied after the Premium Discount Rate. Some surcharges are added into the running total of the premium, while others are held separately and applied to the premium calculation at the end.
Unique State Provisions	In addition to the commonly occurring modifiers and surcharges, a state may use special modifiers, surcharges or rules not found elsewhere.

How is Overtime Pay Affected by Workers Compensation?

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

Can I Change a Workers Compensation Code for an Employee?

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

What Tax and Wage Reports am I Required to Submit?

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

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

- **Employer's Quarterly Federal Tax Return (Form 941)**. Every quarter you run the Employer's Quarterly Federal Tax Return (Form 941) for each GRE to produce the final output in PDF format that you submit to the IRS.

- **Form BLS 3020, Multiple Work Site Report**. This quarterly report covers monthly wages paid, number of employees paid per month, and wages paid for the quarter, by work site within GRE within state. You submit this report electronically to the Bureau of Labor Statistics.

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

- **Form 1099-R, Retirement Plan Distribution**. At year end, you generate a report on paper to each (retired) employee receiving a distribution from all types of retirement plans. For each GRE you generate a magnetic media report for electronic submission to the IRS. Beginning in tax year 2006, the IRS will no longer accept 3 1/2 inch diskettes for filing information returns.

  See Retirement Plan Listings: 1099-R, page 3-1

At the state level, employer's electronically submit report of employee wages subject to SUI to the states in which they have employees. Oracle Payroll calls these reports State Quarterly Wage Listing (SQWL) or State Monthly Wage Listing (SMWL) depending on time period that needs to be reported.

Data for Reporting Electronically

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

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

How do I Report for Multiple Worksites?

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

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

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

Oracle strongly urges you to file electronically.

US Gross to Net Summary Report

US Gross to Net Summary Report

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

Any non-zero values of the element totals appear in the following categories:

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

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

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

US Gross to Net Summary is **not** a YTD reconciliation tool. Run this report after **each** payroll run or, at a minimum, on a quarterly basis.

Sort Options

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

- GRE
- Location
- Organization

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

The sort options are hierarchical. Making a selection to the Sort Option One field enables Sort Option Two. Making a selection to the Sort Option Two field enables Sort Option Three.

Example of Sort Options

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

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

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

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

> **Note:** The application nests the sort options. Using the previous example, if you change Sort Option Two from Organization to Location, the process automatically clears Sort Option Three.

Running the US Gross to Net Summary Report

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

Note: US Gross to Net Summary is **not** a YTD reconciliation tool. Run this report after **each** payroll run or, at a minimum, on a quarterly basis.

To run the US Gross to Net Summary report:

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

   This report creates a PDF file in the output directory that you view through Acrobat Reader.

US Gross to Net Summary Parameters

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

Starting Date and **Ending Date**	Use these fields to enter a date range for the report.
GRE	Select from the List of Values to limit the report to a single GRE. The report contains information for all valid GREs if the field is left blank.
Payroll	Select from the List of Values to run this report for a specific payroll. You must enter either a payroll or a consolidation set to run the 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, the consolidation set automatically populates. You must enter either a payroll or a consolidation set to the report.
Sort Options	There are three fields for sort options. See the Sort Options section for more information on how to properly use these parameters.

Template	This field defaults to US Gross to Net Summary (PDF)

Report Messages

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

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

Local, State, and Federal Taxes

Understanding Taxes

When setting up Oracle Payroll for tax calculation and data entry, there are many requirements you must consider.

- Refer to Tax Information for GREs, page 3-15 for GRE requirements.
- Refer to W-4 and Other Tax Data for Employees, page 3-20 for information on maintaining employee tax forms.
- Refer to Tax Withholding Methods, page 3-23 for information on calculating the Employee Withheld balance.
- Refer to The Tax Calculation Process, page 3-24 for information on how Oracle Payroll calculates taxes.
- Refer to Tax Information for an Employee Assignment, page 3-24 for information on maintaining employee tax information.
- Refer to State and Local Tax Exemptions, page 3-27 and Setting up Exemption Rules, page 3-28 for information on exemption rules.
- Refer to Assignment Location Rules Overview, page 3-29 for information on how assignments affect the creation of tax records.
- Refer to Reporting Federal Unemployment Tax (FUTA), page 3-33 and FUTA Credit, page 3-34 for information on the Federal Unemployment Tax.
- Refer to Costing for Taxes, *Oracle HRMS Enterprise and Workforce Management Guide* for information on setting up costing information for Federal, state, and local liabilities.
- Refer to Compensation and Benefits, *Oracle HRMS Implementation Guide* for a full list of the predefined elements that you may need to link and cost.

Tax Information for GREs

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

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

Taxation Processing when an Employee's GRE Changes

For US legislation, all the taxation processing happens based on the values associated to a particular GRE. If there is any change of GRE for an employee, the taxation processing happens under the new GRE where the employee is considered a new employee. If it is necessary to consider the tax details present in earlier GRE for the employee, either of below mentioned approaches can be followed.

- Perform Balance Adjustments to migrate the Tax Balances from the earlier GRE to the latest GRE. It will be necessary to migrate values at all levels: Federal, State, County, and City as applicable.
- Create Tax Group and associate earlier GRE and latest GRE to the same Tax Group. This action ensures that values from the earlier GRE are automatically retrieved under the new GRE. See: Entering Federal Tax Rules for a GRE, page 3-75

The My Oracle Support note: *Changing Assignment's Payroll or GRE Gives Inconsistent Results in Payments and Balances (Doc ID 1348898.1* recommends that customers can chose to create a new assignment for an employee rather than changing the employee GRE. However, the creation of new assignment is suitable only if one or two employees require GRE change. If major population of employees requires GRE change, then Balance Adjustments or Tax Group is a suitable option.

Employer Local Taxes

Oracle Payroll for US enables employers to calculate employer head tax or employer city tax liability for specific localities. This topic discusses the components that Oracle Payroll for US supports to process employer local taxes.

Control Calculation of Employer Local Taxes at the GRE Level

The ability to control the calculation of local employer taxes is provided at the Government Entity Reporting (GRE) level. Payroll administrators can select the following values in the Local ER Tax Rules window for a GRE:

- Locality
- Calculate Local Tax

Depending on the values selected for these fields in the Local ER Tax Rules window, the application calculates the employer local taxes during a payroll run or QuickPay for employees.

> **Important:** The application calculates employer local taxes based on where the employee works. If the employee resides in one of the supported localities, but works in a non-supported location, no employer local tax will be calculated.

The following table provides a list of employer local taxes that Oracle Payroll for US supports:

	State	Type	Frequency	Liability	Locality
1	CA	ER	Annually	1.35% x taxable wages of all employees working in city limits	San Francisco
2	CO	Employee and Employer	Monthly if over 25 employees otherwise Quarterly	$2.00 per month for Employee and Employer per employee earning over $250.00 in Gross Wages per month.	Aurora
3	CO	Employee and Employer	Monthly if over 10 employees otherwise Quarterly	Employee rate of $5.75 per month; Employer rate of $4.00 per month per employee earning over $500.00 in Gross Wages per month	Denver

	State	Type	Frequency	Liability	Locality
4	CO	Employee and Employer	Monthly if over 6 employees otherwise Quarterly	$5.00 per month for Employee and Employer per employee earning over $750.00 in Gross Wages per month.	Glendale
5	CO	Employee and Employer	Quarterly	$2.00 per month for Employee and Employer per employee earning over $250.00 in Gross Wages per month.	Greenwood Village
6	CO	Employee and Employer	Monthly if over 9 employees otherwise Quarterly	$3.00 per month for Employee and Employer per employee earning over $500.00 in Gross Wages per month.	Sheridan
7	IL	Employer	Annually	$4 per employee per month working in city limits	Chicago
8	MO	Employer	Quarterly	.5% x gross earnings for employees working or living in city	Saint Louis

	State	Type	Frequency	Liability	Locality
9	NJ	Employer	Quarterly	1% x (total wages, tips, and other comp subject to Federal Income Tax - adjustments for partial work done in or out of Newark)	Newark
10	OR	Employer	Quarterly	.6% x taxable wages of all employees working in district	City of Sandy
11	OR	Employer	Quarterly	.68% x subject wages of work done in district	Canby
12	OR	Employer	Quarterly	.6% x subject wages of all employees working in district	Molalla
13	OR	Employer	Quarterly	.5% x gross wages of all employees working in district	City of Wilsonville
14	PA	Employer	Quarterly	.55% x gross wages of employees working in city or gross wages attributed with work done in city	Pittsburgh

Predefined Elements

The following predefined elements are delivered to process and calculate employer head tax or employer city tax:

- City ER HT RS
- City ER HT RS
- City ER HT RS

- City ER SUBJECT2 WK
- City ER SUBJECT2 WK
- City ER SUBJECT RS
- City ER SUBJECT WK
- City ER WK

Set up Information to Process Local Employer Taxes

You must complete the following setup steps to process local employer taxes:

1. 1. Specify local employer tax rules. See: Entering Local Employer (ER) Tax Rules for a GRE, page 3-71.
2. 2. Navigate to the Link window, and link the following elements to all payrolls or create an applicable link for your specific organizational needs:
   - City ER HT RS
   - City ER HT RS
   - City ER HT RS
   - City ER SUBJECT2 WK
   - City ER SUBJECT2 WK
   - City ER SUBJECT RS
   - City ER SUBJECT WK
   - City ER WK
3. 3. Set up the tax balance adjustment elements, if required. This step is optional and is required only if you want to make any tax balance adjustments for employer local taxes. The Adjustment elements would be used for the manual Balance Adjustment process. See: Setting Up the Tax Balance Adjustment Elements, page 3-131

W-4 and Other Tax Data for Employees

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

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

See: Tax Information for an Employee Assignment, page 3-24

Entering W-4 and Other Tax Data for Employees

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

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

See Also:

State Tax Rules, page 3-78

County Tax Rules, page 3-72

City Tax Rules, page 3-70

Percentage Tax Rules, page 3-64

SUI Wage Base Override Changes

States allow for unemployment wages already taxed by a prior state to qualify towards the SUI wage base limit, as long as the employee works for the same employer in both states in the same tax year.

Note: The state of Minnesota is an exception to this rule. If an employee transfers from any state to Minnesota, there is no credit of SUI wages allowed. Oracle Payroll also requires the employee be in the same Government Reporting Entity (GRE).

Oracle Payroll provides the following when you make modifications that result in a change to the SUI state:

- An alert when the payroll or human resources representative makes a change to an employees work address that changes the SUI state.
- A workflow sent to the human resources or payroll representative you assigned when defining the GRE.

A change to the SUI state occurs by either changing the work location on the assignment window, or manually changing the SUI state on the employee's federal tax window.

Oracle Payroll also populates the SUI Base Override field with the remaining amount of

taxable wages. If the combined SUI ER taxable wages in all states except the current state for the same GRE in the same tax year is less than the SUI wage limit of the current state, the system sets the SUI Base Override field to the difference of the two. If the combined ER taxable wages are equal to or greater than the limit of the current state, the SUI Base Override field is set to zero.

> **Note:** You can disable this functionality by setting the Automate SUI Wage Credit field in the Employer Identification window to No.
>
> See: GREs: Entering Employee Information, *Oracle HRMS Enterprise and Workforce Management Guide*

You must still run the Clear SUI Wage Base Override as part of the Year Begin processes. The process clears the SUI Wage Base Override field whether automatically or manually input.

If the SUI wage limit changes as a result of an update to the Jurisdiction Information Tables, the system does not self adjust the limit entered in the SUI Wage Base Override field.

> **Note:** If you have employees that transfer to a different work state during the tax year, it is mandatory you run the Year Begin Process to clear the SUI Base Override field. See: Clear SUI Wage Base Overrides Process, page 3-231

Non Resident Alien Tax Calculation

Employers are responsible for ensuring that nonresident aliens have taxes withheld appropriately. It is the employers decision as to how to change the set up to withhold the correct amount of taxes.

You use the Extra Information Type (EIT) VISA Residency Details to set the Non Resident Alien parameter. The EIT determines if a person is a resident or non-resident. Oracle passes the residency information to Vertex for use in the tax calculation.

Override tax amounts and override tax rates take precedence over setting the Non Resident Alien parameter. If an override tax amount or tax rate exist, and the Non Resident Alien parameter is set to true, the application processes the override instead of calculating the tax using the Non Resident Alien parameter.

When additional tax amounts exist, Oracle Payroll adds the additional amount to the tax calculation for the current period. The tax calculation amount may or may not include override tax amounts or rates. The Non Resident Alien parameter does not affect the processing of additional tax amounts.

Tax Withholding Methods

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

Regular withholding (also called Percentage or Annualized Wages withholding)	The default withholding method of *Regular* runs. These payroll runs process employees once each period to produce their regular earnings for time worked and may also process supplemental earnings and final pay for terminating employees. Regular runs apply supplemental withholding to any supplemental earnings whose input value *Tax separately* has the entry Yes. See: Supplemental Withholding in Regular Runs, *Oracle HRMS Compensation and Benefits Management Guide*
Supplemental withholding	The default withholding method for Federal and state income taxes in *Supplemental* runs. You initiate these runs whenever necessary to process supplemental earnings and final pay for terminating employees. You enter in the Federal Tax Rules window, the supplemental withholding calculation method a GRE uses. Supplemental payroll runs act like regular runs when processing final pay, using regular withholding except for any supplemental earnings with an entry of Yes in its *Tax Separately* input value.
Cumulative withholding	Can apply only to employees whose earnings occur unevenly over the year; it can be beneficial for such employees. Regular and supplemental runs both use cumulative withholding in calculating Federal taxes for the regular earnings and commissions of those employees who qualify for and have requested this method. You mark employee assignments for cumulative withholding when entering tax information for individual employees.

The Tax Calculation Process

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

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

> **Note:** For the state-level calculations of employer liability for Workers Compensation payments, the run does special calculations.
>
> See: WC Elements and Formulas in Oracle Payroll, page 3-214

Calculation Provision and Maintenance

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

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

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

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

Tax Information for an Employee Assignment

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

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

Tax Records for New Hires

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

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

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

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

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

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

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

> **Note:** If you make a change to the SUI state, Oracle Payroll automatically populates the SUI Base Override field with the remaining amount of taxable wages to the limit for the new state. However, an

employer can manually override the data in this field. The system issues a warning that based on the limit, the amount entered is not correct.

Tax Record Changes for Current Employees

Tax Record Changes for Current Employees

Scenario 1

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

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

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

Scenario 2

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

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

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

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

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

- Time worked in all other states and localities remain the same.

- Oracle Payroll does not update the employee's SUI state.

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

Scenario 3

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

State and Local Tax Exemptions

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

Oracle Payroll automatically withholds taxes for all defined states and localities unless you introduce exemption rules. For local taxes, the exemption rules apply only to resident taxes. Oracle Payroll withholds work locality taxes based on the work location regardless of whether those localities are defined in the exemption rules.

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

Examples of State and Local Exemption Rules

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

Scenario 1: No State or Local Tax Exemptions

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

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

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

The system default is for taxes to be withheld for all localities in the state in question. This means that on the State Tax Rules screen, the Exempt State Income Tax field is set

to No, and the Local Income Tax Withholding Rule field is set to All Localities.

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

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

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

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

Setting up Exemption Rules

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

Identifying Existing Exemption Rules for Employees

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

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

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

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

the same city or county as their work location.

Entering Puerto Rico Withholding and Exemption Details

Use the PR Withholding Details assignment EIT to enter the withholding and exemption details for employees for the state of Puerto Rico.

Following fields are available for this EIT:

- Exempt from Gross Wages - Set the value to 'Yes' if employee wants to claim exemption from withholding tax on Gross wages. Note this only applies to an annual adjusted gross wage limit of $20,000. If an employee annual gross wages exceed $20,000, then even if this field is set to Yes in the new EIT, it will be ignored and no exemption will be applied.

- Additional Withholding Type - If the employee sets "Exempt from Gross Wages" to 'Yes', then the employee can opt to have certain (dollar amount or percentage) portion of their pay period wages to be withheld. To accommodate this requirement, either Withholding 'Amount' or 'Percentage' can be selected.

- Additional Withholding Value – Enter a dollar amount or a percentage to be withheld depending on what was selected for "Additional Withholding Type".

- Joint Custody Dependents – Enter the applicable number of dependents that fall into this category.

- Additional Veteran Exemption – Set the value to to 'Yes' to claim the Additional Veteran Personal exemption.

- Special Allowance Deduction - Set the value to 'Yes' to claim the Special Allowance Deduction.

Assignment Location Rules Overview

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

- Assignment has a payroll

- Assignment has a salary basis

- Assignment has a primary residence address

- Assignment is for a US employee

- Assignment is associated with a GRE

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

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

Assignment Location Rules Overview Example

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

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

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

Mechanisms for Updating Tax Records

There are three update mechanisms:

- Update

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

  See: Updating an Assignment Location, page 3-31

- Update with Insert

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

  See: Updating and Inserting Assignment Location, page 3-32

- Update Override

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

  See: Update Override of Assignment Location, page 3-32

Update Assignment Location

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

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

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

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

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

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

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

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

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

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

Location 1 is 100%.

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

Update With Insert Assignment Location

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

Example

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

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

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

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

  > **Note:** For the time period of Date 1 through Date 3, the state percentage tax record of Location 1 is 100%.

- The existing state percentage tax record for Location 1 is end dated to (Date 3-1).
- The second percentage tax record is from (Date 3) to (Date 2-1). This new record now has a State percentage record of 100%.

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

- The third percentage tax record remains from (Date 2) to the end of time.

Update Override of Assignment Location

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

Example

An employee in Location 1 transfers to Location 2 in a few months time. But before the

transfer happens, plans change, and the employee is now transferring to Location 3.

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

In update Override, the following process occurs:

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

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

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

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

- The third percentage tax record is removed.

Reporting Federal Unemployment Tax (FUTA)

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

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

- Part II, section 3, column i, Contributions actually paid to state.
- Part II, section 3a, total for column i, Contributions actually paid to state.
- Part II, section 3b, Total tentative credit.
- Part II, section 6, Credit.
- Part II, section 7, Total FUTA tax.
- Part II, section 8, Total FUTA tax deposited for the year.
- Part II, section 9, Balance due.

- Part II, section 10, Overpayment.
- Part III, record of Quarterly Federal Unemployment Tax Liability.

FUTA Credit

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

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

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

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

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

The Employer Tax Credit element classification holds the credit rate.

Net FUTA Liability Calculation Method

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

Example

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

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

Enter Net FUTA Liability on the Federal Tax Rules window.

Maximum FUTA Credit Calculation Method

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

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

Example

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

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

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

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

Purging Tax Rules Records

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

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

State tax rules records can be purged only if:

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

County tax rules can be purged only if:

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

City tax rules can be purged only if:

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

Payroll Tax Address Overrides

Oracle Payroll supports address overrides for payroll tax purposes. In many areas of the US, mailing address alone is not specific enough to indicate the proper taxing authority. The various payroll tax address overrides in Oracle Payroll allow additional tax attributes to be defined for a mailing address to indicate the proper taxing authority. These overrides are found in the following areas:

- Address window

  At the employee level you may define additional attributes in the Override Pay Tax Address region in the Address window.

- Location window

  At the location level you may use the Payroll Tax City, State, Zip, and County fields to further define the taxing authority.

- Taxation Location field

  At the employee assignment level you may override the work location for an individual employee. This feature is designed for situations specific to Indiana taxation. If you are using this for any other situation, make sure that this is the only solution before continuing.

Two possible uses for this feature are:

- To withhold the proper tax for a township which has a separate mailing address and taxation address for the same location.
- To support Indiana county tax legislation that requires employees to be taxed for

the entire year at their primary address or work location as of January 1st.

Tax Overrides are entered in:

- Location Address Window (for locations)
- Employee Address Window (for employees)
- Assignment Window (for assignments)

When tax overrides exist for employees, assignments, or locations, this information is displayed in the Federal, State, and County Tax Rules Windows for the employee.

Tax Override Scenarios

The following scenarios are offered as examples of how you might use payroll tax overrides in your organization.

General Scenarios (PA Townships)

In certain locations, such as in Pennsylvania townships, tax jurisdictions may cross city or county boundaries. In these cases, Oracle Payroll, when using a mailing address to indicate the taxing jurisdiction may not be correctly withholding the proper tax. If this problem occurs, you need to enter an address override to make the adjustment to the proper taxing authority.

You may need to enter an override:

- When an employee's taxation address is different from their home mailing address.
- When a work location's taxation address is different from its physical address.

To enter an override when an employee's taxation address is different from their mailing address:

1. Specify an Override Pay Tax Address in The Employee Address Window.

To enter an override when a work location's taxation address is different from its physical address:

1. Specify a Payroll Tax City, State, Zip, and County in the Location Window.

Indiana County Tax Scenarios

Indiana law requires you to withhold county tax for employees working in the state based upon either their primary address or work location as of January 1st.

You may need to manually adjust a taxation address when:

- An employee (hired on or before January 1) moves to a state with county taxes but continues to work in Indiana.

- An employee (hired on or before January 1) moves from a work location with county tax to an out of state work location but continues to work in Indiana.

- An employee (hired on or before January 1) who lives and works in Indiana counties with tax, moves to a state with residence based taxes and continues to work in Indiana.

- An employee (hired on or before January 1) who lives in an Indiana county with tax and works in an Indiana county without tax, moves to a state with residence based taxes and continues to work in Indiana.

- You hire a new employee who lived or worked in Indiana at the beginning of the calendar year.

- An Indiana work location's address changes to a new address outside of the county.

Oracle Payroll automatically enters an override in the employee Address window when an existing employee who was an Indiana resident as of January 1 changes primary address. You can manually change or remove the information Oracle Payroll puts in the Override Pay Tax Address region in the Address window.

To remove an override for an employee (hired on or before January 1) who moves to a state with county taxes but continues to work in Indiana:

1. After entering the new address in the Address window, remove any data in the Override Pay Tax Address region.

To enter an override for an employee (hired on or before January 1) who moves from a work location with county tax to an out of state work location but continues to work in Indiana:

1. After entering the new address in the Address window, the employee's home address as of January 1 automatically moves to the Override Pay Tax Address region of the Address window.

2. Enter the county tax non-resident rate into the LIT Override Rate field in the County Tax Rules window.

3. Remove any data in the Taxation Location field of the GREs and other data window.

To enter an override for an employee (hired on or before January 1) who lives and works in Indiana counties with tax, moves to a state with with residence based taxes and continues to work in Indiana:

1. After entering the new address in the Address window, remove any data in the Override Pay Tax Address region.

2. Enter the county tax resident rate into the LIT Override Rate field in the County Tax Rules window for the old residence address.

3. On the Percentage form for the current work location, change the City and County

percentages to 100% for the old residence address.

To enter an override for an employee (hired on or before January 1) who lives in an Indiana county with tax and works in an Indiana county without tax, moves to a state with residence based taxes and continues to work in Indiana:

1. After entering the new address in the Address window, remove any data in the Override Pay Tax Address region.

2. Create a location based upon the employee's address as of January 1 and then select it in the Taxation Location field of the GREs and other data window for the employee's assignment.

3. Enter the county tax resident rate into the LIT Override Rate field in the County Tax Rules window for the old residence address.

To enter an override when you hire a new employee who was an Indiana resident at the beginning of the calendar year:

1. Enter the employee's current primary address in the Address window.

2. Enter the employee's home address as of January 1 in the Override Pay Tax Address region of the Address window.

3. Select the employee's current work location in the Location field of the Assignment window.

4. Select the employee's location as of January 1 in the Taxation Location field of the GRE's and other data window.

   If the old work location does not exist in the system, you need to create it.

5. Ensure percentages are correct in the Percentage window.

   Note: You may be required to set up a work location in Oracle Payroll for the purpose of correctly withholding tax for new employees. This location is not an actual place of business for your organization, and is for taxation purposes only.

To enter an override when an Indiana work location's address changes to a new address outside of the county:

1. Enter the new address for the location in the Location Address window.

2. Enter the old address into the Location Address window as a overriding Payroll Tax City, State, Zip and County.

   The overriding Payroll Tax Tax City, State, Zip and County will only be used until January 1, at which point Oracle Payroll will remove it.

   New employees assigned to this location need to be taxed at their location as of January 1, not the overriding payroll tax address set up here. You will have to enter

a location override for the employee's assignment in GRE's and Other Information window to override the original location override. The overriding location for the new employee may have to be set up before you can can do this.

Supplemental Tax Override

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

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

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

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

FIT Override Region

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

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

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

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

SIT Override Region

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

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

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

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

calculations.

LIT Override Region

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

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

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

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

State Supplemental Tax Override

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

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

Option	Description
00	Specifies that the state's default method always be used to calculate supplemental state withholding taxes for employees of this GRE. 00 is the default value for the Supplemental Tax Calculation Method field.
02	Specifies that in addition to the state's default method, a flat percentage rate also can be used to calculate supplemental state withholding taxes for employees of this GRE. **Note:** If you plan to apply a supplemental tax override rate to override the regular rate used in state supplemental withholding calculations for any employees of this GRE, you must specify a value of 02 in the Supplemental Tax Calculation Method field.

Entering a Blocking Factor for E Records

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

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

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

1. In the Organization window, query the GRE for which to enter a blocking factor, if it does not already appear there.

2. With Government Reporting Entity selected in the Organization Classifications region of the Organization window, choose Others and select SQWL Employer Rules (1).

3. Click in the Additional Organization Information field to open the SQWL Employer Rules (1) window.

4. In the Blocking Factor field, enter the blocking factor (not to exceed 85) for this GRE's Employer (E) Record.

Entering Generic A and B Record Data for GRE Transmitters

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

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

See Entering State A and B Record Data for GRE Transmitters, page 3-47 for more information.

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

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

reports have finished processing.

To enter generic transmitter data for A and B records:

1. In the Organization window, enter or query a GRE serving as a transmitter of state quarterly wage listings.

2. In the Organization Classifications region, place the cursor on Government Reporting Entity, choose the Others button, and select SQWL Generic Transmitter Rules.

3. Click in the Additional Organization Information field to open the SQWL Generic Transmitter Rules window.

4. Specify the parameters for this SQWL Generic Transmitter:

   - **Transmitter GRE**

     Select Yes to identify this GRE as a transmitter of state wage listings.

   - **Computer** (optional)

     Enter the manufacturer's name of the computer you used to transmit the state wage listings.

   - **Internal Label**

     Select ANSI standard, IBM standard, No label, or Non-standard.

   - **Density**

     Select the tape density: 1600 BPI (blocks per inch), 6250 BPI, or 38000 BPI.

   - **Recording Code**

     Select EBCDIC or ASCII.

   - **Number of Tracks**

     Select the number of tracks: IBM 3480 cartridge or Reel tapes.

   - **Blocking Factor**

     Specify the blocking factor of the file (not to exceed 85).

   - **Company Name**

     Specify

   - **EFW2 Contact Name**

If you are reporting to a EFW2-compliant state, specify your EFW2 contact here. Oracle Payroll derives their contact information from their employee data.

> **Note:** EFW2 contact information must include a phone type of W1 (Work Phone).

If you are not reporting to a EFW2-compliant state, leave this field blank and populate the "Transmitter Contact," "Transmitter Contact Phone Number," and "Transmitter Contact Extension" fields.

> **Note:** Make sure the Phone Numbers window (accessed by way of Person | Others | Phones) contains the proper work phone number for this employee. The SQWL reports will format these phone numbers to comply with the Form's requirements. This is the number that appears in the magnetic file.
>
> - All non-alphanumeric characters are removed, including all variations of extension, spaces, and "-" (dashes).
> - The phone field allocates 15 spaces for the phone number and extension. This field is left-justified, and unused spaces are padded with blanks.
> - The first 10 digits are used for the Contact Phone field.
> - The last five digits are used for the Phone Extension field.
> - Do not preface the phone number with "1," as this would cause the phone number to overflow into the extension field.
>
> For example: A phone number entered as:
>
> 222-333-4444Ext555
>
> would appear as:
>
> 2223334444555
>
> on the Form's magnetic file.

- **Transmitter Contact**

  If you are not reporting to a EFW2-compliant state, specify the title of the person responsible for state wage listing transmission here.

- **Transmitter Contact Phone Number**

If you are not reporting to a EFW2-compliant state, specify the phone number of the person with this title.

Note: Make sure you use the proper format when specifying the phone number/extension number. The SQWL reports will format these phone numbers to comply with the Form's requirements. This is the number that appears in the magnetic file.

- All non-alphanumeric characters are removed, including all variations of extension, spaces, and "-" (dashes).
- The phone field allocates 15 spaces for the phone number and extension. This field is left-justified, and unused spaces are padded with blanks.
- The first 10 digits are used for the Contact Phone field.
- The last five digits are used for the Phone Extension field.
- Do not preface the phone number with "1," as this would cause the phone number to overflow into the extension field.

For example: A phone number entered as:

222-333-4444Ext555

would appear as:

2223334444555

on the Form's magnetic file.

- **Telephone Extension**

  If you are not reporting to a EFW2-compliant state, specify the phone extension of the person with this title.

- **Media Transmitter/Authorization Number**

  Enter any authorizing code or number provided by the state to which this GRE is transmitting quarterly wage listings.

- **Hours Worked Calculation Method**

  Choose an hours-worked calculation method.

5. Save your work and choose OK to return to the Organization window.

See: Entering State A and B Record Data for GRE Transmitters, page 3-47

Entering a FUTA Credit

To enter a FUTA override rate:

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

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

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

Running the Annual FUTA Tax Return Work Sheet

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

The Oracle concurrent process for the Form 940 now includes an additional worksheet. The new additional worksheet is meant to assist customers with completing line 10 of the Form 940 for employers who have some, but not all, FUTA wages exempt from SUI tax or who had employees in a credit reduction state.

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

To run the Annual FUTA Tax Return Work Sheet:

1. Enter or query Annual FUTA Tax Return Work Sheet (Form 940) in the Name field.

   The Parameters dialog box displays.

2. Enter the appropriate GRE in the Government Reporting Entity field.

3. Enter the appropriate tax year in the Tax Year field.

4. Enter the appropriate state code in the State Code field (optional).

5. Select OK.

   The dialog box disappears, and the Submit Request window is filled in.

6. Submit the request.

7. To check on the progress of the processing, use the Concurrent Requests window, or from the Help menu, select View My Requests.

Entering an Experience Rate

To enter an experience rate:

1. Navigate to the State Tax Rules window.

2. Enter the experience rate in the SUI ER Experience Rate 1 field.

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

3. Save the entry.

Entering State A and B Record Data for GRE Transmitters

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

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

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

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

1. In the Organization window, query the GRE serving as a SQWL transmitter (if it does not already appear there).

2. With Government Reporting Entity selected in the Organization Classifications region of the Organization window, choose Others and select SQWL Generic Transmitting Rules.

3. Click in the Additional Organization Information field to open the SQWL Generic Transmitting Rules window.

4. Make sure the following fields are blank:

   - Computer
   - Internal Label
   - Density
   - Number of Tracks
   - Blocking Factor

5. If these fields are not blank, change them so that they are blank and then save your changes.

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

6. Click OK to close the Additional Organization Information field.

7. With Government Reporting Entity selected in the Organization Classifications region of the Organization window, choose Others and select SQWL State Transmitter Rules.

8. Click in the Additional Organization Information field to open the SQWL State Transmitter Rules window. Make entries only for the state or states to which this GRE is transmitting quarterly wage listings.

   Florida

   In the SQWL State Transmitter Rules window:

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

Entering State Data for E and T Records

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

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

To make entries for the E or T records of a GRE with employees in these states, start

from the Organization window to make entries in the SQWL Employer Rules (1) window.

> **Note:** For information about making entries to the Blocking Factor field in this window see: Entering a Blocking Factor for E Records, page 3-42.

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

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

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

Kentucky (for the GRE's E records):

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

Missouri (for the GRE's T records):

1. Enter 85 in the Blocking Factor field.
2. Enter the total payment submitted for the GRE in the Amount Remitted field.
3. Enter the amount of all outstanding credits in the Credit/Overpayment field.

4. If the Contribution and Wage Report shows an amount due for interest assessment, enter this amount in the Employer Assessment Amount field.

5. When interest is due for quarterly reports that were not filed by the due date, multiply the contributions due by the monthly interest rate (from the Contribution and Wage Report). Enter the interest due in the Interest field.

6. Enter the amount of all outstanding amounts due in the Previous Quarter(s) Underpayment field.

Montana (for the GRE's T records):

1. Enter any overpayment existing on the file generation date in the Credit/Overpayment field.

2. Compute interest by multiplying the Qtr. UI Taxes Due amount by the rate of .05% per day. Enter the results in the Interest field.

3. For payments 30 or fewer days late, the penalty is $10.00 or 10% of the Qtr. UI Taxes Due, whichever is greater. For payments more than 30 days late, the penalty is $15.00 or 15% of the taxes due, whichever is greater. Enter a penalty amount in the Penalty field.

4. Enter the amount of all adjustments or amendments to previous quarter reports in the Previous Quarter(s) Adjustments field.

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

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

1. In the Organization window, query the GRE for which you want to enter SQWL record data (if it does not already appear there).

2. With Government Reporting Entity selected in the Organization Classifications region of the Organization window, choose Others and select SQWL Employer Rules (2).

3. Click in the Additional Organization Information field to open the SQWL Employer Rules (2) window.

4. Make entries only for the state, or states, in which the GRE has employees.

North Carolina (for the GRE's E records):

1. Enter the 6-digit Remitter Number assigned by the state Employment Security

Commission (ESC) in the State Control Number field. A GRE with no number must contact the ESC to obtain one.

New Hampshire (for the GRE's E records):

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

New York (for the GRE's E records):

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

Ohio (for the GRE's E records):

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

Pennsylvania (for the GRE's E records):

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

Texas (for the GRE's T records):

1. If the record for this GRE is one of several employee records on the tape (so that the A record for the tape includes an Allocation List), enter in the Allocation Amount field the dollar amount for this GRE's account.

2. Select a county in which the GRE has the greatest number of employees.

3. In the Multi State Employment Indicator field, select Yes for a GRE which, during the year, reports wages to another state for employees whose wage information is included on this tape.

Wyoming (for the GRE's S records):

1. In the Workers Compensation State Insured field, indicate if the GRE is insured through the state Worker's Compensation fund.

2. Enter the appropriate numbers in the Workers Compensation Control Number and Workers Compensation Account Number fields.

To enter T Record Data for Tennessee for the SPWL or SQWL ICESA (Bulk) File Format Option:

The Tennessee Department of Labor and Workforce offers an extended Bulk File Format option for customers to use when they need to file their quarterly taxes for multiple GREs. The TNPAWS file format will continue to be supported when filing for a single

GRE.

The following file formats are available for TN when you run the State Periodic Wage Listing (Enhanced) or State Quarterly Wage Listing (Enhanced) process:

- ICESA generates the output file for customers filing using the TNPAWS.
- ICESA (Bulk) should be selected by those customers who have been approved to use Tennessee's Bulk File Format system.

If you are generating the quarterly tax reports for multiple GREs in the ICESA (Bulk) file format, then the fields related to the T record in SQWL Employer Rules 4 must be entered manually:

1. In the Organization window, query the GRE for which to enter SQWL record data (if it does not already appear there).
2. With Government Reporting Entity selected in the Organization Classifications region of the Organization window, choose Others and select SQWL Employer Rules (4).
3. Click in the Additional Organization Information field to open the SQWL Employer Rules (4) window.
4. Enter appropriate values in the following fields:
   - Interest (TN)
   - Penalty (TN)
   - Job Skills Fee Rate (TN): Note the value entered here is the percentage amount.
   - Job Skills Int. Due (TN).

Entering R Record Data for the State of Maine

If semi-weekly payments were deposited with Maine Revenue Services during the quarter, there needs to be one R record for each deposit representing each date wages were paid. Payments may have been made using voucher (Form 900ME) or Electronic Funds Transfer (EFT).

To enter R record data for ME:

To make entries for the R record for the state of Maine, start from the Organization window to make entries in the SQWL Employer Rules (3) window.

1. In the Organization window, query the GRE for which to enter SQWL record data (if it does not already appear there).

2. With Government Reporting Entity selected in the Organization Classifications region of the Organization window, choose Others and select SQWL Employer Rules (3).

3. Click in the Additional Organization Information field to open the SQWL Employer Rules (3) window.

4. 4. Make entries for the following fields:

   - **State Code** – Enter state code.
   - **Date Wages Paid** – Enter date wages or distribution paid (mmddyyyy).
   - **Amount Withheld** – Enter the amount of the income tax withheld during the payment period.
   - **Amount Deposited** – Enter the amount of the withholding payment deposited with State for the payment period.

Handling Claims For More Than 10 Allowances

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

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

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

1. Enter the notice date in the Lock In Date fields in the Federal Tax Rules or appropriate State Tax Rules region.

2. Reduce the employee's allowances as of this date.

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

See: Entering Federal Tax Rules for an Employee, page 3-73

See:Entering State Tax Rules for an Employee, page 3-78

Reporting Third Party Payments

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

Third party payments would include:

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

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

To report third party payments:

1. Adjust the appropriate wage balances for FIT, SIT, and LIT.

   See Adjusting Employee Withheld Balances Only, page 3-205 for additional instructions.

2. If the third party payer withholds any taxes, you must add those taxes to the employee's tax balance.
3. Check the FIT withheld by third party check box.
4. Save your changes.

Tax Form Audit Report

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

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

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

To run the Tax Form Audit report:

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

below).

3. Submit the report.

Tax Form Audit Report Parameters

The following parameters exist for the Tax Form Audit Report:

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

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

Tax Form Audit Report Output

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

If you have selected Federal and State in the Jurisdiction field, the Tax Form Audit

report displays all federal tax information for all employees included in the report and then displays all state tax information for each included state.

Running the Tax Form Exception Report

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

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

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

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

To run the "Tax Form Exceptions" report:

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

Tax Form Exception Report Parameters

The following parameters exist for the Tax Form Exception Report:

Start Date and **End Date**	Use these fields to enter a date range for the report.
Jurisdiction Level	Select Federal, State, or Federal and State from the List of Values. The report displays information for the jurisdiction level you select.
State	If you are reporting at the State Jurisdiction Level, you can select a state to narrow the report output to a single state. If you leave this field blank, the report displays information for all states where exceptions exist.

Government Reporting Entity	Select a GRE to get exceptions for employees in that GRE. Leave this field blank to report on employees in all GREs.
Sort Option One and **Sort Option Two**	Use these fields to sort your report by Employee Name, SSN, or Date Filed.

Tax Form Exception Report Output

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

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

Taxability Rules

Taxability Rules for Earnings and Deductions Categories

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

Tax Witholding Rules for County and City Levels for Pre-Tax Deductions

Oracle Payroll uses the default county or city rule, if the county or city specific tax withholding rules are not defined. These county or city specific tax withholding rules can be Oracle delivered or user-defined.

You can also alter the rules delivered by Oracle using the Taxability Rules window. The following sections explain how the tax withholding rules work at the county or city level for pre-tax deductions.

- When you select a state, the default taxability rule appears for the state which is applicable to the county or city based on the level selected. When you modify the default rule, then the Overridden Specific Taxability Rule appears for the state which is applicable the county or city based on the level selected. The default taxability rule and the overridden default taxability rule is not applicable to those counties or cities in the state for which taxability rules have been defined for that specific county or city.

- When you select a county or city after selecting the state, the default taxability rule for the county or city appears for the county or city which is applicable only to the county or city in that state. If you modify the default taxability rules, then the Overridden Specific Taxability Rule appears for the county or city which is applicable only to the county or city in that state.

Assignment Location Rules Overview Example

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

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

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

Examples of State and Local Exemption Rules

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

Scenario 1: No State or Local Tax Exemptions

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

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

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

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

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

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

In the State Tax Rules screen, the Local Income Tax Withholding Rule field should be

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

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

Rules for Workers Compensation

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

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

Viewing Active and Inactive Tax Records

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

By default, the State, County, or City Tax Rules windows display tax records considered active for an assignment on the effective date (that is the date you are tracked to). The Percentage window displays the details related to an assignment's active tax records. Oracle Payroll for US provides the Show Inactive Tax Record check box in the Federal Tax Rules window to help control which tax records are available for display.

Show Inactive Tax Records

The Show Inactive Tax Records check box is available in the Federal Tax Rules window. Selecting this check box displays both active and inactive tax records for an assignment. This check box is not active when you open the State, County, City Tax Rules, or Percentage windows. The check box becomes active after you close these windows.

To differentiate between active and inactive tax records when the Show Inactive Tax Records check box is selected, inactive records are shown in read-only mode. Select the Edit Inactive check box to update inactive tax records.

Criteria to Identify Active Tax Records

When you select the Show Inactive Tax Records check box, the application uses certain criteria to identify them as active records. Tax records are considered active if they are associated with any of the following assignment details:

- Primary Address: Primary address indicates resident address and resident taxation address. The tax record can match with either of these details.

- Work Location: Work Location is the employee assignment's primary work location address and payroll taxation address. The tax record can match with either of these details. If the assignment is marked as Work at Home, then the work location is ignored in deciding if a tax record is active.

- Time Percentage: If an employee works in different work locations for a specific percentage of time in a given period, then the time percentage for work locations is maintained through the Percentage window. If a tax record associated with a work location has a non-zero time percentage, then the tax record is considered active. If the assignment is marked as Work at Home, then the time percentage will be ignored in deciding if a tax record is effective.

- School District: If an assignment's local tax rules record is associated with a school jurisdiction, then the school district tax is calculated for the assignment. Therefore these tax records are considered active.

- Tagged Jurisdictions: For earnings that are taxed only for a particular jurisdiction, the related element entries are added to an assignment with jurisdiction details provided in the element entry's jurisdiction input value. If a jurisdiction has such tagged earnings, then the tax record associated with that jurisdiction is considered active.

- State selected as a SUI State: If a state is selected as a SUI State in the Federal Tax Rules window, then that state tax record is considered active.

If a tax record satisfies any of the above criteria, then the tax record is considered active. The tax record is considered active for a complete year, that is from January to December, even if it meets the above criteria only for a part of that year. If a city tax record is active, then the related county and state tax records are also considered active. Similarly, if a county tax record is active, then the related state tax record is considered active. At the same time, if a state tax record is active, then the county or city tax records under it can be active or inactive. Similarly, if a county tax record is active, then the city tax records under it can be active or inactive.

Show Inactive Tax Records Option and Tax Rules Windows

When you select the Show Inactive Tax Records check box in the Federal Tax Rules window, the application retrieves active tax records first, followed by inactive tax records in the following windows:

- State Tax Rules

- County Tax Rules

- City Tax Rules

The Edit Inactive check box is visible in the following windows only if you select Show Inactive Tax Records:

- State Tax Rules
- County Tax Rules
- City Tax Rules

The Edit Inactive check box is disabled for active records and is enabled state for inactive records. To enable users to distinguish between active and inactive tax records, the inactive tax records are by default shown in read-only mode. If it is necessary to update an inactive tax record, then you must select Edit Inactive, which makes the tax record editable.

Percentage Window:

The application displays active tax records by default. If Show Inactive Tax Record is checked in the Federal Tax Rules window, then all records are displayed.

Example: Understanding the Behavior of Tax Rules Windows for Active and Inactive Tax Records

The following example explains the behavior of the Tax Rules windows for active and inactive tax records:

Employee details for this example:

An employee A's record is available in the Oracle system from 01-JAN-2013.

- For period from 01-JAN-2013 to 31-DEC-2013, the employee resided and worked in Colorado. Therefore, the Colorado tax record is available for this employee from 01-JAN-2013.
- From 01-JAN-2014, the employee is a resident of New York state and works in New York and California states, say, 80% of the time in New York and 20% of time in California. As tax records are created from the assignment start date, California and New York tax records are available from 01-JAN-2013. In 2013, only Colorado tax record is effective and other records are inactive. From 2014, both New York and California tax records are effective and Colorado tax record is inactive.

Scenario 1: Behavior of the State Tax Rules window with an effective date of 16-FEB-2013:

By default, tax records effective for the employee on the specified date are shown. To view all records of employee, select the Show Inactive Tax Records check box.

- If you leave Show Inactive Tax Records unchecked, which is default, only Colorado state record is displayed for the employee. Though Colorado, California and New

York Tax records are present for employee, because there is no association between the employee and California, New York states in 2013, those tax records are not retrieved.

- If you select Show Inactive Tax Records, then you can view all active records first followed by inactive records. In this scenario, the application first displays the Colorado record followed by California and New York. Access California and New York records by pressing the down arrow key. The Edit Inactive check box is an indication that the window displays all tax records. This check box is enabled if the tax record is inactive. otherwise it will be in the disabled state.
    - As the Colorado State tax record is active for the employee in 2013, you cannot edit this record.
    - Both the California and New York state tax records are inactive for the employee in 2013 and are displayed in read-only mode. To update the records, select Edit Inactive.

Scenario 2: Behavior of the State Tax Rules window with an effective date of 16-FEB-2014:

In 2014, California and New York state tax records are active for the employee and Colorado tax record is inactive.

- If you leave Show Inactive Tax Records unchecked, then California and New York state records are displayed for the employee. As there is no association between the employee and Colorado state in 2014, that tax record is not retrieved.
- If you select Show Inactive Tax Records, then first California and New York state records are shown as they are active for the employee in 2014. You cannot edit active tax records. The Colorado record is retrieved after active tax records. You can edit the inactive tax record by selecting Edit Inactive.

Scenario 3: Percentage window behavior with an effective date of 16-FEB-2013:

In 2013, Colorado tax record is active and California, New York state tax records are inactive for the employee.

- If you leave Show Inactive Tax Records unchecked, then when the Percentage window is accessed from Federal Tax Rules or State Tax Rules windows, by default, only active tax records related details of Colorado state California and New York states are not shown since they are inactive.
- If you select Show Inactive Tax Records, then when the Percentage window is accessed from Federal Tax Rules or State Tax Rules windows, tax record details Colorado, California and New York states are shown.

Scenario 4: Percentage window with an effective date of 16-FEB-2014:

In 2014, California and New York state tax records are active for the employee and Colorado State record is inactive.

- If you leave Show Inactive Tax Records unchecked, then both California and New York state details are shown. Colorado is not shown.
- If you select Show Inactive Tax Records, you can view active and inactive tax details related to all the states when accessed from Federal Tax Rules or State Tax Rules window.

Tax Rules Windows

See:

- Entering Federal Tax Rules for an Employee, page 3-73
- Entering State Tax Rules for an Employee , page 3-78
- Entering County Tax Rules, page 3-72
- Entering City Tax Rules, page 3-70

See also: Adjusting Percentage Tax Rules, page 3-64

Update Tax Records After Location Address Change

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

To update tax records after a location address change:

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

Adjusting Percentage Tax Rules

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

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

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

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

You can view active and inactive tax records of an employee. See: Viewing Active and Inactive Tax Records , page 3-60

To adjust the percentage time:

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

Creating Local Taxability Rules

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

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

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

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

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

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

1. Select the primary classification.

2. Select the tax level: county or city.

3. Select the appropriate state.

4. Select the locality for the county or city.

   This displays the applicable tax categories.

5. For each tax category, select the appropriate rule: withheld or not withheld.

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

6. Save your changes.

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

Setting Up Tax Exemption Rules

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

To set up state exemption rules for a GRE:

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

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

2. In the State Tax Rules screen, use the State Code field to select the state that you want to be exempt.

3. In the Exempt State Income Tax field, select Yes to indicate that you do not want to withhold taxes for this state.

4. Save your work.

Local Exemption Rules

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

To set up Local Exemption Rules for a GRE:

1. In the State Tax Rules screen, use the State Code field to select the state that contains the locality that you want to be exempt.

2. In the State Tax Rules screen, use the Local Income Tax Withholding Rule field to select either All Localities, or Only Localities Under Local Tax Rules.

   Note: If you select All Localities, taxes are withheld for all existing localities in that State. If you select Only Localities Under Local Tax Rules, taxes are withheld only for those localities that have rules set up in the Local Tax Rules screen. If there are no rules set up, no taxes are withheld. The exemption rules apply only to resident taxes. Oracle Payroll withholds work locality taxes based on the work location regardless of whether those localities are defined in the exemption rules.

   Note: For the state of Ohio only, you can also select Only Withhold Tax at Work Location. This option is available for reciprocity taxes only.

3. In the Local Tax Rules screen use the Locality field to select the locality that you want to be exempt.

4. In the Exempt Local Income Taxes field, select Yes to indicate that you do not want to withhold taxes for this locality.

5. Save your work.

Changing Taxability Rules for an Earnings Type

To change taxability rules for an earnings type:

1. In the Primary Classification region, choose Supplemental Earnings or Imputed Earnings.

2. In the Level region, choose:

   - Federal to change a federal-level rule
   - State to change a state-level rule

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

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

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

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

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

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

Changing Taxability Rules for a Pre-Tax Deduction

Use the Taxability Rules window to select the Federal and state taxes to which each category of pre-tax deduction is subject. For local tax rules, see: Creating Local Taxability Rules, page 3-65.

To change taxability rules for a pre-tax deduction:

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

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

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

> **Note:** A Flexible Spending Account (FSA) allows a portion of an employee's pre-tax earnings to be set aside for qualified medical expenses. As FSA deductions are subject to DCIA (Debt Collection Improvement Act), they cannot be created using the delivered Heath Care 125 tax category (which is not). Therefore these types of deductions require the creation of a custom tax category in order to correctly calculate the amount of disposable income in conjunction with certain administrative wage attachments (AWG's).

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

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

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

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

> **Note:** Customers are responsible for establishing their own earnings and taxability rules for nonqualified deferred compensation plans. For Pennsylvania state income tax, you report and tax non qualified deferred compensation at the time the it is paid out, not when the amount is deferred.

Ending Local Taxability Rules

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

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

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

Entering City Tax Rules

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

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

For information about the Edit Inactive check box, see: Viewing Active and Inactive Tax Records , page 3-60

To enter city tax rules for an employee:

1. Select a city.

> **Note:** If you have set up a payroll tax override address that applies to this city in the Address, Location Address, or GREs and other data window, the Residence Tax Override in Effect or Work Tax Override in Effect box will be checked.
>
> If you checked the Working at Home box, the work details are the same as the resident details, and the employee is assumed to be working 100% from their primary address (or tax override address, if there is one) for this assignment. You cannot update this check box here. Change the Working at Home status on the Standard Conditions tab of the Assignment window.

2. Select a filing status and enter other information from the W-4 that is applicable to

this locality.

3. In the LIT Override region, to override the regular rate used in withholding calculations, enter a percentage in the Rate field. Enter an amount for Oracle Payroll to withhold a fixed amount each period, without performing any local tax calculations.

4. Check appropriate boxes in the Tax Exemptions block to exempt the employee from these taxes.

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

6. Check the LIT Exempt from Wage Accumulation box to exempt the employee from the withholding and reporting of city income wages and taxes.

See also: Adjusting Percentage Tax Rules, page 3-64

Entering Local Employer (ER) Tax Rules for a GRE

To enter local ER tax rules for a GRE:

1. Enter or query the GRE in the Organization window.

2. In the Organization Classifications region, place the cursor on the classification Government Reporting Entity, choose Others, and select Local ER Tax Rules.

3. Click in the Additional Organization Information field to open the Local Tax Rules window.

4. Specify the following parameters, as needed:

   Locality: Select the name of the locality for tax calculation purposes.

   Calculate Local Tax: Select Yes or No to determine whether the application should calculate local employer taxes or not. You can leave the field blank. A blank value or No indicates that the local employer tax is not calculated. Based on the setting of the Calculate Local Tax field and the locality selected, employer head tax or employer city tax liability for the selected localities is calculated when payroll or QuickPay is run for employees.

5. Click OK in the Local ER Tax Rules window and close the Additional Organization and Organization windows.

Entering County Tax Rules

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

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

For information about the Edit Inactive check box, see: Viewing Active and Inactive Tax Records , page 3-60

To enter county tax rules for an employee:

1. Select a county.

   > **Note:** If you have set up a payroll tax override address that applies to this county in the Address, Location Address, or GREs and other data window, the Residence Tax Override in Effect or Work Tax Override in Effect box is checked.
   >
   > If you check the Working at Home box, the work details are the same as the resident details, and the employee is assumed to be working 100% from their primary address (or tax override address, if there is one) for this assignment. You cannot update this check box here. Change the Working at Home status on the Standard Conditions tab of the Assignment window.

2. Select a filing status and enter other information from the W-4 that is applicable to this locality.

3. In the LIT Override region, to override the regular rate used in withholding calculations, enter a percentage in the Rate field. Enter an amount for Oracle Payroll to withhold a fixed amount each period, without performing any local tax calculations.

4. Check appropriate boxes in the Tax Exemptions block to exempt the employee from these taxes.

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

6. Check the LIT Exempt from Wage Accumulation box to exempt the employee from the withholding and reporting of county income wages and taxes.

See also: Adjusting Percentage Tax Rules, page 3-64

Entering Federal Tax Rules for an Employee

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

> **Note:** If you have set up an address override for tax purposes in the Address, Location Address, or GREs and other data windows, the override state, city, and county for taxation appears and not the actual address.
>
> If you checked the Working at Home box, the work details are the same as the resident details, and the employee is assumed to be working 100% from their primary address (or tax override address, if there is one) for this assignment. You cannot update this check box here. Change the Working at Home status on the Standard Conditions tab of the Assignment window.

For information about the Show Inactive Tax Records check box, see: Viewing Active and Inactive Tax Records , page 3-60

To enter federal tax rules for an employee:

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

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

2. Default information appears for the employee in the W-4 Information region. You can change the filing status and other defaults as necessary.
   - In the Allowances field, enter the number of allowances the employee claims.
   - In the Additional Tax field, enter the amount of any additional Federal tax withholding the employee requests.

3. In the Tax Exemption region, check the boxes corresponding to taxes for which the employee claims exemption on the W-4. You must renew tax exemptions each year.

4. In the FIT Override region, enter a percentage in the Rate field to override the regular rate used in withholding calculations. To withhold a fixed amount each period with no tax calculations occurring, enter the amount.

5. In the EIC Filing Status field, select Single or Married if the employee files the W5 Earned Income Credit Advance Payment form. Single means the filing is for 100% EIC. Married means it is for 50% EIC.

6. The IRS can issue a notice rejecting the claim for more than 10 allowances, and indicating the number of allowances the employee can claim. In the Lock In Date field enter the date from the IRS notice, and reduce the number of allowances in the W-4 Information region.

7. Check the Use Information Hours box to configure the employee assignment to distribute wages across multiple work jurisdictions. Use this fields as part of the Enhanced Multiple Jurisdiction Taxation configuration.

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

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

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

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

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

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

10. Check the FIT Exempt from Wage Accumulation box to exempt the employee from the withholding and reporting of federal income wages and taxes.

See also: Adjusting Percentage Tax Rules, page 3-64

Entering Federal Tax Rules for a GRE

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

To enter Federal tax rules for a GRE:

1. Enter or query the GRE in the Organization window.
2. In the Organization Classifications region, place the cursor on the classification Government Reporting Entity, click Others, and then select Federal Tax Rules.
3. Click in the Additional Organization Information field to open the Federal Tax Rules window.
4. Specify the following parameters:

Social Security Self Adjust Method (required)	Select a self adjust method for Social Security. The method you select determines the calculation of withholding for taxes taken as a percentage of earnings, until an employee's earnings reach an upper earnings limit. The *Self Adjust* method ensures greater accuracy by basing withholding calculations on year-to-date earnings, instead of earnings this period.
Medicare Self Adjust Method (required)	Select a self adjust method for Medicare. The method you select determines the calculation of withholding for taxes taken as a percentage of earnings, until an employee's earnings reach an upper earnings limit. The *Self Adjust* method ensures greater accuracy by basing withholding calculations on year-to-date earnings, instead of earnings this period.

FUTA ER Self Adjust Method (required)	Select a self adjust method for FUTA ER. The method you select determines the calculation of withholding for taxes taken as a percentage of earnings, until an employee's earnings reach an upper earnings limit. The *Self Adjust* method ensures greater accuracy by basing withholding calculations on year-to-date earnings, instead of earnings this period.
FUTA Override Rate (optional)	Select the FUTA override rate.
Type of Employment (optional)	Select the type of employment to enter for the GRE on Form 941, the Employee Quarterly Federal Tax Return.
Government Employer (optional)	Select Yes or No The Government Employer field determines if the employer is a state or local government entity, or a government contractor and you pay one or more of your employees under the same tax rules as a state or local government employee.
Tax Group (optional)	If this GRE belongs to a Tax Group, enter its name. The Tax Group associates several GREs so that employees who transfer from one GRE to another within the group receive credit in the new GRE for amounts withheld in the former GRE toward Social Security and FUTA.
Supplemental Tax Calculation Method (optional)	Select the GRE's method for calculating tax liabilities on employees' supplemental earnings. The choices are: • Flat Percentage • Aggregation Consult the *Vertex Calculation Guide* for detailed explanations of the different calculation methods.

Entering Local Tax Rules for a GRE

To enter local tax rules for a GRE:

1. Enter or query the GRE in the Organization window.
2. In the Organization Classifications region, place the cursor on the classification Government Reporting Entity, choose Others, and select Local Tax Rules.
3. Click in the Additional Organization Information field to open the Local Tax Rules window.
4. Specify the following parameters, as needed:

   - **Locality**

     Select the name of the locality. Because this is a long list, it is best to enter part or all of the locality name. Using its table of jurisdiction codes, the system establishes the correct code for the locality, for tax calculation purposes.

   - **Company Locality ID**

     If the GRE has an ID number for local tax withholding, enter it in the Company Locality ID field.

   - **Resident Wage Accumulation**

     The value selected in this field determines how to handle the taxing and wage accumulation of resident subject wages.

     The following values are available for Resident Wage Accumulation:

JurInt Treatment Code	Description
2	Credit the resident tax by the amount of work tax withheld. Always accumulate wages.
3	Credit the resident tax by the amount of work tax withheld. Always accumulate wages.
8	Always eliminate the resident tax. Do not accumulate wages.

99	Calculate the tax for this jurisdiction independent of all other jurisdictions.
Default	Use the default behavior.

If you have the Exempt Local Income Tax field set to yes, and you enable wage accumulation, the new field will default to Exempt.

If you have the Exempt Local Income Tax field set to no, and you enable wage accumulation, the new field will default to cal Default, and Vertex will determine the taxation and accumulation.

> **Note:** The local tax withholding rule under State Tax Rules is modified. The option to select 'Only Withhold Tax at Work Location' is now available for all states.
>
> The wage accumulation option under Local Tax Rules overrides the local tax withholding rule field under State Tax Rules.

- **Taxation Threshold Hours**

  The system uses the Taxation Threshold Hours field in the tax calculation for multi jurisdiction enabled employees. You must enter the threshold hours for each state your enterprise operates in. The threshold hours amount specifies the work hours after which Oracle Payroll begins calculating and withholding taxes. If the field is left blank, the system begins calculating and withholding taxes immediately.

Entering State Tax Rules for an Employee

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

After completing the following procedure, refer to the State Specific Details, page 3-78 section to make sure you have entered all required information properly.

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

For information about the Edit Inactive check box, see: Viewing Active and Inactive Tax Records , page 3-60

To enter a new state tax record for an employee:

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

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

   > **Note:** If you have set up a payroll tax override address that applies to this state in the Address, Location Address, or GREs and other data window, the Residence Tax Override in Effect or Work Tax Override in Effect box is checked.
   >
   > If the Working at Home box is selected, the work details are the same as the resident details, and the employee is assumed to be working 100% from their primary address (or tax override address, if there is one) for this assignment. You cannot update this check box here. Change the Working at Home status on the Standard Conditions tab of the Assignment window.

2. Select a filing status, and enter other information relevant to this state.

   See State Specific Details, page 3-78 for instructions.

3. In the Tax Exemption region, check the boxes corresponding to taxes for which the employee is claiming exemption on the W-4. You must renew exemptions each year.

4. In the SIT Override region, enter a percentage in the Rate field to override the regular rate used in withholding calculations. To withhold a fixed amount each period, enter the amount.

   > **Note:** The amount you enter here still considers the state rules for reciprocity. The override amount you enter may not be the amount withheld.

   When you enter the override, the tax calculation for all states continues to apply to the state withholding rules.

5. Check the Non resident Certificate check box if the employee has certificates of nonresidence on file for the state.

6. Select the Military Spousal Exemption check box if the employee is eligible to claim the Military Spousal Exemption in their Work State Tax Record.

7. If there are SUI wages taxed in a prior state for the same employer in the same tax year, you enter the difference between the prior states wages and the new states current year limit in the SUI Base Override field on the State Tax Rules window.

Note: If you make a change to the SUI state on the Federal Tax Rules window, the system automatically updates the SUI Base Override field if a credit is owed to the new state. The system also places a zero in the field if the employee has met the wage limit in the new state.

8. Enter a date in the Lock In Date field if the state tax authority issues a notice rejecting the claim for more than 10 allowances, and reduces the number of allowances. You must enter the date on the notice and reduce the number of allowances in the W-4 Information region.

9. Check the SIT Exempt from Wage Accumulation box to exempt the employee from the withholding and reporting of state income wages and taxes.

10. In the Further State Tax Info flexfield, select AZ in the Context Value field, and Yes in the Voluntary Arizona SIT Form Filed (AZA4V) field to indicate the employee submitted the form to withhold Arizona state tax.

11. To enter another work state for the employee:
    1. Choose New Record from the Edit menu, and select another state.
    2. Enter information for all the states in which the employee may work before you save the state tax records.
    3. Make sure that the total of all the Time in State entries for the employee equals 100%.

See also: Adjusting Percentage Tax Rules, page 3-64

State Specific Details:

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

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

Alabama

Optional Calculation Methods

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

Arizona

Optional Calculation Methods

Code	Calculation Method
01	Use Optional 2.7% Rate
02	Use Optional 3.6% Rate
03	Use Optional 4.2% Rate
04	Use Optional 5.1% Rate
05	Use Optional 0% Rate
06	Use Optional 1.8% Rate
07	Use Optional 1.3% Rate
08	Use Optional 2.7% Rate (No State W4 filed)
09	Use Optional 0.8% Rate

Arizona SIT Form AZA4V

If an employee lives in Arizona, but works outside the state, you must indicate in the Voluntary SIT Form Filed (AZ) flexfield that the employee submitted a form to withhold Arizona state tax. Income tax is only withheld if the field is set to 'Yes'. You specify this information in the Further State Tax Info flexfield.

> **Note:** You must select a context value of AZ to view the Voluntary Arizona SIT Form Filed (AZA4V) field.

Arkansas

Filing Status Information

The Secondary Allowances field holds the number of dependents.

Optional Calculation Methods

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

California

Filing Status Information

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

Connecticut

Exemption Information

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

Delaware

Optional Calculation Methods

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

Indiana

Exemption Information

All dependents and additional exemptions should be totalled and entered into the Secondary Allowances field.

Iowa

Filing Status Information

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

Optional Calculation Methods

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

Louisiana

Filing Status Information

The Secondary Allowances field holds the number of credits claimed.

Maine

Filing Status Information

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

Maryland

Optional Calculation Methods

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

Massachusetts

Filing Status Information

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

Mississippi

Exemption Information

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

Missouri

Optional Calculation Methods

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

New Jersey

Filing Status Information

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

Optional Calculation Methods

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

Vermont

Filing Status Information

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

Entering State Tax Rules for a GRE

Use the State Tax Rules window to enter state tax information for a GRE. There are two state tax rule windows, State Tax Rules and State Tax Rules (2).

Using the State Tax Rules window you enter the following state tax rules for a GRE:

1. Enter or query the GRE in the Organization window.
2. In the Organization Classifications region, place the cursor on the classification Government Reporting Entity, choose Others, and select State Tax Rules.
3. Click in the Additional Organization Information field to open the State Tax Rules window.
4. Specify the following parameters, as needed:
   - **State Code**

     Select the state code.
   - **Resident Wage Accumulation**

     The value selected in this field determines how to handle the taxing and wage accumulation of resident subject wages.

     The following values are available for Resident Wage Accumulation:

JurInt Treatment Code	Description
2	Credit the resident tax by the amount of work tax withheld. Always accumulate wages.
3	Credit the resident tax by the amount of work tax withheld. Always accumulate wages.
4	Eliminate the resident tax if the work tax is greater than zero. Always accumulate wages.

5	Eliminate the resident tax if the work tax is greater than zero. Accumulate wages only if tax is withheld.
6	Eliminate the resident tax if the work tax imposes a withholding tax on nonresidents. Always accumulate wages.
7	Eliminate the resident tax if the work tax imposes a withholding tax on nonresidents. Accumulate wages only if tax is withheld
8	Always eliminate the resident tax. Do not accumulate wages.
Bypass	Exempt from State tax and wage accumulation.
99	Calculate the tax for this jurisdiction independent of all other jurisdictions.
Default	Use the default behavior.

If you have the Exempt State Income Tax field set to yes, and you enable wage accumulation, the new field will default to Exempt.

If you have the Exempt State Income Tax field set to no, and you enable wage accumulation, the new field will default to Default, and Vertex will determine the taxation and accumulation.

- **Local Income Tax Withholding Rule**

  Select Only Localities Under Local Tax Rules if you want Oracle Payroll to defer to the local tax rules you have specified in the Local Tax Rules GRE. Selecting All Localities indicates Oracle Payroll is to use the default tax rules.

  For the state of Ohio only, you can also select Only Withhold Tax at Work Location. This option is available for reciprocity taxes only.

- **SUI Company State ID**

  Enter the GRE's ID numbers in the state for SUI (State Unemployment Insurance).

- **Quality Jobs Program GRE (LA)**

Louisiana only: If the GRE is participating in the Louisiana Quality Jobs program, enter yes in the appropriate field. This field is only active if you have selected LA (Louisiana) in the State field.

- **Non Profit GRE (CT)**

  Connecticut only: If the GRE qualifies as a Non Profit GRE, enter yes into the appropriate field. This field accepts either Yes or No as an entry, and defaults to No if left blank. Only enter Yes if you are entering State Tax Rules for a GRE that is considered a Reimbursable Method Employer (as defined by the Connecticut Department of Labor).

- **SIT Company State ID**

  Enter the GRE's ID numbers in the state for SIT (State Income Tax).

- **SUI Self Adjust Method**

  Select self adjust methods for unemployment insurance (SUI) withholding.

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

- **SDI Self Adjust Method**

  Select self adjust methods for disability insurance (SDI) withholding.

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

- **SUI ER Experience Rate 1**

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

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

- **SUI ER Experience Rate 2**

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

  You may use this field to store a second experience rate in the cases where a state changes the rate mid-year (such as NH, NJ, TN, and VT). Oracle Payroll does not use this information in payroll processing. You may store information

in this field, but in order for it to be processed, you must enter it into the SUI Experience Rate 1 field.

- **Filing Status/Allowance Rate**

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

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

- **WC Carrier Name**

  Select the Worker's Compensation insurance carrier for this GRE. Use the Organization window to set up WC carriers as external organizations with the classification Workers Compensation Carrier.

- **Employer's Liability Rate**

  Enter this state's Employer's Liability rate. The percentage you type here overrides the default liability rate.

  Enter all rates as positive numbers.

  For example: Enter an Employer's Liability surcharge of 20% as 120 (120% of the base premium). The Employer's Liability always increases the premium amount.

- **Experience Modification Rate**

  Enter this state's Experience Modification rate for the Worker's Compensation premium calculation.

  Enter all rates as positive numbers.

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

- **Premium Discount Rate**

  Enter this state's Premium Discount rate. The percentage you type here overrides the default Premium Discount rate.

  Enter all rates as positive numbers.

  For example: Enter a 10% Premium Discount as 90 (90% of the premium total). The Premium Discount always decreases the premium amount.

- **Supplemental Tax Calculation Method**

  Specify the method used to calculate supplemental taxes. Valid options are:

- Default Method
- Aggregation
- Flat Rate
- Tiered Flat Rate
- Percent of Federal
- Tiered Flat Rate, Mult Tables
- Alternate Flat Rate

Consult the *Vertex Calculation Guide* for detailed explanations of the different calculation methods.

- **ER SDI Rate**

  Enter this state's ER SDI rate. The percentage you type here overrides the default ER SDI rate.

- **Maximum FUTA Credit %**

  Enter the maximum FUTA credit percentage. The value you type here overrides the default maximum FUTA credit percentage.

Using the State Tax Rules (2) window you enter the following state tax rules for a GRE:

1. Enter or query the GRE in the Organization window.
2. In the Organization Classifications region, place the cursor on the classification Government Reporting Entity, choose Others, and select State Tax Rules (2).
3. Click in the Additional Organization Information field to open the State Tax Rules (2) window.
4. Specify the following parameters, as needed:

   - **State Code**

     Select the state code.

   - **Taxation Threshold Hours**

     The system uses the Taxation Threshold Hours field in the tax calculation for multi jurisdiction enabled employees. You must enter the threshold hours for each state your enterprise operates in. The threshold hours amount specifies the

work hours after which Oracle Payroll begins calculating and withholding taxes. If the field is left blank, the system begins calculating and withholding taxes immediately.

- **SUI EE Withheld Rate**

  You use the SUI EE Withheld Rate field to override the default SUI EE rate. For example, if your enterprise is self ensured, the employees are exempt from state unemployment tax, but you still need to report the taxable wages. The system uses the default rate if the field is left blank.

Updating Local Taxability Rules

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

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

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

Copying Taxability and Wage Attachment Rules

You can copy the rules from an existing tax category using the Copy Taxability and Wage Attachment Rules process, which you run from the Submit Requests window.

To copy taxability and wage attachment rules:

1. Select Copy Taxability and Wage Attachment Rules in the Name field.
2. Enter the Parameters field to open the Parameters window.
3. Select a classification.
4. In the Source Category field, select the category from which you want to copy the rules.
5. In the Target Category field, select the category to which you want to copy the rules.
6. If you only want to copy rules from a selected state, select it in the Source State field, and then select the Target State.

7. Click OK and then Submit.

Enhanced Multi Jurisdiction Taxation

Enhanced Multi Jurisdiction Taxation Overview

You must be able to tax employees appropriately when they work at different jurisdictions as part of their job. This requirement is most common for consulting and sales people that travel regularly, but you can use the Enhanced Multi Jurisdiction Taxation for any employee. The Enhanced Multi Jurisdiction Taxation functionality is available only if you use the Vertex Enhanced Tax Interface.

With Enhanced Multi Jurisdiction Taxation, you input hours along with a jurisdiction, and the system derives percentages for each jurisdiction and calculates and withholds taxes accordingly.

Create Elements for the Entry of Time to Multiple Jurisditions

You create information time elements to enter information hours for employees. Oracle Payroll uses information time to derive the percentage of earnings distributed over different jurisdictions. Information time does not affect gross pay. The time is fed to the payroll through OTL or batch element entry. A jurisdiction may or may not be entered with the hours. If information time is entered without a jurisdiction, the time is taxed at the assignments work location.

Define the Threshold Basis and Information Time Payroll Period for Each Payroll

For each payroll you must define the threshold hours and the payroll period the system uses to derive information hours.

The Use Information Hours From field specifies the payroll period the payroll calculation uses to determine the amount of information hours for an employee. You select either the Current Pay Period or the Previous Pay Period. If you select current pay period, the system determines the hours entered, threshold balance and scheduled hours based on the effective start and end date of the current payroll period. If you select previous pay period, the system determines the information based on the effective start and end date of the previous payroll period.

The Threshold Basis field specifies when the system resets the hour's threshold for the state and local taxing jurisdictions. You select either Calendar Year or Rolling 12 Months. If you select Calendar Year, the system determines work jurisdiction percentages, tax balances and information time element entries from within the current calendar year. If you select Rolling 12 Months, the system determines the information within a rolling 12 month period.

Enter the Threshold Hours for Each Taxing Jurisdiction

The taxation threshold hours specifies the work hours after which Oracle Payroll begins calculating and withholding taxes. Threshold hours are set at the state, county and city levels. If the threshold hours are left blank, taxation begins with the first hour entered for the jurisdiction.

Specify the Tax Calculation Method for Each Employee

Oracle Payroll uses either W-4 percentages or information time to calculate taxes for an employee. Check the Use Information Hours box to use the Enhanced Multi Jurisdiction Taxation and distribute wages across multiple work jurisdictions. If you select the Use Information Hours, the system disables the Percentage button in the Federal, State, County, and City windows.

By default, the system assigns the work location a percentage of 100. You can override the percentage if an employee works in multiple jurisdictions a certain amount of time on a regular basis.

If you designate an employee as a home worker, you cannot modify the percentages. For a home worker, Oracle Payroll assigns the resident location 100 percent.

Enter Information Time and Positive Pay Hours

You enter information time hours and positive pay hours for use in the tax calculation during a Quickpay or payroll run. Positive pay is earnings the system taxes and pays even if the element is used to store information hours. Positive pay affects gross pay, and positive pay hours are hours in addition to the employees scheduled hours. The tax calculation does not use positive pay hours to derive the percentage of earnings distributed over multiple work locations.

Setting up Enhanced Multi Jurisdiction Taxation

You must be able to tax employees appropriately when they work at different jurisdictions as part of their job. The Enhanced Multi Jurisdiction Taxation functionality is available only if you use the Vertex Enhanced Tax Interface.

With Enhanced Multi Jurisdiction Taxation, you input hours along with a jurisdiction, and the system derives percentages for each jurisdiction and calculates and withholds taxes accordingly.

1. Create elements to use for the entry of information time. You use information time elements to enter hours the system uses to derive the percentage of wages distributed across various work jurisdictions. See: Defining Information Time Elements, *Oracle HRMS Compensation and Benefits Management Guide*

2. Specify the payroll period the payroll calculation uses to determine the amount of

information hours for an employee. You select either the current pay period or the previous pay period. See: Further Payroll Information Window, page 1-6

3. Select a time period for the payroll to reset the hours threshold for the taxing jurisdictions. You select either Calendar Year or Rolling 12 Months. See: Further Payroll Information Window, page 1-6

4. Set up threshold hours for the state and local taxing jurisdictions you use. The threshold hours amount specifies the work hours after which Oracle Payroll begins calculating and withholding taxes. If the field is left blank, the system begins calculating and withholding taxes immediately. See: Entering State Tax Rules for a GRE, page 3-85

   See: Entering Local Tax Rules for a GRE, page 3-77

5. Specify the method the payroll process will use to calculate the tax data for each employee. You select the checkbox for Information Time on the employee Federal Tax Rules form to use the information time input during the payroll process. If you do not select the Information Time checkbox, the system defaults to the W-4 percentages. See: Entering Federal Tax Rules for an Employee, page 3-73

6. Enter information time hours and positive pay hours for use in the tax calculation. You enter hours to individual employees, or to groups of employees using Batch Element Entry. See: Making Manual Element Entries, *Oracle HRMS Compensation and Benefits Management Guide*

   See: BEE (Batch Element Entry), *Oracle HRMS Compensation and Benefits Management Guide*

Wage Accumulation

Wage Accumulation using the Enhanced Tax Interface

Oracle Payroll determines tax calculation and wage accumulation based on rules provided by Vertex Quantum.

See: Using the Enhanced plus Wage Accumulation Tax Interface, page 3-95

> **Note:** Disabling wage accumulation after processing payrolls results in inconsistencies in the accumulation of the wages, and may cause balancing issues.

You can control state and local resident wages and taxes by specifying options for the GRE. At the state level, you can set the State Income Tax withholding Rule to Only States Under State Tax Rules or All States. Selecting Only States Under State Tax Rules withholds taxes for those states where you define rules in the State Tax Rules window. Selecting All States withholds taxes for all 50 states.

At the local level, you can set the Local Income Tax Withholding rule to Only Localities Under Local Tax Rules or All Localities. The Only Localities Under Local Tax Rules option defers the local tax rules you have entered in the Local Tax rules GRE window. The All Localities option instructs the application to use the default tax rules. For the state of Ohio only, you can also select Only Withhold Tax at Work Location. This option is available for reciprocity taxes only.

With the enhanced tax interface, the application removes pre-tax reductions from the subject balances and passes the reduced subject balances to Quantum Vertex. The following calculation applies to all types of taxes, for example, state, local, city, and county.

Subject minus Pre-Tax Reductions = Reduced Subject (passed to quantum as employee wages)

In addition, pre-tax reduction balances are also maintained Oracle in the same manner as subject balances.

If you use the Tax Exemption State Income Tax or Tax Exemption Local Income Tax checkboxes on the W-4 tax form, the subject balances accumulate, but no state or local tax is withheld. Conversely, if you set the Exempt from Wage Accumulation to Yes, no state or local subject wages accumulate, and no state or local tax is withheld.

See: Running the Select Tax Interface Program, page 3-105

Using the Enhanced plus Wage Accumulation Tax Interface

Oracle Payroll determines tax calculation and wage accumulation based on rules

provided by Vertex Quantum. Oracle Payroll no longer maintains subject wages when you enable wage accumulation. The application passes reduced subject wages to Vertex, and after completing the tax calculations, Vertex returns the newly calculated balance.

Using the enhanced plus wage accumulation tax interface, you have more flexibility, and you can override the standard behavior by setting options at the GRE and employee level that control resident wage accumulation. For example, you can choose to always accumulate wages or only accumulate wages if taxes are withheld for the jurisdiction. The enhanced plus wage accumulation tax interface affects only resident wages that are subject to state and local income tax; not gross wages which continue to accumulate.

> **Note:** Disabling wage accumulation after processing payrolls results in inconsistencies in the accumulation of the wages, and may cause balancing issues.

The "Select Tax Interface" concurrent program changes interface at system level. For specifying business Group level preference, "Year Wage Accumulation Effective" needs to be set under "US Processing Rules".

See: Running the Select Tax Interface Program, page 3-105

When you use the Enhanced Tax Interface plus wage accumulation, you set options at the GRE and employee levels that control state and local residence wage accumulation and taxes. Resident Wage Accumulation replaces Exempt State Income Tax and Exempt Local Income Tax on the State and Local Tax Rules windows. The values selected in these fields determine how the application handles the state and local resident wages and taxes. The following tables illustrate the options available for Resident Wage Accumulation.

At the state level, you can set one of the following 10 options:

JurInt Treatment Code	Description
2	Credit the resident tax by the amount of work tax withheld. Always accumulate wages.
3	Credit the resident tax by the amount of work tax withheld. Accumulate wages only if tax is withheld.
4	Eliminate the resident tax if the work tax is greater then zero. Always accumulate wages.

5	Eliminate the resident tax if the work tax is greater then zero. Accumulate wages only if tax is withheld.
6	Eliminate the resident tax if the work tax imposes a withholding tax on nonresidents. Always accumulate wages.
7	Eliminate the resident tax if the work tax imposes a withholding tax on nonresidents.Accumulate wages only if tax is withheld.
8	Always eliminate the resident tax. Do not accumulate wages
Bypass	Exempt from state tax and wage accumulation.
99	Calculate the tax for this jurisdiction independent of all other jurisdictions.
Default	Use the default behavior.

If you have the Exempt State Income Tax field set to yes, and you enable wage accumulation, the new field will default to Exempt.

If you have the Exempt State Income Tax field set to no, and you enable wage accumulation, the new field will default to Default, and Vertex will determine the taxation and accumulation.

At the local level, you can set one of the following options:

JurInt Treatment Code	Description
2	Credit the resident tax by the amount of work tax withheld. Always accumulate wages.
3	Credit the resident tax by the amount of work tax withheld. Accumulate wages only if tax is withheld.
8	Always eliminate the resident tax. Do not accumulate wages

99	Calculate the tax for this jurisdiction independent of all other jurisdictions.
Default	Use the default behavior.

If you have the Exempt Local Income Tax field set to yes, and you enable wage accumulation, the new field will default to Exempt.

If you have the Exempt Local Income Tax field set to no, and you enable wage accumulation, the new field will default to Default, and Vertex will determine the taxation and accumulation.

You set the assignment level information by selecting the Exempt from Wage Accumulation at the federal, state, city, and county levels. You use this field to exempt the employee from withholding and reporting of income wages and taxes.

See: Entering State Tax Rules for a GRE, page 3-85

See: Entering Local Tax Rules for a GRE, page 3-77

See: Entering Federal Tax Rules for an Employee, page 3-73

See: Entering State Tax Rules for an Employee, page 3-78

See: Entering City Tax Rules for an Employee, page 3-70

See: Entering County Tax Rules for an Employee, page 3-72

Resident Wage Accumulation Scenarios

The following are sample scenarios that illustrate resident wage accumulation options.

In each scenario, the first table represents the calculation of work and resident income taxes, and the following tables show the taxes after the application of the Jurisdictional Interaction Treatment.

You calculate the resident tax on total gross, and work tax on reciprocal rules. You then prorate the resident gross and tax based on the distribution of work locations, and apply a Jurisdictional Interaction Treatment code.

Scenario 1

In this scenario, the employee lives in the city of Highland Hills, and work in multiple locations. Using Jurisdictional Interaction Treatment code 2, you credit the resident tax by the amount of work tax withheld, and you always accumulate wage. Using Jurisdictional Interaction Treatment code 3, you credit the resident tax by the amount of work tax withheld, and you accumulate wages only if tax is withheld.

Earnings 5000.00

Resident jurisdiction - Highland Hills

Work jurisdiction - Multiple locations

Tax Calculation

Tax Type/Jurisdiction	Rate	Gross	Tax	Comment
Res - Highland Hills	0.0250	5000.00	125.00	
Work - Oakwood	0.0250	1500.00	37.50	Calculate tax
Work - Trotwood	0.0225	2500.00	56.25	Calculate tax
Work - Obetz	0.0200	500.00	10.00	Calculate tax
Work - Highland	0.0250	500.00	12.50	Calculate tax

Jurisdictional Interaction Treatments 2

Work Location	Work Gross/Total Work Gross	Prorated Resident Gross	Prorated Resident Tax	Work Tax	Reportable Resident Gross	Reportable Tax
Work - Oakwood	30%	1500.00	37.50	37.50	1500.00	0.00
Work - Trotwood	50%	2500.00	62.50	56.25	2500.00	6.25
Work - Obetz	10%	500.00	12.50	10.00	500.00	2.50
Work - Highland Hills	10%	500.00	12.50	12.50	500.00	0.00
	100%	5000.00	125.00	116.25	5000.00	8.75

Jurisdictional Interaction Treatments 3

Work Location	Work Gross/Total Work Gross	Prorated Resident Gross	Prorated Resident Tax	Work Tax	Reportable Resident Gross	Reportable Tax
Work - Oakwood	30%	1500.00	37.50	37.50	0.00	0.00
Work - Trotwood	50%	2500.00	62.50	56.25	2500.00	6.25
Work - Obetz	10%	500.00	12.50	10.00	500.00	2.50
Work - Highland Hills	10%	500.00	12.50	12.50	0.00	0.00
	100%	5000.00	125.00	116.25	3000.00	8.75

Scenario 2

In this scenario, the employee lives in Pennsylvania and works in multiple locations. Using Jurisdictional Interaction Treatment code 4, you eliminate the resident tax if the work tax is greater then zero, and you always accumulate wages. Using Jurisdictional Interaction Treatment code 5, you eliminate the resident tax if the work tax is greater then zero, and you accumulate wages only if tax is withheld.

Earnings 5000.00

Resident jurisdiction - Pennsylvania

Work jurisdiction - Multiple locations

Tax Calculation

Tax Type/Jurisdiction	Gross	Adjusted Gross	Tax	Comment
Resident - Pennsylvania	5000.00	5000.00	135.50	

Work - Florida	1500.00	None	None	No state tax
Work - Delaware	2500.00	2500.00	132.98	Calculate tax
Work - New Jersey	500.00	None	None	NR Certificate filed - do not calculate tax
Work - Pennsylvania	500.00	None	None	Do not calculate work tax if resident location = work location

Jurisdictional Interaction Treatments 4

Work Location	Work Gross/Total Work Gross	Prorated Resident Gross	Prorated Resident Tax	Work Tax	Reportable Resident Gross	Reportable Tax
Work - Florida	30%	1500.00	46.05	None	1500.00	46.05
Work - Delaware	50%	2500.00	76.75	132.98	2500.00	0.00
Work - New Jersey	10%	500.00	15.35	None	500.00	15.35
Work - Pennsylvania	10%	500.00	15.35	None	500.00	15.35
	100%	5000.00	153.46	132.98	5000.00	76.75

Jurisdictional Interaction Treatments 5

Work Location	Work Gross/Total Work Gross	Prorated Resident Gross	Prorated Resident Tax	Work Tax	Reportable Resident Gross	Reportable Tax
Work - Florida	30%	1500.00	46.05	None	1500.00	46.05
Work - Delaware	50%	2500.00	76.75	132.98	0.00	0.00
Work - New Jersey	10%	500.00	15.35	None	500.00	15.35
Work - Pennsylvania	10%	500.00	15.35	None	500.00	15.35
	100%	5000.00	153.46	132.98	2500.00	76.75

Scenario 3

In this scenario, the employee lives in New Jersey and works in multiple locations. Using Jurisdictional Interaction Treatment code 6, you eliminate the resident tax if the work tax imposes a withholding tax on nonresidents, and you always accumulate wages. Using Jurisdictional Interaction Treatment code 7, you eliminate the resident tax if the work tax imposes a withholding tax on nonresidents, and you accumulate wages only if tax is withheld.

Earnings 5000.00

Resident jurisdiction - New Jersey

Work jurisdiction - Multiple locations

Tax Calculation

Tax Type/Jurisdiction	Gross	Adjusted Gross	Tax	Comment

Resident - New Jersey	5000.00	5000.00	305.38	
Work - Florida	1500.00	None	None	No state tax
Work - New York	2500.00	2500.00	163.43	Calculate tax
Work - New Jersey	500.00	None	None	Do not calculate work tax if resident location = work location
Work - Pennsylvania	500.00	None	None	NR Certificate filed - do not calculate tax

Jurisdictional Interaction Treatments 6

Work Location	Work Gross/Total Work Gross	Prorated Resident Gross	Prorated Resident Tax	Work Tax	Reportable Resident Gross	Reportable Tax
Work - Florida	30%	1500.00	91.61	None	1500.00	91.61
Work - New York	50%	2500.00	152.69	163.43	2500.00	0.00
Work - New Jersey	10%	500.00	30.54	None	500.00	30.54
Work - Pennsylvania	10%	500.00	30.54	None	500.00	30.54
	100%	5000.00	305.38	132.98	5000.00	152.69

Jurisdictional Interaction Treatments 7

Work Location	Work Gross/Total Work Gross	Prorated Resident Gross	Prorated Resident Tax	Work Tax	Reportable Resident Gross	Reportable Tax
Work - Florida	30%	1500.00	91.61	None	1500.00	91.61
Work - New York	50%	2500.00	152.69	163.43	0.00	0.00
Work - New Jersey	10%	500.00	30.54	None	500.00	30.54
Work - Pennsylvania	10%	500.00	30.54	None	500.00	30.54
	100%	5000.00	305.38	132.98	2500.00	152.69

Setting Up Wage Accumulation

By default, Oracle Payroll determines tax calculation and wage accumulation based on the rules provided by Vertex. If you need more flexibility for accumulating wages then Vertex provides, you can use an alternate accumulation method, Enhanced Wage Accumulation using the Enhanced Tax Interface, at the employee or GRE level.

To enable wage accumulation using the Enhanced Tax Interface:

1. Run the US Payroll concurrent program 'Select Tax Interface'. In the Vertex Interface parameter, select "Enhanced + Wage Accumulation" as the Vertex Interface.

   See: Running the Select Tax Interface Program, page 3-105

2. Set the Resident Wage Accumulation at the GRE level for both state and local income tax. The values selected in this field determines how to handle the taxing and wage accumulation of the resident subject wages.

   See: Entering State Tax Rules for a GRE, page 3-85

   See: Entering Local Tax Rules for a GRE, page 3-77

3. Set the state and local income tax withholding rule at the GRE level.

See: Entering State Tax Rules for a GRE, page 3-85

See: Entering Local Tax Rules for a GRE, page 3-77

4. Set the assignment level information by selecting the Exempt from Wage Accumulation, if necessary. You use this field to exempt the employee from withholding and reporting of state and local income wages and tax.

   See: Entering Federal Tax Rules for an Employee, page 3-73

   See: Entering State Tax Rules for an Employee, page 3-78

   See: Entering City Tax Rules for an Employee, page 3-70

   See: Entering County Tax Rules for an Employee, page 3-72

Running the Select Tax Interface Program

Run the Select Tax Interface from the Submit Requests window. The Select Tax Interface request switches the Tax Interface for the complete system. If the system hosts multiple business groups, then all the business groups will start using the selected interface. The application provides a method to control the tax interface used at the business group level. Business group level control is available to decide whether a business group will use the Enhanced Tax Interface with Wage Accumulation enabled. The US Processing Rules window provides the Year Wage Accumulation Effective field, which is applicable only to the Enhanced Wage Accumulation tax interface. For more information, refer to Business Groups: Entering US Processing Rules, *Oracle Enterprise and Workforce Management Guide (US)*

To run the Select Tax Interface:

1. In the Name field, select the Select Tax Interface report.

2. In the Parameters field, select the appropriate tax interface for the Vertex Interface parameter.

   Enhanced: Select this interface to calculate tax using US_TAX_VERTEX element.

   Enhanced + Wage Accumulation: Select this interface if you want to use the Enhanced Tax Interface with Wage Accumulation enabled.

3. Click OK, and then Submit.

   Note: Disabling wage accumulation after processing payrolls results in inconsistencies in the accumulation of the wages, and may cause balancing issues.

Tax Balances

Introduction to Balance Adjustment

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

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

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

Purpose

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

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

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

It is recommended that when you process the balance adjustments through BEE or

Element Entries, run them as a separate payroll. This will make it cleaner to rollback the balance adjustments as a whole if there is a problem with the entries.

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

Basic Business Needs

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

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

Adjust Tax Balance and Adjust Balance Forms

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

Adjust Tax Balances Form	Used to record third party payments such as sick pay, stock options, imputed income, and so on (such as, when the third party does not issue a separate W-2). Uses existing elements, eliminating the need to set up any special adjustment elements. The Medicare field is available in the Employer tab. When performing tax balance adjustments, you must enter value in the Medicare fields in both the Employee and the Employer tabs separately. This is to accommodate the fact that the amount to adjust for Medicare Employee and Employer may not be the same for those employees whose income is subject to the Additional Medicare Tax provision of the Affordable Care Act.
Adjust Balance Form	Allows the adjustment of balances for any existing element. Allows the adjustment of any balance using a specific adjustment element which should be set up at the time the adjustment is needed.

Note: If you are using the Adjust Balance form and have set the PAY: Use Direct Balances for US Federal Taxes profile option to Yes, then you must complete an additional setup for changes to reflect in the View Tax Balances form. This additional setup is not required if you have set the profile option value to No or use the Adjust Tax Balances form for balance adjustments. See: Using Direct Balances for Federal Taxes, page 3-114

Reasons For Balance Adjustments

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

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

- Need to refund taxes that were collected by mistake.

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

> **Note:** When loading Balances for nonrecurring elements, you must add the element to the employee's Element Entries form in order to see the YTD balances on the Employee SOE. To do this:
>
> 1. Navigate to the employee's Element Entries.
> 2. DateTrack to the employee's hire date.
> 3. Give the nonrecurring elements to the employee (no input values are required).
> 4. Save the changes.

Contact for Vertex's PayrollTax(tm) Calculation and Quantum for Payroll Tax System

United States federal, state and local tax data for use with Oracle Payroll is provided by Vertex Inc. Vertex related software is provided by Oracle in Oracle Payroll. Such tax data and software are licensed under a separate license between you and Vertex. Such software is warranted by Vertex, not Oracle.

> **Note:** Oracle Payroll is delivered with sample Vertex tax data. The sample Vertex tax data is not current and is provided for demonstration purposes only.

To initiate delivery of current tax data and monthly updates directly to you from Vertex, either complete the form below and fax it to 610/640-5892, or mail it to:

Vertex Corporation Sales Coordinator

1041 Old Cassatt Road

Berwyn, PA 19312

Company Name

Your Name

Your Signature

Your Title

Contact Name

Address

Phone Number

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, page 3-208

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.

Automated User Creation of JIT-Geocode Data

Geocodes are the geographical codes supplied by Vertex, Inc. The geocode (jurisdiction code) determines the taxing jurisdiction the application updates on the employee record. Vertex releases monthly updates containing address (geocode) and tax (JIT) changes.

Oracle releases quarterly statutory updates of the geocodes data. You must apply both the Oracle statutory update and the Vertex monthly update to correctly accumulate wages and withhold taxes for new or changed jurisdictions. If you want to begin using the geocode and JIT data before receiving Oracle's quarterly statutory update, you can manually enter the information in the US Cities window:

Users can perform the following:

- Insert new Vertex defined Geocodes
- Insert new county school districts for a new or existing geocode
- Insert new city school districts for a new or existing geocode
- Insert/update the Jurisdiction Information Tables (JIT) for new taxes

See: Adding a City for Addresses, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management*

See: Adding New Tax Information for an Existing Geocode, page 3-208

Using Direct Balances for Federal Taxes

The PAY: Use Direct Balances for US Federal Taxes profile option determines the balance retrieval procedure. If you set the profile option value to Yes, then direct balances based on run results created for the employee will be used instead of deriving the amounts from their earnings.

You can set the profile option to Yes in order for the system to make use of the direct balances instead of deriving the values by calling multiple balances. This reduces the overall response times wherever the new balances are accessed. For example, if FIT Subject Withholdable needs to be reported anywhere, then the balance call will fetch the direct balance FIT SUBJ_WHABLE instead of fetching Regular Earnings and adding Supplemental Earnings for FIT Subject to tax.

To set the profile option, using the System Administrator Responsibility, navigate to Profile > System. Then query for the PAY:Use Direct Balances for US Federal Taxes profile option with both Site and Profiles set to No Values selected. Set to Yes or No as required.

Balance Adjustments to Earnings Elements Using the Adjust Balance Form

With the PAY: Use Direct Balances for US Federal Taxes profile option to set Yes, if you use the Adjust Balance form to adjust balances for Earning elements, then an additional setup is required for the View Tax Balances form to reflect the balance adjustment changes. If the profile option is set to No, then the View Tax Balances form reflects the required changes and the additional setup is not required.

The following explanation uses the setup required for a Regular Earnings element.

The main element that you use in the payroll processing can no longer be used for balance adjustment. For example, Main Earnings is the regular earnings element used in payroll processing.

Setup Steps

1. Create a new Earnings element similar in all aspects to the Main Earnings element using the Earnings form (Total Compensation > Basic > Earnings). For example, create Adjust Earnings element, similar to Main Earnings. You must use this element to perform any balance adjustments from the Adjust Balance Form.

2. Add Balance Feeds corresponding to the Pay Value input value of Adjust Earnings element to the following balances. As Regular Earnings are subject to all taxes, add the feeds to balances related to all the taxes at the federal level.

Input Value	Balance Name	Add or Subtract
Pay Value	FIT Gross	Add
Pay Value	SS EE Gross	Add
Pay Value	SS ER Gross	Add
Pay Value	Medicare EE Gross	Add
Pay Value	Medicare ER Gross	Add
Pay Value	FUTA Gross	Add
Pay Value	EIC Gross	Add
Pay Value	FIT Subj Whable	Add
Pay Value	SS EE Subj Whable	Add
Pay Value	SS ER Subj Whable	Add
Pay Value	Medicare EE Subj Whable	Add
Pay Value	Medicare ER Subj Whable	Add
Pay Value	FUTA Subj Whable	Add
Pay Value	EIC Subj Whable	Add

Query the element in the Element Description form. (Total Compensation > Basic > Element Description). Click Balance Feeds. Add the new records for each of the balance feeds as given in the table.

In case, Supplemental Earnings or Imputed Earnings are to be adjusted, create a similar setup that is created for Regular Earnings. Create the adjust elements and add balance feeds to all the tax balances that they are subject to. You can find this information from the Tax Withholding Rules form (Total Compensation > Basic > Tax Withholding Rules). If any category of earnings is Subject to FIT and Not Withholdable, then you must feed the corresponding FIT Subj NWhable balance instead of FIT Subj Whable.

Balance Adjustments to Pretax Elements using the Adjust Balance Form

With the PAY: Use Direct Balances for US Federal Taxes profile option to set Yes, if you use the Adjust Balance form to adjust balances for Pretax elements, then an additional setup is required for the View Tax Balances form to reflect the balance adjustment changes. If the profile option is set to No, then the View Tax Balances form reflects the required changes and the additional setup is not required. With the profile option set as No, the system uses the derived balances approach to determine the values displayed on the View Tax Balances form. Since the Derived Balances approach refers to balances like Pre Tax Deductions and Pre Tax Deductions for FIT, the Tax Balances Form displays changes once balance adjustment is done.

With the profile option set as Yes, the system uses the direct balances approach to determine the values. The Pre Tax Deductions shown on the View Tax Balances form comes from the FIT Specific Balance FIT Pre Tax Redns. Since the Balance Adjustment done from the Adjust Balance form does not have any impact on the FIT Pre Tax Redns Balance, the changes are not reflected in the Tax Balances form with the profile option set as Yes.

The following explanation assumes that a main element, for example Main 457 is already set up for pretax processing, and options of ER, Catchup, Roth and AT are also selected while creating this deduction. In this case, the following elements are available with Special Input and Special Features elements:

i. Main 457

ii. Main 457 ER

iii. Main 457 Catchup

iv. Main 457 Roth

v. Main 457 Roth ER

vi. Main 457 AT

vii. Main 457 AT ER

Setup Steps

1. Create a Pre-Tax element, same in all aspects to the existing Main 457 element using the Deductions form.

   Total Compensation > Basic > Deductions

   For example, enter the name as Adjust 457 to create the Deduction element and select the options of ER, Catchup, Roth and AT.

   When you create the deduction element Adjust 457, the following elements along with other Special Input and Special Features elements are created:

   i. Adjust 457

   i. Adjust 457

   iii. Adjust 457 Catchup

   iv. Adjust 457 Roth

   v. Adjust 457 Roth ER

   vi. Adjust 457 AT

   vii. Adjust 457 AT ER

2. Create the element links for all those elements which are to be used for balance adjustment.

3. Query the elements created for adjustment in the Element Description form and remove the Primary Balance corresponding to them.

   Total Compensation > Basic > Element Description

   Query the Adjust 457 element. Click in the Further Element Information Flexfield, remove the value in the Primary Balance field and save the changes as Correction.

   Clear the primary balances for other related adjustment elements: Adjust 457 ER, Adjust 457 Catchup, Adjust 457 Roth, Adjust 457 Roth ER, Adjust 457 AT, and Adjust 457 AT ER.

4. Add the Input Value Pay Value of Adjust 457 as feed to the main element related balance Main 457 as Add.

   Similarly, create balance feeds for the following input values of Adjustment elements to the corresponding balances of Main Element.

Element Name	Input Value	Main Deduction Balance	Add or Subtract
Adjust 457 ER	Pay Value	Main 457 ER	Add
Adjust 457 Catchup	Pay Value	Main 457	Add

Element Name	Input Value	Main Deduction Balance	Add or Subtract
Adjust 457 Roth	Pay Value	Main 457 Roth	Add
Adjust 457 Roth ER	Pay Value	Main 457 Roth ER	Add
Adjust 457 AT	Pay Value	Main 457 AT	Add
Adjust 457 AT ER	Pay Value	Main 457 AT ER	Add

5. For the 457 Pre-Tax Category, review the Taxability Rules form to find out all those taxes that consider 457 as Pre-Tax at Federal level.

   Total Compensation > Basic > Tax Withholding Rules

   Select Primary Classification as Pre-Tax Deductions.

6. Create Balance Feeds to FIT Pre Tax Redns, FIT 457 Redns, EIC Pre Tax Redns and EIC 457 Redns as given in the following table:

Element Name	Input Value	Seeded Balance	Add or Subtract
Adjust 457	Pay Value	FIT Pre Tax Redns	Add
Adjust 457	Pay Value	FIT 457 Redns	Add
Adjust 457	Pay Value	EIC Pre Tax Redns	Add
Adjust 457	Pay Value	EIC 457 Redns	Add
Adjust 457 Catchup	Pay Value	FIT Pre Tax Redns	Add
Adjust 457 Catchup	Pay Value	FIT 457 Redns	Add
Adjust 457 Catchup	Pay Value	EIC Pre Tax Redns	Add
Adjust 457 Catchup	Pay Value	EIC 457 Redns	Add

7. Run the Generate Run Balances concurrent program for all those balances that became invalid due to the Balance Feeds creation.

Once the setup is done as specified, balance adjustment can be done using the newly created adjustment elements.

Tax Balances Form

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

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

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

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

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

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

Subj Not Whable	All Earnings that are taxable but for which taxes are not calculated or withheld during payroll processing. GTL Imputed Income is an example of a taxable earning for which taxes are not withheld. You must enter this balance when processing the State and Local level balance adjustment elements. **Note:** Subject and Subj Not Whable are determined by the Tax Withholding Rules ((N) Total Compensation -> Basic -> Tax Withholding Rules). All earnings defined with a classification of "Regular Earnings" in Oracle are always subject to and withholdable for federal and state taxes. However, earnings defined with the classification of "Supplemental Earnings" or "Imputed Earnings", and certain deductions defined with a classification of "Pre-Tax", may be subject to different types of taxes and tax withholding at the federal and state levels. These are determined by the category assigned to each earning or deduction and the Taxability Rules.
Pre Tax	The total amount of 401k, 403b, 457, Dependent Care, and Section 125 that reduces the taxable earnings. You must enter this balance when processing State and Local level Balance Adjustment elements (if the jurisdiction allows the reduction). This balance is fed by the elements that update the detail balances discussed below.
Deferred Comp 401k	The amount of 401k that reduces the taxable earnings. You must enter this balance when processing State and Local level balance adjustment elements (if the jurisdiction allows the reduction).
Deferred Comp 403b	The amount of 403b that reduces the taxable earnings. You must enter this balance when processing State and Local level balance adjustment elements (if the jurisdiction allows the reduction).

Deferred Comp 457	The amount of 457 that reduces the taxable earnings. You must enter this balance when processing State and Local level balance adjustment elements (if the jurisdiction allows the reduction).
Dependent Care	The amount of Dependent Care deductions which reduces the taxable earnings. You must enter this balance when processing State and Local level Balance Adjustment elements (if the jurisdiction allows the reduction).
Section 125	The amount of Pretax Insurance that reduces the taxable earnings. Dependent care deductions are not included in this total because it is covered separately under section 129 of the IRS code. You must enter this balance when processing State and Local level balance adjustment elements (if the jurisdiction allows the reduction).
Reduced Subj WHable	Balance derived from Subject Withholdable Earnings minus the sum of Pre Tax reduction that consists of PreTax 401k, PreTax 403b, PreTax 457, PreTax 125, and Dependent Care.
Taxable	The amount of taxable earnings for Medicare, Social Security, and FUTA up to the limit. When viewing state and local taxes subject to an upper limit (such as SDI and SUI), this amount represents the amounts paid up to the limit. When using the Balance adjustment screen, you must adjust this balance for all the taxes mentioned above but keep the upper limit in mind. When adjusting this field, be careful not to adjust the amount over the government regulated limit.

Excess	Balance derived from Reduced Subj Whable minus Taxable. If the taxable balance is not equal to the government regulated limit, the Excess balance should be zero. Excess should always be zero for Medicare. If there is an amount in Excess, and the limit has not been reached, this is an indication that you need to adjust the Balances.
Withheld	The amount of tax which will be reported on the W-2 for each tax.
Liability	The amount of employer owed tax for Medicare, FUTA, Social Security, SUI, or SDI. **Note:** For Massachusetts, the Health Insurance Tax is accumulated in under SDI liability.

Tax Balances Summary

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

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

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

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

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

checkboxes are not checked, then the corresponding column in the Balance region will not have balances accumulated and will not display.

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

Tax Balances

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

Federal taxes

Federal Income Tax (FIT) - EE

Federal Unemployment Tax Act (FUTA) - ER

Social Security (SS) - EE and ER

Medicare - EE and ER

Earned Income Credit (EIC) - EE

Use Direct Balances for Federal Taxes

The PAY: Use Direct Balances for US Federal Taxes profile option determines the balance retrieval procedure. See: Using Direct Balances for Federal Taxes, page 3-114

State taxes

State Income Tax (SIT) - EE

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

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

Local taxes

City Tax - EE

County Tax - EE

Head Tax - ER

School District Tax - EE

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

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

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

Note: For Massachusetts, the Health Insurance Tax is accumulated under SDI liability.

Taxes with Upper Earnings Limits

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

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

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

Balance Calculations and Adjustments

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

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

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

Tax Balancing Guide

The tax balancing guide illustrates Oracle report information by field, and outlines how the fields on various reports map to one another. The guide aids in completing the weekly, quarterly and annual payroll reconciliation.

Periodic Reporting

For the following reports, enter the same beginning and ending check dates for the period you wish to reconcile:

- Payroll Register Report
- Federal and State Tax Remittance Report
- Local Tax Remittance Report
- US Gross to Net Summary

Federal and State Tax Remittance Report/Local Tax Remittance Report	Payroll Register	US Gross to Net Summary
EE Federal Income Tax	FIT	EE FIT Withheld
EE Social Security	SS	EE SS Withheld
EE Medicare	Medicare	EE Medicare Withheld
EE Advanced EIC Paid	EIC (Federal Tax Credits)	EIC Advanced (Federal)
	STEIC (per state)	EIC Advanced for State
EE State Income Tax per state	SIT (per state)	EE SIT Withheld (per state)
EE City Tax (per local)	City (per city)	EE City Withheld (per city)
EE SUI (per state)	SUI (per state)	EE SUI Withheld (per state)
EE County Tax (per county)	County Tax (per county)	EE County Withheld (per county)
EE Head Tax (by state)	HT (by state)	EE HT Withheld (by state)
ER FUTA	FUTA	ER FUTA Liability
ER Social Security	SS	ER SS Liability
ER Medicare	Medicare	ER Medicare Liability

ER SUI (per state)	SUI (per state)	ER SUI Liability (per state)
ER SDI (per state)	SDI (per state)	ER SDI Liability (per state)

Quarterly Reporting

For the following reports, enter the same beginning and ending check dates for the quarter you wish to reconcile:

- Federal and State Tax Remittance Report
- Local Tax Remittance Report
- US Gross to Net Summary

For the following reports, enter the quarter you wish to reconcile:

- State Quarterly Wage Listing
- Quarterly Tax Return Worksheet (Form 941)

For employers doing business in Pennsylvania, see:

- Entering Information for the PSD Periodic Wage Listing Report Process, page 3-295
- Running the PSD Periodic Wage Listing Report Process, page 3-296

> **Note:** For correct quarterly balancing, you must run the Federal and State Tax Remittance Report and Local Tax Remittance Report using start and end dates that are the same as the quarter you use to run the State Quarterly Wage Listing and Quarterly Tax Return Worksheet (Form 941).

Federal and State Tax Remittance Report/Local Tax Remittance Report	US Gross to Net Summary	State Quarterly Wage Listing	Form 941
EE Federal Income Tax Wages			Line 2
EE Federal Income Tax	EE FIT Withheld		Line 3

EE Social Security Wages			Line 5a (col 1) + 5b (col 2)
EE Social Security Tax	EE SS Withheld		Line 5a (col 2) + 5b (col 2) Divide by 2 for the EE portion only
EE Medicare Wages			Line 5c (col 1)
EE Medicare Tax	EE Medicare Withheld		Line 5c (col 2) Divide by 2 for the EE portion only
EE Advance EIC Paid	EIC Advanced (Federal)		Line 9
EE State Income Tax Wages per state		SIT Gross Wages for QTR	
EE State Income Tax (per state)	EE SIT Withheld (per state)	SIT Withheld for QTR	
EE SDI Tax (per state)	EE SDI Withheld (per state)		
EE City Tax (per city)	EE City Withheld		
EE SUI Tax (per state)	EE SUI Withheld (per state) for applicable states	SUI ER Liability for QTR (for applicable states)	
EE County Tax (per county)	EE County Withheld (per county)		
EE Head Tax (per state)	EE HT Withheld (per state)		
ER FUTA Tax	ER FUTA Liability		
ER Social Security Tax	ER SS Liability		
ER Medicare Tax	ER Medicare Liability		

ER SUI Wages (per state)		SUI Taxable Reported by QTR
ER SUI Tax (per state)	ER SUI Liability (per state)	SUI ER Liability by QTR
ER SDI Tax (per state)	ER SDI Liability (per state)	

Yearly Reporting

For the following reports, enter the same beginning and ending check dates for the year you wish to reconcile:

- Federal and State Tax Remittance Report
- Local Tax Remittance Report

Enter the last check date of the year in the As Of date field

- GRE Totals Report

For the following reports, enter the tax year for the year you wish to reconcile:

- W-2 Register
- Annual FUTA Tax Return (Form 940)
- Federal W-2 Magnetic Media

> **Note:** For correct yearly balancing, you must run the Federal and State Tax Remittance Report and Local Tax Remittance Report using start and end dates that are the same as the tax year you use to run the GRE Totals Report, W-2 Register Report, Annual FUTA Tax Return, and Federal W-2 Magnetic Media Report.

Federal and State Tax Remittance Report/Local Tax Remittance Report	**GRE Totals (YTD only)**	**W-2 Register (GRE Totals page)**	**Form 940**	**Federal W-2 Magnetic Media (EFW2 Magnetic File Totals)**

EE Federal Income Tax Wages	Fed Wages, Tips and Other Comp	Box 1 Wages	Wages, Tips and Other Comp
EE Federal Income Tax	FIT Withheld	Box 2 FIT Withheld	Federal Income Tax Withheld
EE Social Security Wages	SS Taxable	Box 3 SS Wages	Social Security Wages
EE Social Security Tax	SS Withheld	Box 4 SS Withheld	Social Security Tax Withheld
EE Medicare Wages	Medicare Taxable	Box 5 Med Wages	Medicare Wages and Tips
EE Medicare Tax	Medicare Withheld	Box 6 Med Withheld	Medicare Tax Withheld
EE Advanced EIC Paid		Box 9 EIC	Advanced Earned Income Credit
EE State Income Tax Wages (per state)	State Wages, Tips and Other Comp (per state)	Box 16 SIT Wages (per state)	
EE State Income Tax (per state)	SIT Withheld (per state)	Box 17 SIT W/H (per state)	
EE SDI Wages (per state)		Box 18 SDI Wages (per state) where applicable	
EE SDI Tax (per state)		Some states display in Box 19 and others display in Box 14 showing tax only	
EE City Tax Wages (per local)		Box 18 Local Wages (per local)	

EE City Tax (per local)	Box 19 Local Tax W/H (per local)		
EE County Tax Wages (per county)	Box 18 County Wages (per local)		
EE County Tax (per county)	Box 19 County Tax W/H (per local)		
ER FUTA Wages		Part I: 5 Total Taxable Wages	
ER FUTA Tax		Part II: 1 Gross FUTA Tax	
ER SUI Wages (per state)		Part II: 3 (Col C) Taxable Payroll	
ER SUI Tax (per state)		Part II: 3 (i) Contributions	
	Box 12D (401k)		Contributions to 401(k)

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:
   - FIT TAX ADJUSTMENT, page 3-132
   - FUTA TAX ADJUSTMENT, page 3-134
   - SS EE TAX ADJUSTMENT, page 3-136

- SS ER TAX ADJUSTMENT, page 3-137
- MED EE TAX ADJUSTMENT, page 3-139
- MED ER TAX ADJUSTMENT, page 3-141
- MEDICARE_EE_OVER_LIMIT_EE_ADJ, page 3-142
- SUI EE TAX ADJUSTMENT, page 3-143
- SUI ER TAX ADJUSTMENT, page 3-147
- SIT TAX ADJUSTMENT, page 3-152
- SDI EE TAX ADJUSTMENT, page 3-156
- SDI1 EE TAX ADJUSTMENT , page 3-160
- SDI ER TAX ADJUSTMENT, page 3-161
- COUNTY TAX ADJUSTMENT, page 3-165
- CITY TAX ADJUSTMENT, page 3-170
- CITY ER TAX ADJUSTMENT, page 3-174
- SCHOOL DIST TAX ADJUSTMENT, page 3-177
- HEAD TAX ADJUSTMENT, page 3-181
- HEAD ER TAX ADJUSTMENT, page 3-182
- WORKERS COMP ER ADJ, page 3-184
- WORKERS COMP2 ER ADJ, page 3-186
- WORKERS COMP3 ER ADJ, page 3-187
- WORKERS COMP EE ADJ, page 3-189
- WORKERS COMP2 EE ADJ, page 3-190

Setting up FIT TAX ADJUSTMENT:

1. Specify the following parameters:

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

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

   The Pay Value Input Value is created automatically. This input value adjusts the tax withheld for the Federal Income Tax.
6. Add Balance Feeds for this element.
7. Navigate to the Balance window.
8. Query for the FIT Withheld balance, and click Feeds.
9. Query for the FIT TAX ADJUSTMENT element.

   Note: The standard FIT element is not associated with balances such as Gross, Taxable, and so on. Therefore, you can only adjust withholding. If you need to make adjustments to Taxable Wages for FIT, you must adjust the original elements that impact Gross and Subject wages.
10. Select Pay Value as the Input Value, and click Add.
11. Navigate to the Link window, and link the FIT TAX ADJUSTMENT 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.

Setting up FUTA TAX ADJUSTMENT:

1. Specify the following parameters:

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

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

   This input value adjusts the tax liability for FUTA.
8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	No	Yes
Taxable	Money	2	No	Yes
FUTA Credit	Money	3	No	Yes
Pay Value	Money	4	No	Yes

Note: You must input the name of the Jurisdiction Input Value exactly as shown (mixed case) or else the system will not recognize it.

9. Save your work.
10. Add Balance Feeds for this element.
11. Navigate to the Balance window.
12. Query for the FUTA% balance.

    This returns the FUTA CREDIT, FUTA Liability, and FUTA Taxable balances.
13. Select FUTA CREDIT and click Feeds.
14. Query for the FUTA TAX ADJUSTMENT element.
15. Select FUTA Credit as the Input Value, and click Add.
16. Returning to the Balance window, select FUTA Liability, and click Feeds.
17. Query for the FUTA TAX ADJUSTMENT element.
18. Select Pay Value as the Input Value, and click Add.
19. Returning to the Balance window, select FUTA Taxable and click Feeds.
20. Query for the FUTA TAX ADJUSTMENT element.
21. Select Taxable as the Input Value, and click Add.
22. Navigate to the Link window, and link the FUTA TAX ADJUSTMENT 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.

Setting up SS EE TAX ADJUSTMENT:

1. Specify the following parameters:

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

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

   This input value adjusts the tax liability for Social Security.
8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Taxable	Money	1	No	Yes

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

9. Save your work.
10. Add Balance Feeds for this element.
11. Navigate to the Balance window.
12. Query for the SS EE% balance.

    This returns the SS EE Taxable and SS EE Withheld balances. Skip the SS EE Arrears balance.
13. Select SS EE Taxable, and click Feeds.
14. Query for the SS EE TAX ADJUSTMENT element.
15. Select Taxable as the Input Value, and click Add.
16. Returning to the Balance window, select SS EE Withheld and click Feeds.
17. Query for the SS EE TAX ADJUSTMENT element.
18. Select Pay Value as the Input Value, and click Add.
19. Navigate to the Link window, and link the SS EE TAX ADJUSTMENT 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.

Setting up SS ER TAX ADJUSTMENT:

1. Specify the following parameters:

Parameter	Value
Name	SS ER TAX ADJUSTMENT

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

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

   This input value adjusts the tax liability for Social Security.
8. Enter the remaining Input Values as indicated:

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

9. Save your work.
10. Add Balance Feeds for this element.
11. Navigate to the Balance window.
12. Query for the SS ER% balance.

    This returns the SS ER Liability and SS ER Taxable balances.

13. Select SS ER Liability, and click Feeds.

14. Query for the SS ER TAX ADJUSTMENT element.

15. Select Pay Value as the Input Value, and click Add.

16. Returning to the Balance window, select SS ER Taxable and click Feeds.

17. Query for the SS ER TAX ADJUSTMENT element.

18. Select Taxable as the Input Value, and click Add.

19. Navigate to the Link window, and link the SS ER TAX ADJUSTMENT 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.

Setting up MED EE TAX ADJUSTMENT:

1. Specify the following parameters:

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

2. Enable Multiple Entries Allowed.

3. Enable Process In Run.

4. Select Further Information and specify Federal for the jurisdiction.

5. Save your work.

6. Click Input Values.

7. Change the Sequence of Pay Value to 2.

   This input value adjusts the tax liability for Medicare.

8. Enter the remaining Input Values as indicated:

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

9. Save your work.

10. Add Balance Feeds for this element.

11. Navigate to the Balance window.

12. Query for the Medicare EE% balance.

    This returns the Medicare EE Taxable and Medicare EE Withheld balances. Skip the Medicare EE Arrears balance.

13. Select Medicare EE Taxable, and click Feeds.

14. Query for the MED EE TAX ADJUSTMENT element.

15. Select Taxable as the Input Value, and click Add.

16. Returning to the Balance window, select Medicare EE Withheld and click Feeds.

17. Query for the MED EE TAX ADJUSTMENT element.

18. Select Pay Value as the Input Value, and click Add.

19. Navigate to the Link window, and link the MED EE TAX ADJUSTMENT 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.

Setting up MED ER TAX ADJUSTMENT:

1. Specify the following parameters:

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

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

   This input value adjusts the tax liability for Medicare.
8. Enter the remaining Input Values as indicated:

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

9. Save your work.
10. Add Balance Feeds for this element.

11. Navigate to the Balance window.
12. Query for the Medicare ER% balance.

    This returns the Medicare ER Liability and Medicare ER Taxable balances.
13. Select Medicare ER Liability, and click Feeds.
14. Query for the MED ER TAX ADJUSTMENT element.
15. Select Pay Value as the Input Value, and click Add.
16. Returning to the Balance window, select Medicare ER Taxable and click Feeds.
17. Query for the MED ER TAX ADJUSTMENT element.
18. Select Taxable as the Input Value, and click Add.
19. Navigate to the Link window, and link the MED ER TAX ADJUSTMENT 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.

Setting up MEDICARE_EE_OVER_LIMIT_EE_ADJ:

1. Specify the following parameters:

Parameter	Value
Name	MEDICARE_EE_OVER_LIMIT_EE_ADJ
Reporting Name	MEDICARE_EE_OVER_LIMIT_EE_ADJ
Description	Medicare Employee element for Employee Wages in excess of Limit
Primary Classification	Tax Deductions
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify Federal for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Enter the remaining Input Values as indicated:

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

8. Save your work.
9. Add Balance Feeds for this element.
10. Navigate to the Balance window.
11. Click Feeds.
12. Query for the MEDICARE_EE_OVER_LIMIT_EE_ADJ element.
13. Select Taxable as the Input Value, and click Add.
14. Save your work.
15. Navigate to the Link window, and link the MEDICARE_EE_OVER_LIMIT_EE_ADJ element to all payrolls or create an applicable link for your specific organizational needs.

Setting up SUI EE TAX ADJUSTMENT:

1. Specify the following parameters:

Parameter	Value
Name	SUI EE TAX ADJUSTMENT

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

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify State for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 11.

   This input value adjusts the tax withheld for SUI.
8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Gross	Money	2	No	Yes
Subject Whable	Money	3	No	Yes
PreTax 401K	Money	4	No	Yes
PreTax 403B	Money	5	No	Yes
PreTax 457	Money	6	No	Yes

Name	Units	Sequence	Required	User Enterable
Dependent Care	Money	7	No	Yes
Section 125	Money	8	No	Yes
Other Pretax	Money	9	No	Yes
Taxable	Money	10	No	Yes
Pay Value	Money	11	No	Yes

Note: You must input the name of the Jurisdiction Input Value exactly as shown (mixed case) or else the system will not recognize it.

9. Save your work.

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

10. Add Balance Feeds for this element.

11. Navigate to the Balance window.

12. Query for the SUI EE% balance.

    This returns the following balances:

    - SUI EE 125 Redns
    - SUI EE 401 Redns
    - SUI EE 403 Redns
    - SUI EE 457 Redns
    - SUI EE Dep Care Redns
    - SUI EE Gross
    - SUI EE Other Pretax Redns

- SUI EE Pre Tax Redns
- SUI EE Subj Whable
- SUI EE Taxable
- SUI EE Withheld

13. Select SUI EE 125 Redns, and click Feeds.
14. Query for the SUI EE TAX ADJUSTMENT element.
15. Select Section 125 as the Input Value, and click Add.
16. Returning to the Balance window, select SUI EE 401 Redns and click Feeds.
17. Query for the SUI EE TAX ADJUSTMENT element.
18. Select PreTax 401K as the Input Value, and click Add.
19. Returning to the Balance window, select SUI EE 403 Redns and click Feeds.
20. Query for the SUI EE TAX ADJUSTMENT element.
21. Select PreTax 403B as the Input Value, and click Add.
22. Returning to the Balance window, select SUI EE 457 Redns and click Feeds.
23. Query for the SUI EE TAX ADJUSTMENT element.
24. Select PreTax 457 as the Input Value, and click Add.
25. Returning to the Balance window, select SUI EE Dep Care Redns and click Feeds.
26. Query for the SUI EE TAX ADJUSTMENT element.
27. Select Dependant Care as the Input Value, and click Add.
28. Returning to the Balance window, select SUI EE Gross and click Feeds.
29. Query for the SUI EE TAX ADJUSTMENT element.
30. Select Gross as the Input Value, and click Add.
31. Returning to the Balance window, select SUI EE Other Pretax Redns and click Feeds.
32. Query for the SUI EE TAX ADJUSTMENT element.

33. Select Other Pretax Redns as the Input Value, and click Add.

34. Returning to the Balance window, select SUI EE Pre Tax Redns and click Feeds.

35. Query for the SUI EE TAX ADJUSTMENT element.

36. Select the following Input Values, and click Add:
    - Section 125
    - PreTax 401K
    - PreTax 403B
    - PreTax 457
    - Dependant Care

37. Returning to the Balance window, select SUI EE Subj Whable and click Feeds.

38. Query for the SUI EE TAX ADJUSTMENT element.

39. Select Subject Whable as the Input Value, and click Add.

40. Returning to the Balance window, select SUI EE Taxable and click Feeds.

41. Query for the SUI EE TAX ADJUSTMENT element.

42. Select Taxable as the Input Value, and click Add.

43. Returning to the Balance window, select SUI EE Withheld and click Feeds.

44. Query for the SUI EE TAX ADJUSTMENT element.

45. Select Pay Value as the Input Value, and click Add.

46. Navigate to the Link window, and link the SUI EE TAX ADJUSTMENT 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.

Setting up SUI ER TAX ADJUSTMENT:

1. Specify the following parameters:

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

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify State for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 11.

   This input value adjusts the tax liability for SUI.
8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Gross	Money	2	No	Yes
Subject Whable	Money	3	No	Yes
PreTax 401K	Money	4	No	Yes
PreTax 403B	Money	5	No	Yes

Name	Units	Sequence	Required	User Enterable
PreTax 457	Money	6	No	Yes
Dependent Care	Money	7	No	Yes
Section 125	Money	8	No	Yes
Other Pretax	Money	9	No	Yes
Taxable	Money	10	No	Yes
Pay Value	Money	11	No	Yes

Note: You must input the name of the Jurisdiction Input Value exactly as shown (mixed case) or else the system will not recognize it.

9. Save your work.

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

10. Add Balance Feeds for this element.

11. Navigate to the Balance window.

12. Query for the SUI ER% balance.

    This returns the following balances:

    - SUI ER 125 Redns
    - SUI ER 401 Redns
    - SUI ER 403 Redns
    - SUI ER 457 Redns
    - SUI ER Dep Care Redns
    - SUI ER Gross

- SUI ER Liability
- SUI ER Other Pretax Redns
- SUI ER Pre Tax Redns
- SUI ER Subj Whable
- SUI ER Taxable

Skip the SUI ER Arrears balance.

13. Select SUI ER 125 Redns, and click Feeds.
14. Query for the SUI ER TAX ADJUSTMENT element.
15. Select Section 125 as the Input Value, and click Add.
16. Returning to the Balance window, select SUI ER 401 Redns and click Feeds.
17. Query for the SUI ER TAX ADJUSTMENT element.
18. Select PreTax 401K as the Input Value, and click Add.
19. Returning to the Balance window, select SUI ER 403 Redns and click Feeds.
20. Query for the SUI ER TAX ADJUSTMENT element.
21. Select PreTax 403B as the Input Value, and click Add.
22. Returning to the Balance window, select SUI ER 457 Redns and click Feeds.
23. Query for the SUI ER TAX ADJUSTMENT element.
24. Select PreTax 457 as the Input Value, and click Add.
25. Returning to the Balance window, select SUI ER Dep Care Redns and click Feeds.
26. Query for the SUI ER TAX ADJUSTMENT element.
27. Select Dependant Care as the Input Value, and click Add.
28. Returning to the Balance window, select SUI ER Gross and click Feeds.
29. Query for the SUI ER TAX ADJUSTMENT element.
30. Select Gross as the Input Value, and click Add.

31. Returning to the Balance window, select SUI ER Liability and click Feeds.

32. Query for the SUI ER TAX ADJUSTMENT element.

33. Select Pay Value as the Input Value, and click Add.

34. Returning to the Balance window, select SUI ER Other Pretax Redns and click Feeds.

35. Query for the SUI ER TAX ADJUSTMENT element.

36. Select Other Pretax Redns as the Input Value, and click Add.

37. Returning to the Balance window, select SUI ER Pre Tax Redns and click Feeds.

38. Query for the SUI ER TAX ADJUSTMENT element.

39. Select the following Input Values, and click Add:
    - Section 125
    - PreTax 401K
    - PreTax 403B
    - PreTax 457
    - Dependant Care

40. Returning to the Balance window, select SUI ER Subj Whable and click Feeds.

41. Query for the SUI ER TAX ADJUSTMENT element.

42. Select Subject Whable as the Input Value, and click Add.

43. Returning to the Balance window, select SUI ER Taxable and click Feeds.

44. Query for the SUI ER TAX ADJUSTMENT element.

45. Select Taxable as the Input Value, and click Add.

46. Navigate to the Link window, and link the SUI ER TAX ADJUSTMENT 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.

Setting up SIT TAX ADJUSTMENT:

1. Specify the following parameters:

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

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify State for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 11.

   This input value adjusts the tax liability for State Income Tax.
8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Gross	Money	2	No	Yes
Subject Whable	Money	3	No	Yes

Name	Units	Sequence	Required	User Enterable
Subject Not Whable	Money	4	No	Yes
PreTax 401K	Money	5	No	Yes
PreTax 403B	Money	6	No	Yes
PreTax 457	Money	7	No	Yes
Dependent Care	Money	8	No	Yes
Section 125	Money	9	No	Yes
Other Pretax	Money	10	No	Yes
Pay Value	Money	11	No	Yes

Note: You must input the name of the Jurisdiction Input Value exactly as shown (mixed case) or else the system will not recognize it.

9. Save your work.
10. Add Balance Feeds for this element.
11. Navigate to the Balance window.
12. Query for the SIT% balance.

    This returns the following balances:

    - SIT 125 Redns
    - SIT 401 Redns
    - SIT 403 Redns
    - SIT 457 Redns
    - SIT Dep Care Redns

- SIT Gross
- SIT Other Pretax Redns
- SIT Pre Tax Redns
- SIT Subj NWhable
- SIT Subj Whable
- SIT Withheld

Skip the SIT Arrears and SIT Supp Withheld balances.

13. Select SIT 125 Redns, and click Feeds.
14. Query for the SIT TAX ADJUSTMENT element.
15. Select Section 125 as the Input Value, and click Add.
16. Returning to the Balance window, select SIT 401 Redns and click Feeds.
17. Query for the SIT TAX ADJUSTMENT element.
18. Select PreTax 401K as the Input Value, and click Add.
19. Returning to the Balance window, select SIT 403 Redns and click Feeds.
20. Query for the SIT TAX ADJUSTMENT element.
21. Select PreTax 403B as the Input Value, and click Add.
22. Returning to the Balance window, select SIT 457 Redns and click Feeds.
23. Query for the SIT TAX ADJUSTMENT element.
24. Select PreTax 457 as the Input Value, and click Add.
25. Returning to the Balance window, select SIT Dep Care Redns and click Feeds.
26. Query for the SIT TAX ADJUSTMENT element.
27. Select Dependant Care as the Input Value, and click Add.
28. Returning to the Balance window, select SIT Gross and click Feeds.
29. Query for the SIT TAX ADJUSTMENT element.

30. Select Gross as the Input Value, and click Add.

31. Returning to the Balance window, select SIT Other Pretax Redns and click Feeds.

32. Query for the SIT TAX ADJUSTMENT element.

33. Select Other Pretax as the Input Value, and click Add.

34. Returning to the Balance window, select SIT Pre Tax Redns and click Feeds.

35. Query for the SIT TAX ADJUSTMENT element.

36. Select the following Input Values, and click Add:
    - Section 125
    - PreTax 401K
    - PreTax 403B
    - PreTax 457
    - Dependent Care
    - Other Pretax

37. Returning to the Balance window, select SIT Subj NWhable and click Feeds.

38. Query for the SIT TAX ADJUSTMENT element.

39. Select Subject Not Whable as the Input Value, and click Add.

40. Returning to the Balance window, select SIT Subj Whable and click Feeds.

41. Query for the SIT TAX ADJUSTMENT element.

42. Select Subject Whable as the Input Value, and click Add.

43. Returning to the Balance window, select SIT Withheld and click Feeds.

44. Query for the SIT TAX ADJUSTMENT element.

45. Select Pay Value as the Input Value, and click Add.

46. Navigate to the Link window, and link the SIT TAX ADJUSTMENT 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.

Setting up SDI EE TAX ADJUSTMENT:

1. Specify the following parameters:

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

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify State for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 11.

   This input value adjusts the tax liability for SDI.
8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Gross	Money	2	No	Yes
Subject Whable	Money	3	No	Yes
PreTax 401K	Money	4	No	Yes
PreTax 403B	Money	5	No	Yes
PreTax 457	Money	6	No	Yes
Dependent Care	Money	7	No	Yes
Section 125	Money	8	No	Yes
Other Pretax	Money	9	No	Yes
Taxable	Money	10	No	Yes
Pay Value	Money	11	No	Yes

Note: You must input the name of the Jurisdiction Input Value exactly as shown (mixed case) or else the system will not recognize it..

9. Save your work.
10. Add Balance Feeds for this element.
11. Navigate to the Balance window.
12. Query for the SDI EE% balance.

    This returns the following balances:

    - SDI EE 125 Redns
    - SDI EE 401 Redns
    - SDI EE 403 Redns

- SDI EE 457 Redns
- SDI EE Dep Care Redns
- SDI EE Gross
- SDI EE Other Pretax Redns
- SDI EE Pre Tax Redns
- SDI EE Subj Whable
- SDI EE Taxable
- SDI EE Withheld

Skip the SDI EE Arrears balance.

13. Select SDI EE 125 Redns, and click Feeds.
14. Query for the SDI EE TAX ADJUSTMENT element.
15. Select Section 125 as the Input Value, and click Add.
16. Returning to the Balance window, select SDI EE 401 Redns and click Feeds.
17. Query for the SDI EE TAX ADJUSTMENT element.
18. Select PreTax 401K as the Input Value, and click Add.
19. Returning to the Balance window, select SDI EE 403 Redns and click Feeds.
20. Query for the SDI EE TAX ADJUSTMENT element.
21. Select PreTax 403B as the Input Value, and click Add.
22. Returning to the Balance window, select SDI EE 457 Redns and click Feeds.
23. Query for the SDI EE TAX ADJUSTMENT element.
24. Select PreTax 457 as the Input Value, and click Add.
25. Returning to the Balance window, select SDI EE Dep Care Redns and click Feeds.
26. Query for the SDI EE TAX ADJUSTMENT element.
27. Select Dependant Care as the Input Value, and click Add.

28. Returning to the Balance window, select SDI EE Gross and click Feeds.
29. Query for the SDI EE TAX ADJUSTMENT element.
30. Select Gross as the Input Value, and click Add.
31. Returning to the Balance window, select SDI EE Other Pretax Redns and click Feeds.
32. Query for the SDI EE TAX ADJUSTMENT element.
33. Select Other Pretax as the Input Value, and click Add.
34. Returning to the Balance window, select SDI EE Pre Tax Redns and click Feeds.
35. Query for the SDI EE TAX ADJUSTMENT element.
36. Select the following Input Values, and click Add:
    - Section 125
    - PreTax 401K
    - PreTax 403B
    - PreTax 457
    - Dependant Care
37. Returning to the Balance window, select SDI EE Subj Whable and click Feeds.
38. Query for the SDI EE TAX ADJUSTMENT element.
39. Select Subject Whable as the Input Value, and click Add.
40. Returning to the Balance window, select SDI EE Taxable and click Feeds.
41. Query for the SDI EE TAX ADJUSTMENT element.
42. Select Taxable as the Input Value, and click Add.
43. Returning to the Balance window, select SDI EE Withheld and click Feeds.
44. Query for the SDI EE TAX ADJUSTMENT element.
45. Select Pay Value as the Input Value, and click Add.
46. Navigate to the Link window, and link the SDI EE TAX ADJUSTMENT 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.

Setting up SDI1 EE TAX ADJUSTMENT :

> **Note:** SDI1 is "New Jersey Family Leave Insurance Private Plan (FLI PP)". This adjustment element setup is a requirement for the New Jersey state only.

1. Specify the following parameters:

Parameter	Value
Name	SDI1 EE TAX ADJUSTMENT
Reporting Name	SDI1 EE ADJ
Description	Element to adjust EE tax, wage, and applicable W2 balances.
Primary Classification	Tax Deductions
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify State for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 11.
8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Taxable	Money	2	No	Yes
Pay Value	Money	3	No	Yes

9. Save your work.
10. Add Balance Feeds for this element.
11. Navigate to the Balance window.
12. Query the SDI1 EE Taxable balance.
13. Click Feeds.
14. Query the SDI1 EE TAX ADJUSTMENT element.
15. Select Taxable as the input value and select Add.
16. Query the SDI1 EE Withheld balance.
17. Click Feeds.
18. Query the SDI1 EE TAX ADJUSTMENT element.
19. Select Pay Value as the input value and select Add.
20. Save your work.
21. Navigate to the Link window, and link the SDI EE TAX ADJUSTMENT 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.

Setting up SDI ER TAX ADJUSTMENT:

1. Specify the following parameters:

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

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify State for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 11.

   This input value adjusts the tax liability for SDI.
8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Gross	Money	2	No	Yes
Subject Whable	Money	3	No	Yes
PreTax 401K	Money	4	No	Yes
PreTax 403B	Money	5	No	Yes

Name	Units	Sequence	Required	User Enterable
PreTax 457	Money	6	No	Yes
Dependent Care	Money	7	No	Yes
Section 125	Money	8	No	Yes
Other Pretax	Money	9	No	Yes
Taxable	Money	10	No	Yes
Pay Value	Money	11	No	Yes

Note: You must input the name of the Jurisdiction Input Value exactly as shown (mixed case) or else the system will not recognize it.

9. Save your work.
10. Add Balance Feeds for this element.
11. Navigate to the Balance window.
12. Query for the SDI ER% balance.

    This returns the following balances:

    - SDI ER 125 Redns
    - SDI ER 401 Redns
    - SDI ER 403 Redns
    - SDI ER 457 Redns
    - SDI ER Dep Care Redns
    - SDI ER Gross
    - SDI ER Liability
    - SDI ER Other Pretax Redns

- SDI ER Pre Tax Redns
- SDI ER Subj Whable
- SDI ER Taxable

13. Select SDI ER 125 Redns, and click Feeds.
14. Query for the SDI ER TAX ADJUSTMENT element.
15. Select Section 125 as the Input Value, and click Add.
16. Returning to the Balance window, select SDI ER 401 Redns and click Feeds.
17. Query for the SDI ER TAX ADJUSTMENT element.
18. Select PreTax 401K as the Input Value, and click Add.
19. Returning to the Balance window, select SDI ER 403 Redns and click Feeds.
20. Query for the SDI ER TAX ADJUSTMENT element.
21. Select PreTax 403B as the Input Value, and click Add.
22. Returning to the Balance window, select SDI ER 457 Redns and click Feeds.
23. Query for the SDI ER TAX ADJUSTMENT element.
24. Select PreTax 457 as the Input Value, and click Add.
25. Returning to the Balance window, select SDI ER Dep Care Redns and click Feeds.
26. Query for the SDI ER TAX ADJUSTMENT element.
27. Select Dependant Care as the Input Value, and click Add.
28. Returning to the Balance window, select SDI ER Gross and click Feeds.
29. Query for the SDI ER TAX ADJUSTMENT element.
30. Select Gross as the Input Value, and click Add.
31. Returning to the Balance window, select SDI ER Liability and click Feeds.
32. Query for the SDI ER TAX ADJUSTMENT element.
33. Select Pay Value as the Input Value, and click Add.

34. Returning to the Balance window, select SDI ER Other Pretax Redns and click Feeds.

35. Query for the SDI ER TAX ADJUSTMENT element.

36. Select Other Pretax as the Input Value, and click Add.

37. Returning to the Balance window, select SDI ER Pre Tax Redns and click Feeds.

38. Query for the SDI ER TAX ADJUSTMENT element.

39. Select the following Input Values, and click Add:
    - Section 125
    - PreTax 401K
    - PreTax 403B
    - PreTax 457
    - Dependant Care

40. Returning to the Balance window, select SDI ER Subj Whable and click Feeds.

41. Query for the SDI ER TAX ADJUSTMENT element.

42. Select Subject Whable as the Input Value, and click Add.

43. Returning to the Balance window, select SDI ER Taxable and click Feeds.

44. Query for the SDI ER TAX ADJUSTMENT element.

45. Select Taxable as the Input Value, and click Add.

46. Navigate to the Link window (Total Compensation | Basic | Link), and link the SDI ER TAX ADJUSTMENT 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.

Setting up COUNTY TAX ADJUSTMENT:

1. Specify the following parameters:

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

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify Local for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 11.

   This input value adjusts the tax liability for County.
8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Gross	Money	2	No	Yes
Subject Whable	Money	3	No	Yes
Subject Not Whable	Money	4	No	Yes

Name	Units	Sequence	Required	User Enterable
PreTax 401K	Money	5	No	Yes
PreTax 403B	Money	6	No	Yes
PreTax 457	Money	7	No	Yes
Dependent Care	Money	8	No	Yes
Section 125	Money	9	No	Yes
Other Pretax	Money	10	No	Yes
Pay Value	Money	11	No	Yes

Note: You must input the name of the Jurisdiction Input Value exactly as shown (mixed case) or else the system will not recognize it.

9. Save your work.
10. Add Balance Feeds for this element.
11. Navigate to the Balance window.
12. Query for the County% balance.

    This returns the following balances:

    - County 125 Redns
    - County 401 Redns
    - County 403 Redns
    - County 457 Redns
    - County Dep Care Redns
    - County Gross
    - County Other Pretax Redns

- County Pre Tax Redns
- County Subj NWhable
- County Subj Whable
- County Withheld

Skip the County Arrears balance.

13. Select County 125 Redns, and click Feeds.
14. Query for the COUNTY TAX ADJUSTMENT element.
15. Select Section 125 as the Input Value, and click Add.
16. Returning to the Balance window, select County 401 Redns and click Feeds.
17. Query for the COUNTY TAX ADJUSTMENT element.
18. Select PreTax 401K as the Input Value, and click Add.
19. Returning to the Balance window, select County 403 Redns and click Feeds.
20. Query for the COUNTY TAX ADJUSTMENT element.
21. Select PreTax 403B as the Input Value, and click Add.
22. Returning to the Balance window, select County 457 Redns and click Feeds.
23. Query for the COUNTY TAX ADJUSTMENT element.
24. Select PreTax 457 as the Input Value, and click Add.
25. Returning to the Balance window, select County Dep Care Redns and click Feeds.
26. Query for the COUNTY TAX ADJUSTMENT element.
27. Select Dependant Care as the Input Value, and click Add.
28. Returning to the Balance window, select County Gross and click Feeds.
29. Query for the COUNTY TAX ADJUSTMENT element.
30. Select Gross as the Input Value, and click Add.
31. Returning to the Balance window, select County Other Pretax Redns and click Feeds.

32. Query for the COUNTY TAX ADJUSTMENT element.

33. Select Other Pretax as the Input Value, and click Add.

34. Returning to the Balance window, select County Pre Tax Redns and click Feeds.

35. Query for the COUNTY TAX ADJUSTMENT element.

36. Select the following Input Values, and click Add:
    - Section 125
    - PreTax 401K
    - PreTax 403B
    - PreTax 457
    - Dependant Care
    - Other Pretax

37. Returning to the Balance window, select County Subj NWhable and click Feeds.

38. Query for the COUNTY TAX ADJUSTMENT element.

39. Select Subject Not Whable as the Input Value, and click Add.

40. Returning to the Balance window, select County Subj Whable and click Feeds.

41. Query for the COUNTY TAX ADJUSTMENT element.

42. Select Subject Whable as the Input Value, and click Add.

43. Returning to the Balance window, select County Withheld and click Feeds.

44. Query for the COUNTY TAX ADJUSTMENT element.

45. Select Pay Value as the Input Value, and click Add.

46. Navigate to the Link window, and link the COUNTY TAX ADJUSTMENT 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.

Setting up CITY TAX ADJUSTMENT:

1. Specify the following parameters:

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

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

   Note: You need to adjust two additional balances to correctly impact the wages and taxes on the local magnetic media output. The balances are City RS Reduced Subject and City RS Withheld. You can either include these balances as part of your adjustment element, or you can adjust the balances directly using the Adjust Balance window. If you choose not to update the balances directly, you will have to add input values to the adjustment element and feed the balances as indicated below.

7. Change the Sequence of Pay Value to 11.

   This input value adjusts the tax liability for City.

8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Gross	Money	2	No	Yes
Subject Whable	Money	3	No	Yes
Subject Not Whable	Money	4	No	Yes
PreTax 401K	Money	5	No	Yes
PreTax 403B	Money	6	No	Yes
PreTax 457	Money	7	No	Yes
Dependent Care	Money	8	No	Yes
Section 125	Money	9	No	Yes
Other Pretax	Money	10	No	Yes
Pay Value	Money	11	No	Yes
City RS Reduced Subj	Money	12	No	Yes
City RS Withheld	Money	13	No	Yes

Note: You must input the name of the Jurisdiction Input Value exactly as shown (mixed case) or else the system will not recognize it.

9. Save your work.
10. Add Balance Feeds for this element.
11. Navigate to the Balance window.
12. Query for the City% balance.

This returns the following balances:

- City 125 Redns
- City 401 Redns
- City 403 Redns
- City 457 Redns
- City Dep Care Redns
- City Gross
- City Other Pretax Redns
- City Pre Tax Redns
- City RS Reduced Subject
- City RS Withheld
- City Subj NWhable
- City Subj Whable
- City Withheld

Skip the City Arrears balance.

13. Select City 125 Redns, and click Feeds.
14. Query for the CITY TAX ADJUSTMENT element.
15. Select Section 125 as the Input Value, and click Add.
16. Returning to the Balance window, select City 401 Redns and click Feeds.
17. Query for the CITY TAX ADJUSTMENT element.
18. Select PreTax 401K as the Input Value, and click Add.
19. Returning to the Balance window, select City 403 Redns and click Feeds.
20. Query for the CITY TAX ADJUSTMENT element.
21. Select PreTax 403B as the Input Value, and click Add.
22. Returning to the Balance window, select City 457 Redns and click Feeds.

23. Query for the CITY TAX ADJUSTMENT element.
24. Select PreTax 457 as the Input Value, and click Add.
25. Returning to the Balance window, select City Dep Care Redns and click Feeds.
26. Query for the CITY TAX ADJUSTMENT element.
27. Select Dependant Care as the Input Value, and click Add.
28. Returning to the Balance window, select City Gross and click Feeds.
29. Query for the CITY TAX ADJUSTMENT element.
30. Select Gross as the Input Value, and click Add.
31. Returning to the Balance window, select City Other Pretax Redns and click Feeds.
32. Query for the CITY TAX ADJUSTMENT element.
33. Select Other Pretax as the Input Value, and click Add.
34. Returning to the Balance window, select City Pre Tax Redns and click Feeds.
35. Query for the CITY TAX ADJUSTMENT element.
36. Select the following Input Values, and click Add:
    - Section 125
    - PreTax 401K
    - PreTax 403B
    - PreTax 457
    - Dependant Care
    - Other Pretax
37. Returning to the Balance window, select City RS Reduced Subject.
38. Query for the CITY TAX ADJUSTMENT element.
39. Select City RS Reduced Subj as the Input Value, and click Add.
40. Returning to the Balance window, select City RS Withheld.

41. Query for the CITY TAX ADJUSTMENT element.

42. Select City RS Withheld as the Input Value, and click Add.

43. Returning to the Balance window, select City Subj NWhable and click Feeds.

44. Query for the CITY TAX ADJUSTMENT element.

45. Select Subject Not Whable as the Input Value, and click Add.

46. Returning to the Balance window, select City Subj Whable and click Feeds.

47. Query for the CITY TAX ADJUSTMENT element.

48. Select Subject Whable as the Input Value, and click Add.

49. Returning to the Balance window, select City Withheld and click Feeds.

50. Query for the CITY TAX ADJUSTMENT element.

51. Select Pay Value as the Input Value, and click Add.

52. Navigate to the Link window, and link the CITY TAX ADJUSTMENT 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.

Setting up CITY ER TAX ADJUSTMENT:

1. Specify the following parameters:

Parameter	Value
Name	CITY ER TAX ADJUSTMENT
Reporting Name	CITY ER ADJ
Description	Element to adjust city employer taxes.
Primary Classification	Employer Liability
Type	Nonrecurring

Parameter	Value
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify Local for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Enter the Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	No	Yes
Pay Value	Money	2	No	Yes
Gross	Money	3	No	Yes
Subject Whable	Money	4	No	Yes
Subject NWhable	Money	5	No	Yes
DC 401 Redns	Money	6	No	Yes
S 125 Redns	Money	7	No	Yes
Dep Care Redns	Money	8	No	Yes

8. Save your work.
9. To Add Balance Feeds for this element, click Balance Feeds. The Balance Feeds window opens.
10. Add details as given in the table:

Value Name	Balance Name	Units	Add or Subtract
Pay Value	City Liability	Money	Add
Pay Value	Head Tax Liability	Money	Add
Gross	City ER Gross	Money	Add
Subj Whable	City ER WK Reduced Subject	Money	Add
Subj Whable	City ER Reduced Subject	Money	Add
Subj NWhable	City ER Subj NWhable	Money	Add
Subj NWhable	City ER WK Subj NWhable	Money	Subtract
DC 401 Redns	City ER Pre Tax Redns	Money	Add
DC 401 Redns	City ER WK Reduced Subject	Money	Subtract
DC 401 Redns	City ER 401 Redns	Money	Add
S 125 Redns	City ER Pre Tax Redns	Money	Add
S 125 Redns	City ER WK Reduced Subject	Money	Subtract
S 125 Redns	City ER 125 Redns	Money	Add
Dep Care Redns	City ER Pre Tax Redns	Money	Add
Dep Care Redns	City ER WK Reduced Subject	Money	Subtract

Value Name	Balance Name	Units	Add or Subtract
Dep Care Redns	City ER Dep Care Redns	Money	Add

11. Navigate to the Link window, and link the CITY ER TAX ADJUSTMENT 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.

Setting up SCHOOL DIST TAX ADJUSTMENT:

1. Specify the following parameters:

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

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify Local for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Change the Sequence of Pay Value to 11.

This input value adjusts the tax liability for School.

8. Enter the remaining Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Gross	Money	2	No	Yes
Subject Whable	Money	3	No	Yes
Subject Not Whable	Money	4	No	Yes
PreTax 401K	Money	5	No	Yes
PreTax 403B	Money	6	No	Yes
PreTax 457	Money	7	No	Yes
Dependent Care	Money	8	No	Yes
Section 125	Money	9	No	Yes
Other Pretax	Money	10	No	Yes
Pay Value	Money	11	No	Yes

> **Note:** You must input the name of the Jurisdiction Input Value exactly as shown (mixed case) or else the system will not recognize it.

9. Save your work.
10. Add Balance Feeds for this element.
11. Navigate to the Balance window.
12. Query for the School% balance.

    This returns the following balances:

- School 125 Redns
- School 401 Redns
- School 403 Redns
- School 457 Redns
- School Dep Care Redns
- School Gross
- School Other Pretax Redns
- School Pre Tax Redns
- School Subj NWhable
- School Subj Whable
- School Withheld

Skip the School Arrears balance.

13. Select School 125 Redns, and click Feeds.
14. Query for the SCHOOL TAX ADJUSTMENT element.
15. Select Section 125 as the Input Value, and click Add.
16. Returning to the Balance window, select School 401 Redns and click Feeds.
17. Query for the SCHOOL TAX ADJUSTMENT element.
18. Select PreTax 401K as the Input Value, and click Add.
19. Returning to the Balance window, select School 403 Redns and click Feeds.
20. Query for the SCHOOL TAX ADJUSTMENT element.
21. Select PreTax 403B as the Input Value, and click Add.
22. Returning to the Balance window, select School 457 Redns and click Feeds.
23. Query for the SCHOOL TAX ADJUSTMENT element.
24. Select PreTax 457 as the Input Value, and click Add.

25. Returning to the Balance window, select School Dep Care Redns and click Feeds.
26. Query for the SCHOOL TAX ADJUSTMENT element.
27. Select Dependant Care as the Input Value, and click Add.
28. Returning to the Balance window, select School Gross and click Feeds.
29. Query for the SCHOOL TAX ADJUSTMENT element.
30. Select Gross as the Input Value, and click Add.
31. Returning to the Balance window, select School Other Pretax Redns and click Feeds.
32. Query for the SCHOOL TAX ADJUSTMENT element.
33. Select Other Pretax as the Input Value, and click Add.
34. Returning to the Balance window, select School Pre Tax Redns and click Feeds.
35. Query for the SCHOOL TAX ADJUSTMENT element.
36. Select the following Input Values, and click Add:
    - Section 125
    - PreTax 401K
    - PreTax 403B
    - PreTax 457
    - Dependant Care
37. Returning to the Balance window, select School Subj NWhable and click Feeds.
38. Query for the SCHOOL TAX ADJUSTMENT element.
39. Select Subject Not Whable as the Input Value, and click Add.
40. Returning to the Balance window, select School Subj Whable and click Feeds.
41. Query for the SCHOOL TAX ADJUSTMENT element.
42. Select Subject Whable as the Input Value, and click Add.
43. Returning to the Balance window, select School Withheld and click Feeds.

44. Query for the SCHOOL TAX ADJUSTMENT element.

45. Select Pay Value as the Input Value, and click Add.

46. Navigate to the Link window, and link the SCHOOL TAX ADJUSTMENT 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.

Setting up HEAD TAX ADJUSTMENT:

1. Specify the following parameters:

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

2. Enable Multiple Entries Allowed.

3. Enable Process In Run.

4. Select Further Information and specify Local for the jurisdiction.

5. Save your work.

6. Click Input Values.

7. Change the Sequence of Pay Value to 2.

   This input value adjusts the tax withheld for Head Tax.

8. Enter the remaining Input Values as indicated:

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

Note: You must input the name of the Jurisdiction Input Value exactly as shown (mixed case) or else the system will not recognize it.

9. Save your work.
10. Add Balance Feeds for this element.
11. Navigate to the Balance window.
12. Query for the Head% balance.

    This returns the Head Tax Withheld and Head Tax Withheld In State balances.
13. Select Head Tax Withheld, and click Feeds.
14. Query for the HEAD TAX ADJUSTMENT element.
15. Select Pay Value as the Input Value, and click Add.
16. Returning to the Balance window, select Head Tax Withheld In State and click Feeds.
17. Query for the HEAD TAX ADJUSTMENT element.
18. Select Pay Value as the Input Value, and click Add.
19. Navigate to the Link window, and link the HEAD TAX ADJUSTMENT 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.

Setting up HEAD ER TAX ADJUSTMENT:

1. Specify the following parameters:

Parameter	Value
Name	HEAD ER TAX ADJUSTMENT
Reporting Name	HEAD ER TAX ADJ
Description	Element to adjust Head ER taxes
Primary Classification	Employer Liability
Type	Nonrecurring
Termination Rule	Final Close

2. Enable Multiple Entries Allowed.
3. Enable Process In Run.
4. Select Further Information and specify Local for the jurisdiction.
5. Save your work.
6. Click Input Values.
7. Enter the Input Values as indicated:

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

8. Save your work.
9. To Add Balance Feeds for this element, click Balance Feeds. The Balance Feeds window opens.
10. Add details as given in the table:

Value Name	Balance Name	Units	Add or Subtract
Pay Value	Head Tax Liability	Money	Add

11. Navigate to the Link window, and link the HEAD ER TAX ADJUSTMENT 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.

Setting up WORKERS COMP ER ADJ:

1. Specify the following parameters:

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

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

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

8. Enter the remaining Input Values as indicated:

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

> **Note:** You must input the name of the Jurisdiction Input Value exactly as shown (mixed case) or else the system will not recognize it.

9. Save your work.
10. Add Balance Feeds for this element.
11. Navigate to the Balance window.
12. Query for the WC% balance.

    This returns the WC Exposure and WCable Hours balances.
13. Select WC Exposure, and click Feeds.
14. Query for the WORKERS COMP ER ADJ element.
15. Select WC Exposure as the Input Value, and click Add.
16. Returning to the Balance window, select WCable Hours and click Feeds.
17. Query for the WORKERS COMP ER ADJ element.
18. Select WC Hours as the Input Value, and click Add.
19. Returning to the Balance window, query for the Workers Compensation balance.
20. Select Workers Compensation, and click Feeds.
21. Query for the WORKERS COMP ER ADJ element.

22. Select Pay Value as the Input Value, and click Add.

23. Navigate to the Link window, and link the WORKERS COMP ER ADJ 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.

Setting up WORKERS COMP2 ER ADJ:

1. Specify the following parameters:

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

2. Enable Multiple Entries Allowed.

3. Enable Process In Run.

4. Select Further Information and specify State for the jurisdiction.

5. Save your work.

6. Click Input Values.

7. Change the Sequence of Pay Value to 2.

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

8. Enter the remaining Input Values as indicated:

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

Note: You must input the name of the Jurisdiction Input Value exactly as shown (mixed case) or else the system will not recognize it..

9. Save your work.
10. Add Balance Feeds for this element.
11. Navigate to the Balance window.
12. Query for the Workers Compensation 2 ER balance.
13. Select this balance, and click Feeds.
14. Query for the WORKERS COMP2 ER ADJ element.
15. Select Pay Value as the Input Value, and click Add.
16. Navigate to the Link window, and link the WORKERS COMP2 ER ADJ 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.

Setting up WORKERS COMP3 ER ADJ:

1. Specify the following parameters:

Parameter	Value
Name	WORKERS COMP3 ER ADJ
Reporting Name	WC3 ER ADJ

Parameter	Value
Description	Element to adjust Workers Compensation employer premium 3.
Primary Classification	Employer Taxes
Type	Nonrecurring
Termination Rule	Final Close

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

   This input value adjusts the tax liability for Workers Compensation Premium 3.
8. Enter the remaining Input Values as indicated:

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

> **Note:** You must input the name of the Jurisdiction Input Value exactly as shown (mixed case) or else the system will not recognize it.

9. Save your work.
10. Add Balance Feeds for this element.
11. Navigate to the Balance window.

12. Query for the Workers Compensation 3 ER balance.
13. Select this balance, and click Feeds.
14. Query for the WORKERS COMP3 ER ADJ element.
15. Select Pay Value as the Input Value, and click Add.
16. Navigate to the Link window, and link the WORKERS COMP3 ER ADJ 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.

Setting up WORKERS COMP EE ADJ:

1. Specify the following parameters:

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

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

7. Change the Sequence of Pay Value to 2.

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

8. Enter the remaining Input Values as indicated:

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

> **Note:** You must input the name of the Jurisdiction Input Value exactly as shown (mixed case) or else the system will not recognize it.

9. Save your work.

10. Add Balance Feeds for this element.

11. Navigate to the Balance window.

12. Query for the Workers Comp Withheld balance.

13. Select this balance, and click Feeds.

14. Query for the WORKERS COMP EE ADJ element.

15. Select Pay Value as the Input Value, and click Add.

16. Navigate to the Link window, and link the WORKERS COMP EE ADJ 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.

Setting up WORKERS COMP2 EE ADJ:

1. Specify the following parameters:

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

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

   This input value adjusts the tax liability for Workers Compensation Employee Withheld 2.
8. Enter the remaining Input Values as indicated:

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

Note: You must input the name of the Jurisdiction Input Value exactly as shown (mixed case) or else the system will not recognize it.

9. Save your work.

10. Add Balance Feeds for this element.

11. Navigate to the Balance window.

12. Query for the Workers Comp2 Withheld balance.

13. Select this balance, and click Feeds.

14. Query for the WORKERS COMP2 EE ADJ element.

15. Select Pay Value as the Input Value, and click Add.

16. Navigate to the Link window, and link the WORKERS COMP2 EE ADJ 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.

Creating Balance Adjustments for State Tax Levies:

For details on how to set up information for state tax levy processing, see: Processing State Tax Levies, *Oracle HRMS Compensation and Benefits Management Guide (US)*

The following are the general steps to create balance adjustment for state tax levies:

1. Create a state tax levy involuntary deduction element.

2. Link the state tax levy involuntary deduction element to all payrolls or create an applicable link for your specific organizational needs.

3. Navigate to the People window. Search for the required employee. Click Assignment. Then, click Others and select Adjust Balance.

4. In the Adjust Balance window, Entries region, select the element that you created.

5. Provide the Pay Value and Attachment Number.

6. Save your work.

7. Run Quick Pay and view the state tax levy element entry in the Statement of Earnings (SOE).

Setting Up Balance Adjustment Elements for the PA Act 32 PSD Balances

This topic provides information about balance adjustment elements for the Pennsylvania Act 32 PSD balances.

> **Note:** For the Tax Balance Adjustment process to work, the Resident and Work Jurisdictions must be entered, including the school district codes, on the city tax information (local tax rules) form for the assignment.

If a balance adjustment is made to adjust an existing City Subject (RS or WK), City Withheld (RS or WK) OR a School Withheld (RS) balance in a Pennsylvania locality, then a corresponding entry must also be made into the new PSD balances as follows:

- PSD Subj Whable
- PSD Subj Not Whable
- PSD Withheld
- City PSD Subj Whable
- City PSD Subj Not Whable
- City RS PSD Subj Whable
- City RS PSD Subj Not Whable
- City WK PSD Subj Whable
- City WK PSD Subj Not Whable
- City PSD Withheld
- City RS PSD Withheld
- City WK PSD Withheld
- School PSD Withheld
- School RS PSD Withheld

Examples:

The following section provides an example on setting up balance adjustment elements for the Pennsylvania Act 32 PSD balances.

Tax Information

CITY Withheld (Spring Garden Twp) 5.77

SCHOOL Withheld (YORK SUBURBAN-67940) 5.77

Other Details

City_RS 39-133-5082

City_SC_RS 39-67940

City_PSD_SUBJECT_RS 39-671501-220102

Subj Whable 1153.85

City_PSD_RS 39-671501-220102 5.77

City_PSD_SC_RS 39-671501-220102 5.77

If an employee either lives or works out of state. The Out of State PSD code is 880000.

Perform the balance adjustments for:

- City Tax Balance Adjustment - Jurisdiction Code 39-133-5082
- School Tax Balance Adjustment - Jurisdiction Code 39-67940

For more information, refer to the *Setting Up the Tax Balance Adjustment Elements* topic.

Example 1:

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. Specify the following parameters:

Parameter	Value
Name	Resident PSD Bal Adj
Reporting Name	RES_PSD_BAL_ADJ
Primary Classification	Information
Type	Nonrecurring

Parameter	Value
Termination Rule	Final Close

4. Enable Multiple Entries Allowed.
5. Enable Process In Run.
6. Save your work.
7. Click Input Values.
8. Enter the Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Subject Whable	Money	2	No	Yes
Subject Not Whable	Money	3	No	Yes
City Withheld	Money	4	No	Yes
School Withheld	Money	5	No	Yes

9. Save the element as an open link. Costing is not required for this element.
10. Save your work.
11. Add Balance Feeds for this element.
12. Navigate to the Balance window.
13. Query the City PSD Subj NWhable balance.
14. Click Feeds.
15. Query for the Resident PSD Bal Adj element.

16. Enter the following values:
    - Classification: Information
    - Input Value name: Subj Not Whable
    - Add or Subtract: Add
17. Save your work.
18. Return to the Balance window.
19. Query the City PSD Subj Whable balance.
20. Click Feeds.
21. Query for the Resident PSD Bal Adj element.
22. Enter the following values:
    - Classification: Information
    - Input Value name: Subj Whable
    - Add or Subtract: Add
23. Save your work.
24. Return to the Balance window.
25. Query the City PSD Withheld balance.
26. Click Feeds.
27. Query for the Resident PSD Bal Adj element.
28. Enter the following values:
    - Classification: Information
    - Input Value name: City Withheld
    - Add or Subtract: Add
29. Save your work.
30. Return to the Balance window.

31. Query the City RS PSD Subj NWhable balance.
32. Click Feeds.
33. Query for the Resident PSD Bal Adj element.
34. Enter the following values:
    - Classification: Information
    - Input Value name: Subj Not Whable
    - Add or Subtract: Add
35. Save your work.
36. Return to the Balance window.
37. Query the City RS PSD Subj Whable balance.
38. Click Feeds.
39. Query for the Resident PSD Bal Adj element.
40. Enter the following values:
    - Classification: Information
    - Input Value name: Subj Whable
    - Add or Subtract: Add
41. Save your work.
42. Return to the Balance window.
43. Query the City RS PSD Withheld balance.
44. Click Feeds.
45. Query for the Resident PSD Bal Adj element.
46. Enter the following values:
    - Classification: Information
    - Input Value name: City Withheld

- Add or Subtract: Add

47. Save your work.
48. Return to the Balance window.
49. Query the PSD Subj NWhable balance.
50. Click Feeds.
51. Query for the Resident PSD Bal Adj element.
52. Enter the following values:
    - Classification: Information
    - Input Value name: Subj Not Whable
    - Add or Subtract: Add
53. Save your work.
54. Return to the Balance window.
55. Query the PSD Subj Whable balance.
56. Click Feeds.
57. Query for the Resident PSD Bal Adj element.
58. Enter the following values:
    - Classification: Information
    - Input Value name: Subj Whable
    - Add or Subtract: Add
59. Save your work.
60. Return to the Balance window.
61. Query the PSD Withheld balance.
62. Click Feeds.
63. Query for the Resident PSD Bal Adj element.

64. Enter the following values:
    - Classification: Information
    - Input Value name: City Withheld
    - Add or Subtract: Add
65. Query for the Resident PSD Bal Adj element.
66. Enter the following values:
    - Classification: Information
    - Input Value name: School Withheld
    - Add or Subtract: Add
67. Save your work.
68. Return to the Balance window.
69. Query the School PSD Withheld balance.
70. Click Feeds.
71. Query for the Resident PSD Bal Adj element.
72. Enter the following values:
    - Classification: Information
    - Input Value name: Subj Whable
    - Add or Subtract: Add
73. Save your work.
74. Return to the Balance window.
75. Query the School PSD Withheld balance.
76. Click Feeds.
77. Query for the Resident PSD Bal Adj element.
78. Enter the following values:

- Classification: Information
- Input Value name: School Withheld
- Add or Subtract: Add

79. Save your work.
80. Return to the Balance window.
81. Query the School RS PSD Withheld balance.
82. Click Feeds.
83. Query for the Resident PSD Bal Adj element.
84. Enter the following values:
    - Classification: Information
    - Input Value name: School Withheld
    - Add or Subtract: Add
85. Save your work.

    Note: You can ignore the School WK PSD Withheld balance.

Example2:

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. Specify the following parameters:

Parameter	Value
Name	Work PSD Bal Adj
Reporting Name	WRK_PSD_BAL_ADJ
Primary Classification	Information

Parameter	Value
Type	Nonrecurring
Termination Rule	Final Close

4. Enable Multiple Entries Allowed.
5. Enable Process In Run.
6. Save your work.
7. Click Input Values.
8. Enter the Input Values as indicated:

Name	Units	Sequence	Required	User Enterable
Jurisdiction	Character	1	Yes	Yes
Subject Whable	Money	2	No	Yes
Subject Not Whable	Money	3	No	Yes
City Withheld	Money	4	No	Yes

9. Save the element as an open link. Costing is not required for this element.
10. Save your work.
11. Add Balance Feeds for this element.
12. Navigate to the Balance window.
13. Query the City PSD Subj NWhable balance.
14. Click Feeds.
15. Query for the RWork PSD Bal Adj element.
16. Enter the following values:

- Classification: Information
- Input Value name: Subj Not Whable
- Add or Subtract: Add

17. Save your work.
18. Return to the Balance window.
19. Query the City PSD Subj Whable balance.
20. Click Feeds.
21. Query for the Work PSD Bal Adj element.
22. Enter the following values:
    - Classification: Information
    - Input Value name: Subj Whable
    - Add or Subtract: Add
23. Save your work.
24. Return to the Balance window.
25. Query the City PSD Withheld balance.
26. Click Feeds.
27. Query for the Work PSD Bal Adj element.
28. Enter the following values:
    - Classification: Information
    - Input Value name: City Withheld
    - Add or Subtract: Add
29. Save your work.
30. Return to the Balance window.
31. Query the City WK PSD Subj NWhable balance.

32. Click Feeds.

33. Query for the Work PSD Bal Adj element.

34. Enter the following values:
    - Classification: Information
    - Input Value name: Subj Not Whable
    - Add or Subtract: Add

35. Save your work.

36. Return to the Balance window.

37. Query the City WK PSD Subj Whable balance.

38. Click Feeds.

39. Query for the Work PSD Bal Adj element.

40. Enter the following values:
    - Classification: Information
    - Input Value name: Subj Whable
    - Add or Subtract: Add

41. Save your work.

42. Return to the Balance window.

43. Query the City WK PSD Withheld balance.

44. Click Feeds.

45. Query for the Work PSD Bal Adj element.

46. Enter the following values:
    - Classification: Information
    - Input Value name: City Withheld
    - Add or Subtract: Add

47. Save your work.
48. Return to the Balance window.
49. Query the PSD Subj NWhable balance.
50. Click Feeds.
51. Query for the Work PSD Bal Adj element.
52. Enter the following values:
    - Classification: Information
    - Input Value name: Subj Not Whable
    - Add or Subtract: Add
53. Save your work.
54. Return to the Balance window.
55. Query the PSD Subj Whable balance.
56. Click Feeds.
57. Query for the Work PSD Bal Adj element.
58. Enter the following values:
    - Classification: Information
    - Input Value name: Subj Whable
    - Add or Subtract: Add
59. Save your work.
60. Return to the Balance window.
61. Query the PSD Withheld balance.
62. Click Feeds.
63. Query for the Work PSD Bal Adj element.
64. Enter the following values:

- Classification: Information
- Input Value name: City Withheld
- Add or Subtract: Add

Note: You can ignore the School WK PSD Withheld balance.

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.

Adjusting Employee Withheld Balances Only

To adjust employee withheld balances only:

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

   The window displays the city, state, zip code, and county of the employee's default work location and the default consolidation set for the payroll of the employee's assignment. You can change these defaults if necessary.
3. For each tax appearing in the Taxes Withheld region, enter the amount of the adjustment.
4. If you want to cost the balance adjustment, check the Costed check box and select the Costing field.

5. Use the Cost Allocation key flexfield to enter costing details.

6. When you complete these entries, save your work.

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

Viewing Tax Balances

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

You can also review employer tax liabilities.

See: Tax Balances, page 3-123

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

To review tax balances:

1. Set your session date to the date at which you want to review tax balances.

   This window displays the current year's tax balances for the dimensions period to date, month to date, quarter to date, and year to date.

2. Select the GRE responsible for withholding or paying the tax whose balances you are reviewing.

3. Select the tax whose balances you are reviewing.

   The ER and EE buttons show whether this is tax on employers or employees. If this is a tax for which both employees and employers are liable, choose ER to review balances for the employer liability or choose EE to review balances for employee withholding.

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

4. Choose Assignment to see assignment-level balances.

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

5. If the tax selected is at the state level, select the state. The list of states includes all those for which tax records exist for the employee.

   See: Tax Information for an Employee Assignment, page 3-24

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

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

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

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

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

Viewing a Tax Balances Summary

To view tax balances from the Main Menu:

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

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

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

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

   After displaying balances, if you change any criteria, the Balance region will clear in

anticipation of the next view request.

To view tax balances from the Assignment Process window:

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

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

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

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

To view tax balances from the Quick Pay window:

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

   The appropriate information for the selected person defaults in.
4. Click Balances.

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

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

Adding New Tax Information for an Existing Geocode

If you want to immediately begin using the new JIT/geocode information delivered in the Vertex monthly updates, you can manually enter the data in the Cities window before receiving and applying the Oracle Quarterly Statutory Update. If you do not intend on using the data before applying the Oracle Quarterly Statutory Update, you do not need to complete this procedure.

To add a new county, school district or head tax for an existing geocode:

1. Query the state in the State Name field, the county in the County Name field and city in the City Name field.
2. Click View/Update Tax Information to activate the County Tax and City Tax tabs.
3. Click the County Tax tab to navigate to the County Tax window.
4. Enter the effective date of the information in the As Of date and click the checkbox under county and/or head tax.
5. Click the School District tab to navigate to the School District Tax window.
6. Enter the School District Name and School District Code.
7. Save your work.

To add a new city, school district or head tax for an existing geocode:

1. Query the state in the State Name field, the county in the County Name field and city in the City Name field.
2. If there is a single zip or post code for the city, enter the zip code in the Zip Start field and leave the Zip End field blank.
3. If there is a range of zip codes for the city, enter the first code of the range in the Zip Start field and the last code in the range in the Zip End field.
4. Click View/Update Tax Information to activate the County Tax and City Tax tabs.
5. Click the City Tax tab to navigate to the City Tax window.
6. Enter the effective date of the information in the As Of date and click the checkbox under city and/or head tax.
7. Enter the School District Name and School District Code.
8. Save your work.

Workers Compensation

Workers Compensation in Oracle Payroll

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

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

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

Special State Provisions

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

Payroll Exposure

Overtime Pay and Executive Weekly Maximum

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

Elements in the Premium Overtime category hold the premium portion of overtime pay. The earnings category of Premium creates a feed to the Overtime Reduction for WC balance. If you use Oracle Payroll Worker's Compensation functionality and you select a category of Premium when you create your overtime element, the premium reduces the Worker's Compensation wages.

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

See: Entering WC Job Codes, Payroll Exposure Rules and Surcharges, page 3-218

Supplemental and Imputed Earnings Types

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

regarding the inclusion of various earnings types in the Workers Compensation payroll exposure.

Unique State Rules

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

Related Topics

Setup Steps for Workers Compensation Calculations, page 3-216

Associating WC Codes with Rates, page 3-217

WC Code Overrides

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

Related Topics

Entering a WC Override Code, page 3-219

Default Worker's Compensation Code Mapping

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

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

See Creating Default Workers Compensation Code Mapping, page 3-215

WC Elements and Formulas in Oracle Payroll

Oracle Payroll includes several WC elements:

- Workers Compensation element (classification: Employer Taxes).

  The Workers Compensation element stores the amount of each employer's liability WC premium, calculated using the WC formula.

- Workers Compensation ER2 (classification: Employer Taxes).

  The Workers Compensation element stores the amount of each employer's secondary liability WC premium, calculated using the WC formula.

- Workers Compensation ER3 (classification: Employer Taxes).

  The Workers Compensation element stores the amount of each employer's tertiary liability WC premium, calculated using the WC formula.

- Workers Compensation EE (classification: Employee Taxes)

  The Workers Compensation EE element maintains the employee withheld balance.

- Workers Compensation EE2 (classification Employee Taxes).

  The Workers Compensation EE element maintains the secondary employee withheld balance.

- The Workers Compensation Information element (classification: Information).

  The Workers Compensation Information element's input values Mod 1 Surcharge, Post Exp Mod 2 Surcharge and Post Prem Disc 1 Surcharge, hold the results of the three surcharges that may apply to an employee's WC premium calculation. Its input value WCable Hours Pay holds the employee's payroll exposure.

- The Workers Compensation (WC) formula.

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

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

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

The WC Premium Calculation

The WC calculation included in Oracle Payroll does the following:

- Determines the employee's SUI state and his or her assignment location.

- Locates the WC code. (Uses the code for the employee's job, unless it finds an entry of an override code.)

- Finds the employee's payroll exposure and applies the executive maximum if one is entered and applied.

- Determines the WC rate, using the employee's GRE, SUI state, work location if relevant, and the WC code.
- Calculates the employee and employer liabilities based on the calculation method(s) specified.
- Applies the Experience Modification.
- Applies the first surcharge if one exists; adds it to running total if surcharge entry is marked for accumulation.
- Applies the second surcharge if one exists; adds it to running total if surcharge entry is marked for accumulation.
- Applies the Premium Discount if one exists.
- Applies the third surcharge if one exists; adds it to running total if surcharge entry is marked for accumulation.
- Calculates total WC payable for this employee. Total WC payable = running total + any surcharges not accumulated.

Related Topics

Setup Steps for Workers Compensation Calculations, page 3-216

Calculating Employer and Employee Contributions

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

- **Calculation Methods**

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

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

The details of each calculation method are:

- **Percent of Subject Earnings**

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

- **Hourly Rate**

  The employer and employee rates are in units of dollars per hour, where 10.0000 = $10/Hour. The hours used to calculate the amount deducted are the regular hours worked. Overtime can be included in the calculation. The Period field is not applicable.

- **Flat Amount Per Period**

  The titles on the Employer/Employee rate fields switch to amount, and the amounts are in units of dollars per specified period, where 10.0000 = $10/Period.

  For this calculation method a period must be specified. The valid choices for Period are Year, Month, and Quarter. The amount specified will be deducted at the beginning of the period.

  For example: If $10 per year is specified, then $10 will be deducted from the next pay period and then again in the first pay period of the following year.

- **Employer Rates/Employee Rates**

  Fields where you can associate the state's WC codes with a carrier's default rates or amounts for a given state. If the carrier applies special rates to one or more work locations within the state, enter these rates by carrier and location.

- **Period**

  The period of time used in the Flat Amount Per Period calculation method.

  Surcharges, experience and liability modifications, and premium discounts are supported for all methods. Surcharges only apply to the employer portion, and not the employee's portion.

Decisions Regarding WC Elements and Formulas in Oracle Payroll

User Additions and Modifications

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

- Multiple GREs in different states, with different carriers

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

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

Worker's Compensation Assessment Fee

The following three states have a Worker's Compensation Assessment Fee:

- New Mexico
- Oregon
- Washington

You must complete the set up of Worker's Compensation to withhold this employee tax deduction. If you do not use the Worker's Compensation functionality you still need to assign a WC code to all the jobs for the employees in that state. You can assign the same WC code (i.e. 8810) to all the jobs. The application withholds the assessment fee from all employees in that state.

Creating Default Workers Compensation Code Mapping

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

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

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

To create a default Workers Compensation code mapping:

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

Setup Steps for Workers Compensation Calculations

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

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

   See: Creating an Organization, *Oracle HRMS Enterprise and Workforce Management Guide*

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

   See: Associating WC Codes with Rates, page 3-217

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

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

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

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

   See: Entering Federal Tax Rules for GREs, page 3-75and Entering State Tax Rules for a GRE, page 3-85

4. Define calculation methods, rates for each job code, and period if applicable.

   See Calculating Employer and Employee Contributions, page 3-213

5. Ensure that you have set up each work location in the state for which a WC carrier uses rates other than its default rates.

   See: Setting Up Site Locations, *Oracle HRMS Enterprise and Workforce Management Guide*

6. Associate your jobs with the state work classification codes. At this time, also enter:

   - Executive Weekly Maximum if one exists for this state

- State's rules regarding inclusion of overtime earnings and overtime hours in the payroll exposure
- Any standard surcharges in use in this state

See: Entering WC Job Codes, Payroll Exposure Rules and Surcharges, page 3-218

7. If you are using Oracle Payroll to calculate WC liability, for each state in which you are liable for WC payments, check the categories in the classifications Supplemental Earnings and Imputed Earnings that represent earnings included in employees' payroll exposure.

Exempting Employees from Workers Compensation

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

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

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

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

Associating WC Codes with Rates

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

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

Prerequisites

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

To enter WC work classification codes and rates:

1. Query the state and carrier for which you are entering codes and rates. To enter rates for a particular location, also query the location. If you leave the Location field blank, the rates you enter are the default rates for this carrier and state.

2. Enter each code and its associated rate in the Code and Rate fields. When finished, save your work.

Entering WC Codes, Payroll Exposure Rules, and Surcharges

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

Prerequisite

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

To enter WC codes, payroll exposure rules and surcharges:

1. Query the state in the Name window.

2. If an Executive Weekly Maximum exists for this state, enter it.

3. In the Codes for Jobs region, select your jobs and their codes.

4. In the Calculation Region, select this state's rules for the inclusion of overtime earnings in employees' payroll exposure. To include earnings for overtime paid at premium rates check the Premium Time box, and to include overtime paid at straight time rates, check the Straight Time box.

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

5. In the Surcharges region, enter any standard surcharges this state applies to the WC calculation. For each surcharge:

   1. Enter its name, which must be unique for the state.

   2. Select its formula position (the point at which it applies to the WC premium calculation). Three possible selections exist:

      - After Experience Modification - Charge 1 (applied immediately after the Experience Modification Rate)

      - After Experience Modification - Charge 2 (applied immediately after Charge 1. This selection is available only after entry of a surcharge with the formula position After Experience Modification - Charge 1).

- After Premium Discount - Charge 1 (applied immediately after the Premium Discount Rate).

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

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

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

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

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

6. Save your work.

Entering a WC Override Code

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

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

Prerequisites

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

To enter a WC override code:

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

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

DCIA Garnishment

DCIA Garnishment

The Debt Collection Improvement Act of 1996 (DCIA) authorizes the garnishment of the wages of delinquent debtors by Federal agencies. This is known as Administrative Wage Garnishment (AWG).

AWG differs from court-ordered wage garnishment in that the collecting agencies do not need to obtain a court judgement to initiate garnishment. Instead:

- Debtors must be notified of the government's intent to have their employer withhold specified amounts from their wages.
- Debtors must be given an opportunity to either pay their debt in full or enter into a repayment agreement under terms acceptable to the agency that holds the debt.
- Debtors have the right to request a hearing.

In the case that garnishment is necessary, at the request of the Federal agency, the employer can withhold up to 15% of the debtor's disposable income and transmit those moneys to the agency. This is limited to 25% of disposable income when combined with other involuntary deductions. You calculate disposable income for DCIA garnishments as gross minus deductions required by law, and deductions for health insurance

Implementing DCIA Garnishments

To define the elements eligible for garnishment:

You must define which earnings elements are eligible for DCIA wage garnishment.

1. Navigate to the Earning Rules window (Total Compensation | Wage Attachment | Earning Rules).
2. In the DCIA column, select the check boxes for the elements you want to make eligible.
3. Save your work.

To apply a DCIA wage deduction to an employee:

1. Open the Deductions window (Total Compensation | Basic | Deductions).
2. Specify an appropriate Name, Reporting Name, and Description.

3. Select "Involuntary Deduction" as the Classification.
4. Select the element's category as "Debt Collection Improvement Act".
5. Specify any other needed parameters, and save your work.
6. Attach this element to the appropriate employees at the assignment level.

Planning Your End of Period Processing

End of Year Processing

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

End of year processing entails the following activities:

1. Running the pre-archival reports.
2. Fixing balance problems.
3. Running the State Quarterly Wage Listing (Enhanced) or the State Periodic Wage Listing (Enhanced) process. Note that this is in reference to fourth quarter filing as technically it is a not a year end but a quarter end activity.

   Important: The State Quarterly Wage Listing (Enhanced) and State Monthly Wage Listing processes are used to generate the magnetic output files needed for submitting state unemployment reports to the applicable state agencies as per each state's requirements. The State Periodic Wage Listing (Enhanced) process replaces these two processes for generating the state specific Quarterly or Monthly Wage Listing magnetic output files. See: Running the State Periodic Wage Listing (Enhanced) Process, page 3-254

4. Running the Year End Pre-Process.
5. Running the post-archival reports.
6. Fixing any remaining balance problems and retrying or rerunning the Year End Pre-Process.
7. Generating government mandated reports.
8. Generating magnetic media for electronic submission.

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

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

State Formats for Report Submission

This topic provides information for determining state requirements for report submissions, for example for submitting SQWL, 1099, and W-2 reports.

You use the following URL to find accepted media types and file specifications for each state. The URL provides a directory of official state, county and city government websites.

http://www.statelocalgov.net/index.cfm

Year End Return Due Dates

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

Federal Returns

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

Note: Annual W-2 Reconciliation Return

By the last day of February, employers must file Form WR, *Annual Withholding Reconciliation Report,* for the preceding tax year. The form is used to reconcile amounts withheld from employees with taxes remitted. Employers are not required to submit copies of Forms W-2 with Form WR.

State Returns

This list includes the names of all state returns. The State W-2 Magnetic Media process produces appropriate information for each return if W-2 information is required. All due dates listed below are for Electronic Filing, unless otherwise noted.

State	Return Name and Date Due
Alabama	A-3 due Feb. 28
Alaska	N/A
Arizona	A-1R due Feb. 28
Arkansas	AR-3MAR (monthly fliers) due Feb. 28 AR-3AR (annual fliers) due Feb. 28
California	DE-7 (no W-2 Forms required) due Jan. 31 No additional CA year end processing required, just SQWL
Colorado	DR-1093 due Mar 31
Connecticut	CT-W3 due Mar 31
Delaware	W-3, not required when filing online. Due Mar 31
District of Columbia	FR-900B due Jan. 31
Florida	N/A
Georgia	G-1003 transmitted with W-2 (paper or magnetic media), due Feb. 28
Hawaii	HW-3 due Feb. 28 (paper only)
Idaho	967 due Feb 28

State	Return Name and Date Due
Illinois	For calendar year 2014 and forward, copies of W-2s must be submitted to the Illinois Department of Revenue no later than February 15 of the year following the year of the withholding.
Indiana	WH-3 due Feb. 28
Iowa	Annual Withholding Agent VSP Report (no W-2 forms required)
Kansas	KW-3 due Feb. 28
Kentucky	K-3 due Jan. 31
Louisiana	L-3 due Feb. 28
Maine	W-3-ME due Feb. 28
Maryland	MW 508 due Feb. 28
Massachusetts	File electronically with DOR W-2 Apr 1
Michigan	447 due Feb. 28
Minnesota	W-2 due Feb. 28
Mississippi	Electronically with W-2, due Mar 31
Missouri	MO-W-3 due Feb. 28
Montana	MW-3 due Feb. 28
Nebraska	W-3N due Feb 1
Nevada	N/A
New Hampshire	N/A
New Jersey	NJ-W-3M due Feb. 28

State	Return Name and Date Due
New Mexico	RPD-41072 due Feb. 28 with W-2 forms
New York	Does not require employer to submit copies of Form W-2 New York's annual wage and withholding information reported on Form WT-4-B portion of final quarterly return for year
North Carolina	NC-3 due Feb. 28
North Dakota	F-307 due Feb. 28
Ohio	IT-941 without W-2 forms due Jan. 31 IT-3 with W-2 forms due Feb. 28
Oklahoma	Does not require W-2 filing
Oregon	Form WR due Mar 31
Pennsylvania	REV-1667 due Jan. 31
Puerto Rico	Jan 31
Rhode Island	RI-W3 due Feb. 28
South Carolina	WH-1606 due Feb. 28
South Dakota	N/A
Tennessee	N/A
Texas	N/A
Utah	TC 941-R paper due Feb 28, Electronic Mar 31
Vermont	WH-434 due Feb. 28
Virginia	VA-6 Due Jan 31

State	Return Name and Date Due
Washington	N/A
West Virginia	I.T.-103 due Feb. 28
Wisconsin	WT-7 due Jan. 31
Wyoming	N/A

Year Begin Processing

Year Begin Processing

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

Note: You cannot rollback The Year Begin process.

The "Year Begin Process" performs the following operations:

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

If you have employees that transfer to a different work state during the tax year, it is mandatory you run the Year Begin Process to clear the SUI Base Override field. The SUI Base Override field is automatically populated when there is a change to the employees work state.

The Location report shows employees who had a work location taxation override in Taxation Location (IN) at the assignment level under Statutory Information in the prior tax year.

Note: If there are no employees who fit this criterion, the report output will be blank.

The Address report lists employees who had a Taxation Address override (Employee Address form) for the prior tax year.

For information on running the Year Begin Process, see: Running the Year Begin Process, page 3-238

Pre-Archival Reports

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

Important: The State Quarterly Wage Listing (Enhanced) and State Monthly Wage Listing processes are used to generate the magnetic output files needed for submitting state unemployment reports to the applicable state agencies as per each state's requirements. The State Periodic Wage Listing (Enhanced) process replaces these two processes for generating the state specific Quarterly or Monthly Wage Listing magnetic output files. See: Running the State Periodic Wage Listing (Enhanced) Process, page 3-254

Diagnostic Reports

Before running Year End Processing, use the following reports to identify data issues.

Unacceptable Tax Balance Report	Identifies potentially incorrect withheld amounts for FIT, SIT, LIT, Social Security, Medicare, FUTA, SUI, and SDI taxes and identifies other potential balance problems.
Invalid Address Report	Lists people with invalid primary addresses.

Over Limit Report	Identifies employees who have had one or more of the following: • Taxes withheld in excess of the legal limit • Wages in excess of the wage limit • Salary deferrals in excess of the annual limit
State Quarterly Error Report	Identifies individual employees in a business group with negative quarter-to-date state-level balances.

Oracle provides additional diagnostic tools to gather information and perform a check of the data required to successfully run year end processes. The diagnostics are available to all customers who have access to My Oracle Support. The infrastructure is part of the standard E-Business Suite version 11.5.9 and higher. To use the diagnostics, install an additional patch available from My Oracle Support containing the actual diagnostic tests. The tests relevant for year end include:

- Organization Structure
- Person Record Inconsistencies
- Employee Assignment Inconsistencies
- US Year End

Balancing Reports

Check employee balances before you submit your reports to federal, state, and local authorities. Before running the Year End Pre-Process, run the following balance reports:

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

Reconciliation Reports

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

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

Discoverer Business Areas/Folders
 	
Note: Customers are responsible for creating their own workbooks. Oracle Applications only certifies workbooks for the desktop version of Discoverer.
	Assists in diagnosing and balancing issues. Relevant business areas/folders include:
	• Business Area(s):
	  • HRMS > Administration > Oracle Payroll (US)
	• Folder(s):
	  • Employee W2 Federal Details
	  • Employee W2 State Details
	  • Employee W2 Locality Details
	  • Employee W2 Box 12 Details
	  • Employee W2 Box 14 Details

Clear SUI Wage Base Overrides Process

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

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

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

Resolving Unacceptable Balances

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

The Payroll Exception Report, see: Payroll Exception report, page 4-103 is a global feature that you can use to compare and report on any balance value or exception in a payroll run. Use it to identify employees who live in states with no SIT (such as Texas) but have SIT balances. The Payroll Exception report request set has additional Exception Group and Exception Reports to assist you in reviewing the required changes and validating the results, since many of these balances are not visible using standard reporting.

The Unacceptable Tax Balance, see: Unacceptable Tax Balance report, page 3-232 identifies employees with potential incorrect withheld amounts for various taxes.

Unacceptable Tax Balance Report

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

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

  This report ignores the SDI tax type for Hawaii and New York. This report calculates the Medicare Employee amount to be withheld based on the applicable rate and report differences. Note: Effective for 2013 and later, differences will only be reported where there is a difference between Medicare EE Withheld and Medicare ER liability for employees whose Medicare YTD wages are less than $200,000.

This report identifies Quarter to Date or Year to Date balances that are different than the calculated taxes as of a specific date. When the process finds a balance error, it adds the

offending balance name and value to the report beneath the employee's name, along with a message identifying the problem. The following warning messages can appear on the report:

Tax Type	Possible Warning Messages
FIT	FIT gross earnings < FIT reduced subject whable
FIT	FIT reduced subject whable = 0 and FIT withheld > 0
FIT	FIT subject whable <= 0 and FIT withheld > 0
FIT	FIT subject whable < FIT reduced subject whable
FIT	FIT gross earnings not = Medicare taxable + Section 125 pretax + Dependent care +401k pretax
FUTA	FIT gross earnings < FUTA taxable
Medicare	FIT gross earnings < Medicare EE taxable
Medicare	Medicare EE withheld not equal to Medicare ER liability
Medicare	FIT gross earnings not equal to Medicare taxable + Section 125 pretax + Dependent care +401k pretax
Social Security	FIT gross earnings < SS EE taxable
Social Security	SS EE withheld not equal to Social Security ER liability
SIT	SIT subject whable <= 0 and SIT withheld > 0
SIT	FIT subject whable <= 0 and SIT withheld > 0
SIT	SIT subject whable < SIT reduced subject whable

SIT	FIT subject < SIT subject
SIT	Ensure SIT Withheld = 0 when State has no SIT withheld rule
SUI	SUI EE/ER subject whable <=0 and SUI EE/ER witheld > 0
SUI	FIT gross earnings < SUI ER taxable
SUI	FIT subject whable <= 0 and SDI EE/ER withheld > 0
SDI	FIT gross earnings < SDI EE taxable
SDI	SDI EE subject whable = 0 and SDI EE withheld > 0
SDI	FIT subject whable <= 0 and SDI EE/ER withheld > 0
LIT	LIT subject = 0 and LIT withheld > 0
LIT	FIT subject whable <= 0 and LIT withheld > 0
LIT	LIT subject whable < LIT reduced sbject whable

The following error messages highlight issues with incorrect balance loads or balance adjustments:

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

Unacceptable Tax Balance Report Sort Options

You organize the Unacceptable Tax Balance Report according to user-defined criteria or

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

- Employee Name
- Location
- Organization
- Social Security Number

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

The sort options are hierarchical in nature. Making a selection to the Sort Option One field enables Sort Option Two. Making a selection to the Sort Option Two field enables Sort Option Three.

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

Example of Sort Options

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

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

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

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

> **Note:** The application nests the sort options. Using the previous example, if you change Sort Option Two from Location to Employee Name, the change automatically clears Sort Option Three.

Sort Options and Report Layout

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

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

Unacceptable Tax Balance Report Parameters

The following parameters exist for the Unacceptable Tax Balance Report:

As of Date (required)	Last date you want the report to include. The Unacceptable Tax Balance Report will check balances between January 1 and the As of Date, or the start of the quarter and the As of Date. The balance dimension you select will control the starting date of the report.
Balance Dimension	Dimension you want to report on: • (quarter-to-date): The report includes balances accumulated from the start of the quarter to the As of Date. • (year-to-date): The report includes balances accumulated from January 1 to the As of Date. If you leave this field blank, the report uses YTD as the Balance Dimension.
GRE(required)	GRE you want included in the Unacceptable Tax Balance Report.
Selection Criteria Type	To restrict the report to a specific organization or location, select the appropriate value. If you select Organization, the Organization field becomes active. If you select Location, the Location field becomes active. If you leave this field blank, the report includes all organizations and locations.
Organization	If you have selected Organization in the Selection Criteria field, choose an organization from the List of Values.
Location	If you have selected Location in the Selection Criteria field, choose a location from the List of Values.

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

Unacceptable Tax Balance Report Output

The parameters selected control the printing of the Unacceptable Tax Balance Report. The first page of the report displays the Report Parameters. The report prints in landscape fashion and is designed to fit on 8.5" x 11" paper.

Employee Self Service W-4 Checking

Through Oracle Payroll and Oracle Self Service, you can check the changes employees

make to their W-4.

Tax Form Audit report, page 3-239	This report checks the changes employees make through Self Service.
Tax Form Exceptions report, page 3-239	This report checks for employees who selected 10 or more exemptions.

Running the Year Begin Process

Run the Year Begin Process from the Submit Requests window.

To run the Year Begin Process:

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

Running the Unacceptable Tax Balance Report

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

To run the Unacceptable Tax Balance Report:

1. In the Type field, select Request.
2. In the Name field, select Unacceptable Tax Balance from the List of Values.
3. Click in the Parameters field if the Parameters window does not automatically appear.
4. Select the parameters for the report. See: Unacceptable Tax Balance Report Parameters section, page 3-236
5. Click OK to close the Parameters window.
6. In the Print Options region, select the number of copies you want to print.

7. In the Printer field, select a printer or accept the default.

8. In the Run Options region, select any run options and click Submit.

   Navigate to the View Requests window to view the Report.

Running the Tax Form Audit Report

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

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

To run the Tax Form Audit report:

1. Select Tax Form Audit Report in the Name field.

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

3. Specify start and end dates for the report.

4. Choose a jurisdiction level.

5. Click OK, and then Submit.

Running the Tax Form Exceptions Report

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

To run the Tax Form Exceptions report:

1. Select Tax Form Exceptions Report in the Name field.

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

3. Specify start and end dates for the report.

4. Choose a jurisdiction level.

5. Click OK, and then Submit.

Running the Invalid Address Information Report (US)

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

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

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

Run this report in the Submit Request window.

To run the Invalid Address report:

1. Select the report name in the Name field.

   The Parameters window opens.

2. Enter the range of dates (start and end dates) within which to the display people with invalid addresses.

3. Select an individual GRE, or leave this field blank to include all GREs in the results.

4. If you want to check for address length, select Length from the Additional Verification field and specify a character length in the Line Length field.

5. Click OK, then Submit.

Over Limit Reporting

Over Limit Report

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

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

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

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

> **Note:** Once you identify the corrections needed, adjust the necessary employee balances to comply with the legal limit.

Over Limit Report Sort Options

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

- Employee Name
- Location
- Organization
- Social Security Number

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

The sort options are hierarchical. Making a selection to the Sort Option One field enables Sort Option Two. Making a selection to the Sort Option Two field enables Sort Option Three.

Example of Sort Options

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

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

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

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

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

Sort Options and Report Layout

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

Over Limit Report Parameters

The following parameters exist for the Over Limit Report:

As of Date (required)	Enter the last date you want the report to include. The Over Limit report checks for balances over the limit between January 1 and the As of Date. You run the Over Limit Report only for the year selected in the As of Date parameter. The report performance is optimal if you select a date in the current pay period.
Government Reporting Entity	Select the GRE to include in the Over Limit Report. If you leave this field blank, the report includes all valid GREs in the business group.
Selection Criteria	To restrict this report to a specific organization or location, select the appropriate value. If you leave this field blank, all organizations and locations are included in the report.
Organization Name	If you selected Organization in the Selection Criteria field, choose an organization from the list.
Location Name	If you selected Location in the Selection Criteria field, choose a location from the list.
Tax Type	Select from the list of limit types to report on a single type of balance. If you leave this field blank, all of the balances are included in the report.
Sort Options	If you do not select any sort options, the report uses Employee Name as the default.

Over Limit Report Output

You print the Over Limit Report using the selected parameters in landscape format to fit on 8.5" x 11" paper. If you made choices in the Selection Criteria field or the Sort Options fields, this information appears in the heading of the report.

The Over Limit Report shows only those employees with balances that are over the limit and need correction. If you run the report, and no employees have balances over the limit, then the report returns the message, "No employee found". If the Over Limit Report contains information on a GRE that is a part of a tax group, then the name of the

tax group also appears on the report, and the reported balances for the tax group are limited to Social Security and FUTA.

Running the Over Limit Report

Run the Over Limit Report from the Submit Request window.

To run the Over Limit Report:

1. In the Name field, select Over Limit Report from the list.
2. Click in the Parameters field if the Parameters window does not automatically appear.
3. Select the parameters for the report. See: Over Limit Report, page 3-241.
4. Click OK to close the Parameters window.
5. In the Print To field in the Submit Request window, select a printer or accept the default.
6. Click the Options button to enter print and run options for the report.
7. Click Submit.

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

Month and Quarter End Processing

Electronic Media State Quarterly/Monthly Wage Listings

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

In addition, for those states that do not accept SQWLs in EFW2 format, you must specify the following:

- Entering a Blocking Factor for E Records, page 3-42
- Entering Generic A and B Record Data for GRE Transmitters, page 3-42
- Entering State A and B Record Data for GRE Transmitters, page 3-47
- Entering State Data for E and T Records, page 3-48
- Entering S Record Data for Employees, page 3-250
- Running the State Quarterly Wage Listing (Enhanced) Process, page 3-267
- Changing a State Quarterly Wage Listing Report, page 3-271
- Entering a Blocking Factor for E Records, page 3-42
- Entering Generic A and B Record Data for GRE Transmitters, page 3-42
- Entering State A and B Record Data for GRE Transmitters, page 3-47
- Entering State Data for E and T Records, page 3-48
- Entering S Record Data for Employees, page 3-250
- Running the State Quarterly Wage Listing (Enhanced) Process, page 3-267
- Running the State Monthly Wage Listing Process, page 3-264
- Changing a State Quarterly Wage Listing Report, page 3-271
- Running the State Periodic Wage Listing (Enhanced) Process, page 3-254

Important: The State Quarterly Wage Listing (Enhanced) and State Monthly Wage Listing processes are used to generate the magnetic

output files needed for submitting state unemployment reports to the applicable state agencies as per each state's requirements. The State Periodic Wage Listing (Enhanced) process replaces these two processes for generating the state specific Quarterly or Monthly Wage Listing magnetic output files. See: Running the State Periodic Wage Listing (Enhanced) Process, page 3-254

The following processes are related to the State Periodic Wage Listing (Enhanced) process:

- Multiple Worksite Report for SPWL Process, page 3-259
- Rollback US SPWL Process, page 3-262

- Changing a State Periodic Wage Listing Report, page 3-257

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

Refer to State Formats for Report Submission, page 3-223 to determine the supported reporting formats for your state(s).

State Periodic Wage Listing (Enhanced) Magnetic Media Output Files

When the State Periodic Wage Listing (Enhanced) process is run, the process generates .a02 and .a03 files for all states to help identify employees who are reported and not reported. There is no need to run the 'State Quarterly/Monthly Error Report' to identify employee information, which is not reported.

The State Periodic Wage Listing (Enhanced) process produces the following output files:

.mf	Flat file you send to the appropriate state tax agency. This output file can be folded at the end of the applicable record length so that appropriate line feeds/carriage returns are added to the magnetic file (mf) output without any manual intervention being required. The 'fold' command is available in the SPWL process is available for all the states. The value selected for the 'Fold' parameter in the State Periodic Wage Listing (Enhanced) process determines whether the output file will be folded. If the value selected is Yes, then the output file will be folded. If No is selected, then the output file will not be folded.
.a01	Totals for Tax withheld and Wages reported per Government Reporting Entity (GRE). This file is a PDF file.
.a02 (EFW2 format only)	Exception file. You open this CSV file in a spreadsheet. If the process detects errors, they appear only in this file. This file contains the RS (State Record) information that errored. A successful process with no errors results in an empty .a02 file.
.a03 (EFW2 format only)	Audit file. You open this CSV file in a spreadsheet. If the file is large you can split it into smaller files. This file contains the complete RS (State Record) information
.tsv	Tab separated text file. This file is generated only if the report is run for the Pennsylvania (PA) state.

State Quarterly Wage Listings Magnetic Media Output Files

If your state uses the EFW2 file format, the State Quarterly Wage Listing Process produces the following output files:

.mf	Flat file you send to the appropriate state tax agency. This output file can be folded at the end of the applicable record length so that appropriate line feeds/carriage returns are added to the magnetic file (mf) output without any manual intervention being required. The 'fold' command is available in the SQWL process for the following states: AL, AZ, CA, CO, CT, DC, DE, GA, ID, IL, IN, KS, KY, LA,MD, ME, MI, MN, MO, MS, MT, NC, NE, NH, NJ, NV, NY, OH,OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VA, VT, WV.
.a01	Totals for Tax withheld and Wages reported per Government Reporting Entity (GRE). This file is a text file.
.a02 (EFW2 format only)	Exception file. You open this CSV file in a spreadsheet. If the process detects errors, they appear only in this file. This file contains the RS (State Record) information that errored. A successful process with no errors results in an empty .a02 file.
.a03 (EFW2 format only)	Audit file. You open this CSV file in a spreadsheet. If the file is large you can split it into smaller files. This file contains the complete RS (State Record) information

Naming Convention for Output Files

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

- Maximum of 6 character Business Group Short Name (embedded blanks are ignored)
- 2 character state indicator (CA, NY, IL)
- Month of quarter end (03, 06, 09, 12)
- Last two digits of the year

- Format indicator (E=EFW2, I=ICESA, T=TIB4, S=State),
- File Suffix (.mf, for example)

Example

If you run the State Quarterly Wage Listing Process for the state of New Jersey, for a quarter ending March 2013, in EFW2 format, against your HRMS Business Group, you would receive the following output files:

- HRMSBGNJ0304M.mf
- HRMSBGNJ0304M.a01
- HRMSBGNJ0304M.a02
- HRMSBGNJ0304M.a03

Viewing Archived Data

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

This information is read-only. You cannot modify or update the information from this window. For additional instructions, refer to Managing the State Quarterly Wage Listings Process, page 3-267.

Multiple Worksite Reporting

The Multiple Worksite Report (MWR) collects information showing the distribution of the employment and wages of business establishments by industry and geographic area.

File the MWR on a quarterly basis if:

- You have multiple locations within a state under the same UI number.
- You are a multi-location employer with 10 or more employees combined in your secondary locations.

> **Note:** Your define your primary location as the one with the greatest number of employees.

The MWR is a Federal level report. The Federal BLS receives the report you submit and then distributes the compiled information to the individual US states, District of

Columbia, and the Territories of Puerto Rico and the US Virgin Islands. The states disaggregate the data below the county level for more extensive and detailed analysis of business and economic conditions within their borders, including local and regional employment totals. The states use the data to ensure an equitable distribution of Federal funds through grant programs that use county economic indicators as a basis for allocations. No other sources are available to obtain this information.

By following this model, Oracle's Multiple Worksite Report provides you with the means to report to only a single source rather than having to run multiple MWRs and filing them with their individual states.

Entering S Record Data for Employees

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

To enter data for the S records of state quarterly wage listings, query the employee in the Person window, go to the Assignment window, and access the Statutory Information tabbed region.

To enter data for a GRE's S records:

1. In the Assignment window, select the Statutory Information tabbed region.
2. Click inside the field to open the GREs and Other Data window.
3. Scroll down this window to the field Reporting Establishment.
4. Specify the fields required for SQWL generation.

   See: Entering Additional Assignment Details (Assignment Window), *Oracle HRMS Workforce Sourcing and Deployment Management Guide*

To enter California-specific SQWL data:

1. In the Assignment window, click Others.
2. Select Extra Information.
3. Select State Wage Plan Codes extra information type.
4. Click Details.
5. Enter the Start Date.
6. Select State Code CA from the list.
7. Enter your State Employer Account Number.

8. Select the correct wage plan for the employee in the tax type field:

A	SUI only
J	SDI without UI
L	Voluntary DI
P	No Voluntary or State UI or DI
R	SUI with religious exemption for DI
S	SUI and SDI
U	Voluntary DI and SUI

Note: If there are employees with multiple assignments with multiple wage plan codes associated with those assignments, then they will be reported in all applicable mf/XML output files. It is important to note that Person level Wages will be reported in each one of these output files. Further, in such cases, a warning message will be displayed in the audit detail report (a03) stating: 'Warning: This person has potentially overstated wages due to having Multiple Assignments with different wage plan codes'.

To enter District of Columbia (DC)-specific SPWL/SQWL data:

1. In the People window, click Others.
2. Select Extra Information.
3. Select SQWL/SPWL Reporting Information.
4. Select the appropriate value in the 'Owner/Officer Relationship (DC) field to report the Owner/Officer relationship to the District of Columbia's Department of Employment Services (DC DOES). The following values are available. The Default is "0" for all employees.
    1. 0 - Worker/Employee
    2. 1 - Owner or Officer
    3. 2 - Spouse of Owner or Officer
    4. 3 - Parent/Grandparent or Owner or Officer

5. 4 - Child of Owner or Officer
6. 5 - Sibling of Owner of Officer
7. 6 - Board Member

Additional Steps to Report California Retiree Payments to the State of California:

There are additional settings that need to be configured at the GRE level if there is a need to comply with properly reporting California Retiree payments to the State of California either to:

- File a Quarterly Contribution Return and Report of Wages (DE 9), or
- File a Quarterly Contribution Return and Report of Wages (Continuation)(DE 9C)

1. In the Organization window, query the GRE for which to enter SQWL record data (if it does not already appear there).
2. With Government Reporting Entity selected in the Organization Classifications region of the Organization window, choose Others,
3. The following need to be populated for California (CA):
    1. Select "State Tax Rules", then select California and populate the applicable fields as required.
    2. Also select "State Employer Account# Info" and in Additional Organization Information, click on a new line to open the flexfield, then populate the fields accordingly after selecting "CA" in the LOV for State Code.

       Note that the retiree / employee must have state income tax (PIT) withheld > 0 (zero) during the reporting period in order to be included in the State Quarterly or Periodic Wage Listing report.

Entering N Record Data for the State of Georgia

The State of Georgia's Department of Labor (GDOL) has discontinued the 80 BYTE format for quarterly UI filing. The GDOL requires customers to use the NASWA Y2K Unemployment Insurance Format (ICESA). GDOL's Electronic Media Tax Record Format (N Record) is included with the NASWA (ICESA) file. You enter the N record data for a GRE using SQWL Employer Rules (4).

To enter N record data for GA:

1. In the Organization window, query the GRE for which to enter SQWL record data

(if it does not already appear there).

2. With Government Reporting Entity selected in the Organization Classifications region of the Organization window, choose Others and select SQWL Employer Rules (4).

3. Click in the Additional Organization Information field to open the SQWL Employer Rules (4) window.

4. Enter a value in the Remittance (GA) field. The value entered in this field corresponds to the Remittance field, position 63 to 71, in the N (Employer) record.

Entering Out of State Wage Indicator for SPWL or SQWL Reports

There are certain state-specific data required to be entered at the GRE level to support proper reporting of Out of State Wages in the quarterly wage listings.

To set the Out of State Wage Indicator for Ohio (OH):

1. In the Organization window, query the GRE for which to enter SQWL record data (if it does not already appear there).

2. With Government Reporting Entity selected in the Organization Classifications region of the Organization window, choose Others and select SQWL Employer Rules (4).

3. Click in the Additional Organization Information field to open the SQWL Employer Rules (4) window.

4. Select Yes or No in the Out of State Wages (OH) field. The default is 'No'. You can change this field as required to accommodate the out of state wages reporting requirement.

> **Note:** As you may need to set the Out of State Wages indicator every quarter, the Out of State Wages (OH) indicator set at GRE(s)? parameter is available for the Ohio SPWL and SQWL concurrent programs to serve as a reminder and defaults to Yes. This is a reminder that the Out of State Wage indicator must be set each quarter, and prior to submitting the Ohio SPWL or SQWL report.

To set the Out of State Wage Indicator for Louisiana (LA):

1. In the Organization window, query the GRE for which to enter SQWL record data (if it does not already appear there).

2. With Government Reporting Entity selected in the Organization Classifications region of the Organization window, choose Others and select SQWL Employer Rules (4).

3. Click in the Additional Organization Information field to open the SQWL Employer Rules (4) window.

4. Use the Multi-State Employer (LA) field to report to the Louisiana Workforce Commission (LWC) if any of your employees report wages to Louisiana and to other states. This field will populate the RE Record, Position 254 of the EFW2 magnetic file (mf). The Multi-State Employer (LA) field will accept Yes and No values only. The default value is No. LWC requires a Y to be reported in RE record, position 254, if your employees report wages to Louisiana and to other states. Otherwise, it should be set to N (or left blank).

Running the State Periodic Wage Listing (Enhanced) Process

The State Periodic Wage Listing (Enhanced) (SPWL) process generates State Quarterly and Monthly Wage listing reports. This process uses the Oracle XML Publisher technology to generate the reports and there is only one concurrent program to run both the quarterly and monthly processes.

To be able to run the State Periodic Wage Listing (Enhanced) process for a GRE, the following criteria must be met:

- The SUI Account Number in Work Structures > GRE > Others > State Tax Rules contains a value.
- The GRE is not defined as a 1099-R GRE.
- The SUI ER Taxable balance for dimension 'GRE in JD Quarter to Date' is greater than zero.

Run this process from this Submit Request window.

To run the State Periodic Wage Listing (Enhanced) process:

1. In the Name field, select State Periodic Wage Listing (Enhanced).

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

3. Specify the following parameters:
    - State: This parameter captures the state code for which the process needs to be submitted. Select the applicable state (or Puerto Rico) for which you need to run the process.

- Period: This parameter captures the period for which the report needs to be processed and reported. This parameter is dependent on the state selected. If the state requires only quarterly reports, then only quarter periods can be selected. If the state requires both monthly and quarterly reports (such as Illinois), then the list of values contains the applicable monthly and quarterly periods. If a state were to require only monthly reports, then only month periods can be selected.

- Report Output: This parameter captures how the output files need to be generated and contains the following three values:

  - All GREs - single output file

  - Single GRE

  - All GREs - output file per GRE

  This parameter determines the number of times the concurrent program 'State Periodic Wage Listing (Internal)' is spawned. For each GRE processed, the concurrent program is spawned once. Note: Option (a) is the default for all states except California (CA). For CA, the state option (a) will not appear in the LOV and instead the default option is (c) - All GREs - output file per GRE.

- Government Reporting Entity: This parameter captures the name of the GRE for which the process needs to be generated. This parameter is dependent on the Report Output parameter, so is enabled only if the Report Output parameter value 'Single GRE' is selected. Any GRE for which the report is already processed for the selected state and period will not be displayed in the list of values.

- Format: This parameter captures the format of the report and is dependent on the state and period values selected. The list of values will display the format supported by the state. It displays no values if the report has already been processed for the selected state and period.

  For TN, if you are selecting the ICESA(Bulk) option to generate a report for multiple GREs, then you must ensure that fields related to the T (Total) record are entered in the SQWL Employer Rules 4 window. See: *To enter T Record Data for Tennessee for the SPWL or SQWL ICESA (Bulk) File Format* section in the Entering State Data for E and T Records, page 3-252 topic.

- Transmitter GRE: This parameter captures the Transmitter GRE and lists all the GREs that have been marked as SQWL Transmitter = Yes in 'SQWL Gen. Transmitter Rules' at the GRE level.

- Create Audit Report: This parameter determines whether the exception and employee detail audit reports (A02 or A03) are to be generated. If 'Yes' is

selected, then these audit reports will be generated; if set to 'No', they will not be generated.

- Establishment Hierarchy: This parameter captures the Establishment Hierarchy Name and lists the names of all active establishment hierarchies. Note that this parameter is applicable only to Iowa and Minnesota. (The Establishment Hierarchy determines the applicable Reporting Unit Number needing to be reported for these states).

- Hierarchy Version: This parameter lists the version numbers of the Establishment Hierarchy based on the selected Establishment Hierarchy.

- Out of State Wages (OH) indicator set at GRE(s): This parameter is applicable only to the state of Ohio and requires additional setup at the GRE level. This parameter was added to confirm that the required setup at GRE level is complete.

  To set the Out of State Wage Indicator for Ohio and Louisiana, see: Entering Out of State Wage Indicator for SPWL or SQWL Reports, page 3-253

- Fold Output: This parameter determines if the different records in the magnetic file (MF) output require a new line or carriage return character. If 'Yes', then a new line character is added after every record in the MF file. If 'No', then all the records in magnetic file are generated in the one continuous line.

4. Click OK and then Submit.

Program Output:

This concurrent program internally spawns two concurrent programs:

- State Periodic Wage Listing (Internal)

- Generate SPWL XML(Generate Mag XML)

Depending upon the 'Print Files' parameter setting in Pay Action Parameters, an additional concurrent program "Magnetic XML Report Merger" may be displayed. If Print Files is set to "Y", then this concurrent program is displayed for each of the files generated by the process. If Print Files is set to 'N', then this concurrent program is not displayed.

The following files are generated for each concurrent program State Periodic Wage Listing (Enhanced) submission:

- MF File: File that needs to be submitted to state authorities. The file extension is '.mf'.

- A01 File: Summary Audit report that provides wage amounts and totals at the GRE

level as well as Employee counts. The file extension is '.a01'.

- A02 File: Exception report which lists all exception employee details (i.e. those that are excluded from reporting in the MF file due to reasons such as negative wage amounts, etc). File extension is '.a02'.

- A03 File: Provides details of those employees reported in the MF file. File extension is '.a03'. This is provided in CSV output.

- TAB File: This file will be generated only if the program is run for the state of Pennsylvania.

When the State Periodic Wage Listing (Enhanced) process is run, the process generates .a02 and .a03 files for all states to help identify employees who are reported and not reported. There is no need to run the 'State Quarterly/Monthly Error Report' separately to identify employee information, which is not reported.

The A01 (Audit Summary) output file generated by the concurrent program is in PDF format. Data reported in the A02 and A03 output files are dependent on the state reported and therefore will not be the same for all states. The file names generated by this process are the same as the SQWL process. Currently both processes can be run in parallel which means that if both processes are run for the same state and period, then the files generated by running the first process will be overwritten by running the second process. For example: If the State Quarterly Wage Listing (SQWL) report is run first for the state of California for Q3 2014 and then later the State Periodic Wage Listing (SPWL) report is run for the same state for Q3 2014, then the files generated by running the SQWL process will be overwritten by the output files generated when running the SPWL process.

The report types of the SPWL payroll actions are "SPWL_PARENT" and "SPWL_ARCH". One "SPWL_PARENT" action is created for each concurrent request submitted. For each GRE's data that is processed, one payroll action is generated with a report type of "SPWL_ARCH". In View Payroll actions these payroll actions are visible.

Viewing Archived Data

State related archived data can be viewed in the .xml report output, which is in the XML format.

For rolling back the payroll actions generated by this process, run the "Rollback US SPWL Process" concurrent program. See: Running the Rollback US SPWL Process, page 3-262

Changing a State Periodic Wage Listing (Enhanced) Report

If you have already run the State Periodic Wage Listing (Enhanced) report and now need to update it with changes or corrections, you can update specific sections of the report without recreating it entirely. Using the Payroll Process window, you can mark individual assignments or groups of employees for retry and then run the Retry Payroll

process. Oracle Payroll only reprocesses the data that you have marked for retry. The updated report is in the same format as the original and replaces the original report.

See: Running the State Periodic Wage Listing (Enhanced) Process, page 3-254

Run this process from the Payroll Processes window.

To run the Retry Payroll process:

1. Enter values for the Payroll, Period From, and Period To fields.

   Note: To retry an entire Payroll process, select the Retry option next to the process name. You can select more than one process for retry, but you must rerun the processes one at a time.

   Use the Query command to create a selectable list of processes without specifying a payroll.

   1. Click in the Date field and select Enter from the Query menu.
   2. Enter your query.

      For example: Type the name of the state followed by %SPWL% into the Name field to list all of the processes for the selected state.
   3. Select Run from the Query menu to list all processes.

2. Click Find.
3. Select the Payroll process to produce one single output file with the data for all GREs without any GRE level breakup.
4. Click Assignment Process.
5. Select the Retry option next to each assignment that you want to update in the new State Periodic Wage Listing Report.

   Note: If you selected the entire Payroll process in Step 2, you do not need to select individual assignments. All assignments in this run are included in the new report.

6. Save your work.
7. Navigate to the Submit Requests window.
8. In the name field, enter or select Retry Payroll Process.
9. In the Parameters window, select the magnetic report that you want to rerun in the

Payroll Process field.

10. Click OK and then Submit.

    The application replaces the previous State Periodic Wage Listing (Enhanced) report with the updated one.

Multiple Worksite Reporting for the SPWL Process

The Multiple Worksite Report for SPWL process generates the MWR report based on the data archived by the State Periodic Wage Listing (Enhanced) process. The Multiple Worksite Report for SPWL process collects information showing the distribution of the employment and wages of business establishments by industry and geographic area.

File the MWR on a quarterly basis if:

- You have multiple locations within a state under the same UI number.
- You are a multi-location employer with 10 or more employees combined in your secondary locations.

  Note: Your define your primary location as the one with the greatest number of employees.

The MWR is a Federal level report. The Federal BLS receives the report you submit and then distributes the compiled information to the individual US states, District of Columbia, and the Territories of Puerto Rico and the US Virgin Islands. The states disaggregate the data below the county level for more extensive and detailed analysis of business and economic conditions within their borders, including local and regional employment totals. The states use the data to ensure an equitable distribution of Federal funds through grant programs that use county economic indicators as a basis for allocations. No other sources are available to obtain this information.

By following this model, Oracle's Multiple Worksite Report provides you with the means to report to only a single source rather than having to run multiple MWRs and filing them with their individual states.

Entering Multiple Worksite Report for SPWL Process Parent Entity Data

The Multiple Worksite report for SPWL uses the information found in the parent entity data field on the organization. This information is used when generating the Multiple Worksite report for SPWL.

To enter Multiple Worksite report for SPWL parent entity data:

1. Enter the legal name. Report the legal name if it is different from the trade name

entered against the establishment in the Location window.

Example
ABC Enterprises could have a subsidiary division called Bay Restaurant. ABC Enterprises would be considered as the legal name and Bay Restaurant would be a trade name.

2. Save your work.

Setting Up and Running the Multiple Worksite Report for SPWL Process

Follow these steps to set up and run the Multiple Worksite Report for SPWL Process report.

To set up and run the Multiple Worksite for SPWL report:

1. Set up an organization with the classification of parent entity to represent your parent company.

   See: Creating an Organization, *Oracle HRMS Enterprise and Workforce Management Guide*

2. Enter data into the MWR Parent Entity Data additional information type for the organization you have classified as a parent entity.

   See: Entering Multiple Worksite Report Parent Entity Data, *Oracle HRMS Enterprise and Workforce Management Guide*

3. Define work site information in the MWR Specific Data location extra information type. Do this for each of the locations that is a work site that you want to include in the report.

   See: Location Extra Information Types, *Oracle HRMS Enterprise and Workforce Management Guide*

4. Define your establishment hierarchy. You must represent each of the work site locations you want to include in the report.

   See: Creating an Establishment Hierarchy, *Oracle HRMS Enterprise and Workforce Management Guide*

5. Submit the Multiple Worksite report for the SPWL process.

   See: Submitting the Multiple Worksite Report for the SPWL Process, page 3-260

Submitting the Multiple Worksite Report for the SPWL Process

You must successfully complete the State Periodic Wage Listing (Enhanced) report for all GREs in your Business Group before you run this report.

To submit the Multiple Worksite Report for the SPWL Process:

Run the Multiple Worksite Report for the SPWL Process from the Submit Request window.

1. Select Multiple Worksite Report for the SPWL Process from the List of Values.
2. In the Parameters window, select the Quarter from the list of values. This parameter captures the Quarter for which the report needs to be processed and reported.
3. In the Establishment field, select the establishment hierarchy that you have set up for Multiple Worksite reporting. This parameter captures the Hierarchy for which establishments needs to be reported in Multiple Worksite Report. The list of values contains defined hierarchies.
4. Select the Hierarchy Version that you want to use.
5. Submit the report.

What's Next

The Multiple Worksite Report for the SPWL Process generates the following output file:

.mf file:

- File that requires to be submitted to state authorities. This file reports all necessary details as per the specified format specified.
- This file includes establishment wise summary of wages and employee counts. It shows details of establishments like reporting unit number.

Rolling Back the Multiple Worksite Report for the SPWL Process Data

If you have already run the Multiple Worksite Report for the SPWL process for a magnetic tape report for a state and then must make changes to the data that was processed, do the following:

1. Roll back the process.
2. Make all necessary changes to employee data.
3. Rerun the process.

Roll back a process from the Submit Request window.

To roll back a process for a Multiple Worksite for the SPWL Process report:

1. In the Name field, select Rollback Magnetic Report.
2. Click in the Parameters field if the Parameters box does not open automatically.
3. In the Magnetic Report field, select the name of the process (state, period, and effective date) to roll back.
4. Choose OK, then Submit.

> **Note:** The rollback process does not have any effect on the two files produced by the Magnetic Report process. However, when you rerun the process following a rollback, this new process produces two files that overwrite the existing files.

Resubmitting the Multiple Worksite Report for the SPWL Process

Magnetic media can be damaged or lost when shipped. The Resubmit Magnetic Report utility recreates the magnetic report that was lost or damaged and prepares it for resubmittal.

The new report includes minor changes to **employer** information, such as an incorrect address. Major changes to **employee** data affect the integrity of the report and are not included. You resubmit paper corrections for the major changes and follow the requirements of the appropriate taxing authority..

To resubmit a Multiple Worksite for the SPWL report:

1. Select Resubmit Magnetic Report from the Submit Request window.
2. Select the report you want to resubmit from the list of values in the Magnetic Report field of the Parameters window.
3. Select Submit.

Running the Rollback US SPWL Process

The Rollback US SPWL process rolls back all the GRE-specific quarterly or monthly child processes for each GRE, when you select the parent State Periodic Wage Listing (Enhanced) Process to roll back. The process provides the flexibility to roll back individual SQWL or SMWL child processes. For example, when you select the child SQWL process to roll back, and it is the only child process remaining from the original run, then the parent SQWL process will also be rolled back.

As an example, you have three GREs: GRE1, GRE2, and GRE3 and submitted the Process State Periodic Wage Listing (Enhanced) Process selecting Report Output as "All GRE's - output file per GRE". In this case three child processes will run, one for each GRE. Also there will be one request submitted for the Parent process which triggered the child processes. Therefore, in total, there will be four processes submitted.

Parent Request -1001

Child 1 -1002 -> For GRE1

Child 2 – 1003 -> For GRE2

Child 3 -1004 -> For GRE3

When the Rollback US SPWL is submitted (for the request id 1001) it will first roll back each individual child process one by one. The program picks up the process in the order specified above, and then once the request to roll back the last child process 1004 is submitted, the parent process 1001 will also get rolled back. You have the option to roll back the individual child processes. Consider the above example, where you first roll back the run for GRE3 (Child3-1004). After that, if you submit the rollback process for the Parent Request (1001), then the remaining two processes 1002 and 1003 will also be rolled back along with the parent process. If all the individual processes are rolled back, then when the last child process is rolled back, the parent process will also be rolled back.

Run this process from this Submit Request window.

To run the Rollback US SPWL Process:

1. In the Name field, select Rollback US SPWL Process.

2. Click in the Parameters field if the Parameters window does not open automatically. The Process Year and SPWL Process parameters are mandatory.

3. Select the process year for which to roll back data. This parameter will only list years for which SPWL processes have been run.

4. Select from the list of available SPWL processes, the process that needs to be rolled back. The SPWL process creates one parent payroll action and child payroll actions for each 'State Periodic Wage Listing (Internal)' concurrent request. The list of values for this parameter will list both the parent and the child payroll actions. Selecting the parent payroll action for rollback means the associated child payroll action(s) will be rolled back along with parent payroll action. If the child payroll action is selected, then only the child payroll action is only rolled back. The parent payroll action will be rolled back only when there are no associated child processes available to be rolled back.

5. Click OK and then Submit.

Viewing the Rollback US SPWL Process Report:

The report type for the Rollback US SPWL process is "SPWL_GRE" and you can identify the parent SPWL process with this report type using the View > Payroll Process Results window.

You cannot delete the parent SPWL process as long as there are child processes present. The delete button is enabled for the parent process only when there are no child processes present. The delete button is always enabled for the child processes.

The following table explains the scenario:

Consider the example:

Parent process: 1001

Child processes: 1002 (GRE1), 1003 (GRE2),1004 (GRE3)

Remaining processes	Focus item	Delete button status	Action taken
1001,1002,1003,1004	1001	Not enabled	
1001,1002,1003,1004	1002	Enabled	Delete record
1001,1003,1004	1003	Enabled	Delete Record
1001,1004	1001	Not enabled	
1001,1004	1004	Enabled	Delete Record
1001	1001	Enabled	Delete Record
No more records remaining			

Running the State Monthly Wage Listing Process

The State Monthly Wage Listing Process is similar to the State Quarterly Wage Listing (Enhanced) process except that it provides monthly instead of quarterly wage information.

You can run this process to generate monthly wage reports that employers have to submit to comply with the legislative requirements of the state of Illinois.

You can run the process for:

- All GREs and produce one output file per GRE
- A single GRE
- All GREs with a single output file containing all GREs.

Restrictions:

The following restrictions apply when running this process:

- The State Monthly Wage Listing Process cannot be run multiple times for the same month without rolling it back first.
- The State Monthly Wage Listing Process program cannot be run for a month if the SQWL (State Quarterly Wage Listing) process has already been run for the quarter in which that month falls. The SQWL must first be rolled back in order to run the SMWL in this case.

To run the State Monthly Wage Listing Process:

1. In the Name field, select State Monthly Wage Listing.
2. Click in the Parameters field if the Parameters window does not open automatically.
3. Select the state for which to run the process. Currently, the list of values available for the 'State' parameter includes only the state of Illinois (IL) as the report is only applicable to this state.
4. Select the Month for which to run the process. This mandatory parameter provides a list of the months of the year that are applicable to the months when it is required to run the report. This means that the months at the end of each quarter, for example, March, June, September and December are not available for selection. As an example, for 2013, the months of January, February, April, May, etc will be available for selection.
5. Select the report output. You can select from the following values:
    - All GREs - output file per GRE: Select this option if you want to run the SMWL process for all GREs at one time and produce a separate output file per GRE. The process will internally derive all eligible GREs and will generate child or individual concurrent SMWL processes to produce each GRE-specific output file.
    - Single GRE: Select this option if you want to run SMWL process for a specific GRE.

- All GREs - single output file: Select this option if you want to run the SMWL process in the existing format which produces one single output file with the data for all GREs without any GRE level breakup.

6. Select the government reporting entity. The Government Reporting Entity parameter will be enabled only when you select the report output as Single GRE, otherwise it will be in disabled mode.

7. Select the format of the report output. The parameter lists all the eligible formats for the given state and the month. The "Format" parameter will not display any value if you attempt to re-run the same SMWL process without running the Rollback process for the previous run. You must roll back the earlier process if you want to run the SMWL process again for the same State, Month, GRE, and Format.

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

9. Choose OK and then Submit.

The State Monthly Wage Listing process selects all employees with earnings to report in the state selected as a report parameter, sorted by the GRE to which they belong. Note that the SMWL report will include records for those GREs that have employees with payroll runs in the given month but no employee has positive SUI Gross wages.

The process also initiates the Magnetic Report process, which produces multiple files.

Submit your .mf file report to your state in magnetic media format. The report produces output in CSV format as required by IDES' online tax filing application, TaxNet.

When you submit the State Monthly Wage Listing process, the application internally runs another concurrent program 'State Quarterly/Monthly Wage Listing (Internal)' and produces the output as per the legislative specifications.

If this process completes with a status of Error, run the State Quarterly/Monthly Error Report to obtain the details of all the errors that occurred.

Viewing Archived Data:

To view data you archived with the State Monthly Wage Listing process

1. Select Assignment Process Result from the View menu.

2. Select State Monthly Wage Listing, and click Run Result.

3. The View Archived Values window opens to show data archived for an employee, including:

   - Database item name

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

You can run the Rollback US SQWL/SMWL Process to roll back the State Monthly Wage Listing process.

Managing the State Quarterly Wage Listings Process

The State Quarterly Wage Listing process:

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

Run this process from the Submit Request window.

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

You view the post archival reports from the application. After the magnetic media process completes successfully, navigate to Payroll Process Results to view the output files.

Running the State Quarterly Wage Listing (Enhanced) Process

The State Quarterly/Monthly Wage Listing (Enhanced) process:

- Provides multiple options for producing output when filing quarterly wage reports to the state or multiple states. This helps customers as many states mandate electronic or internet-only filing and many only allow or support one GRE to be filed at a time.
- Archives this information for later recall if needed.

State Quarterly Wage Listing Processing involves the following operations:

- Running the State Quarterly Wage Listing (Enhanced) process
- Viewing Archived Data

> **Note:** Refer to the state specific procedures for more information on

running a State Quarterly Wage Listing for a specific state.

To be able to run the SQWL process for a GRE, the following criteria must be met:

You must ensure that:

- The SUI Account Number in Work Structures > GRE > Others > State Tax Rules contains a value.
- The GRE is not defined as a 1099-R GRE.
- The SUI ER Taxable balance for dimension 'GRE in JD Quarter to Date' is greater than zero.

Run this process from the Submit Request window.

To run the State Quarterly Wage Listing (Enhanced) process:

1. In the Name field, select State Quarterly Wage Listing (Enhanced).
2. Click in the Parameters field if the Parameters window does not open automatically.
3. Enter the following parameters before submitting the SQWL process. All of these parameters are mandatory (except for the final five):

   State

   Quarter

   Report Output

   Government Reporting Entity

   Format

   Transmitter GRE

   Create Audit Report

   Establishment Hierarchy

   Hierarchy Version

   Out of State Wages (OH) indicator set at GRE(s)?

   Fold Output
4. Select the state and quarter for which to run the process.
5. Select the report output. You can select from the following values:
   - All GREs - output file per GRE: Select this option if you want to run the SQWL

process for all GREs at one time and produce a separate output file per GRE. The process will internally derive all eligible GREs and will generate child or individual concurrent SQWL processes to produce each GRE-specific output file.

- Single GRE: Select this option if you want to run SQWL process for a specific GRE.

- All GREs - single output file: Select this option if you want to run the SQWL process in the existing format which produces one single output file with the data for all GREs without any GRE level breakup.

Note that not all the options for the parameter "Report Output" are available for all states. California is one exception - only the options 'All GREs - output file per GRE' and 'Single GRE' are available.

6. The "Government Reporting Entity" parameter will be enabled only when you select the Report Output as "Single GRE"; otherwise it will be in disabled mode.

7. Select the format of the report output. The parameter lists all the eligible formats for the given state and the quarter. The "Format" parameter will not display any value if you attempt to re-run the same SQWL process without running the Rollback process for the previous run. You must roll back the earlier process if you want to run the SQWL process again for the same State, Quarter, GRE, and Format.

   For TN, if you are selecting the ICESA(Bulk) option to generate a report for multiple GREs, then you must ensure that fields related to the T (Total) record are entered in the SQWL Employer Rules 4 window. See: *To enter T Record Data for Tennessee for the SPWL or SQWL ICESA (Bulk) File Format* section in the Entering State Data for E and T Records, page 3-252 topic.

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

9. Select Yes to create audit report.

10. o Select the establishment hierarchy and the hierarchy version for which to run the process. Note that this parameter is applicable only to Iowa and Minnesota. (The Establishment Hierarchy determines the applicable Reporting Unit Number needing to be reported for these states).

11. Out of State Wages (OH) indicator set at GRE(s)? is enabled only when the State selected is 'OH'. The' Out of State of Wages' is set at Work Structures > GRE > SQWL Employer Rules (4). You may need to set the Out of State Wages indicator every quarter. This parameter is added to the Ohio SQWL concurrent program to serve as a reminder.

    To set the Out of State Wage Indicator for Ohio and Louisiana, see: Entering Out of

State Wage Indicator for SPWL or SQWL Reports, page 3-253

12. Select Yes or No in the Fold parameter field. If you select Yes, then the magnetic files (.mf) that you send to the appropriate state tax agency are folded at the end of the applicable record length. The appropriate line feeds or carriage returns are added to the magnetic file (mf) output without any manual intervention being required.

13. Choose OK and then Submit.

The following section explains the process flow when you submit the State Quarterly Wage Listing (Enhanced) program:

The application:

- Creates the parent payroll actions and checks the selected report output. If the selected report output is:
  - All GREs -Single Output file, then the application runs the process by passing the GRE parameter as Null, which generates a single output file with all the GRE data.
  - All GREs - output file per GRE, then the program fetches eligible GREs based on the following criteria:

    The GRE should not be defined as a 1099R GRE at GRE > Others > 1099R Magnetic Report Rules.

    The SUI ER Taxable balance SUI_ER_TAXABLE_GRE_JD_QTD for the given Quarter and State should be greater than zero.

  The application submits the concurrent request for each eligible GRE.
- Single GRE, then the application submits the child SQWL process by passing the GRE parameter as Null. This process produces the SQWL output for all GREs without GRE breakup.

Viewing Archived Data:

To view data archived with the State Quarterly Wage Listing (Enhanced) process:

1. Select Assignment Process Result from the View menu.

2. Select State Quarterly/Monthly Wage Listing (Enhanced), and click Run Result.

3. The View Archived Values window opens to show data archived for an employee, including:

   Database item name

   Value archived against an assignment action

Any associated context (such as Jurisdiction Code for State Income Tax)

This information is read-only.

Listing Assignments with Negative Balances

The State Quarterly/Monthly Error report checks the data archived by the State Quarterly Wage Listing or State Monthly Wage Listing process. The report generates a list of assignments that have negative balances, which cause the State Quarterly Wage Listing process to fail. You can run this report to identify employee records with errors, if the State Monthly Wage Listing (SMWL) program ends in an error.

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

Run this process from the Payroll Processes window.

Changing a State Quarterly Wage Listing (Enhanced) Report

If you have already run the State Quarterly Wage Listing (Enhanced) report and now need to update it with changes or corrections, you can update specific sections of the report without recreating it entirely. Using the Payroll Process window, you can mark individual assignments or groups of employees for retry and then run the Retry Payroll process. Oracle Payroll only reprocesses the data that you have marked for retry. The updated report is in the same format as the original and replaces the original report.

Run this process from the Payroll Processes window.

To run the Retry Payroll process:

1. Enter values for the Payroll, Period From, and Period To fields.

   Note: To retry an entire Payroll process, select the Retry option next to the process name. You can select more than one process for retry, but you must rerun the processes one at a time.

   Use the Query command to create a selectable list of processes without specifying a payroll.

   1. Click in the Date field and select Enter from the Query menu.
   2. Enter your query.

      For example: Type the name of the state followed by %SQWL% into the Name field to list all of the processes for the selected state.
   3. Select Run from the Query menu to list all processes.

2. Click Find.

3. Select the Payroll process to retry.

   Note: If you are attempting to retry a SQWL process in a tax year prior to 2003, make sure you leave the Hours Calculation Method for the GRE blank or set it to Work Schedule; otherwise, the process does not retry successfully.

4. Click Assignment Process.

5. Select the Retry option next to each assignment that you want to update in the new State Quarterly Wage Listing Report.

   Note: If you selected the entire Payroll process in Step 2, you do not need to select individual assignments. All assignments in this run are included in the new report.

6. Save your work.

7. Navigate to the Submit Requests window.

8. In the name field, enter or select Retry Payroll Process.

9. In the Parameters window, select the magnetic report that you want to rerun in the Payroll Process field.

10. Click OK and then Submit.

    The application replaces the previous State Quarterly Wage Listing report with the updated one.

Running the State Quarterly Employee SUI Wages Report

The State Quarterly Employee SUI Wages Report enables employers to report on the State Unemployment Insurance (SUI) taxable wages earned out of state by employees during a particular quarter. This report generates a list of employees along with their SUI Taxable Wages for each state where they earned or were paid wages. Employers can use this report to furnish the necessary data to the appropriate state unemployment agency in order to claim credit for SUI paid to another state when an employee moves states during the reporting period. For example, employer A operates in the state of New Mexico and has two employees who earned wages in California in the third quarter, but then moved to New Mexico later in the quarter and earned wages in that state. As the employer paid SUI taxes for these employees to the state of California, the employer plans to claim a credit for those taxes when filing their Quarterly

Unemployment report with the state of New Mexico. New Mexico requires justification of that credit claim in the form of a listing of such employees and their wages earned or paid out of state and other data.

The report also indicates if there is any SUI wage credit already received for the employee in the payroll calculation if the 'Automate SUI Wage Credit' feature is set up. If 'Automate SUI Wage Credit' field is set to Yes at the GRE Level, then the payroll calculation gives credit for SUI in the current state based on SUI paid in previous states for the year.

This report is based on the employees reported in the State Quarterly Wage Listing (SQWL) process or the State Periodic Wage Listing (Enhanced) process. The report output includes details of each employee reported in the SQWL and the SUI wage details for each state in which the employee was paid.

> **Important:** It is recommended that customers run the State Quarterly Employee SUI Wages Report only after completing the State Quarterly Wage Listing or State Periodic Wage Listing (Enhanced) reports for all applicable states for the quarter as this step ensures that a complete list of employees to be included in the report is generated. You can run the State Quarterly Employee SUI Wages Report multiple times for a given quarter. If the State Quarterly Employee SUI Wages Report is run before completing the State Quarterly Wage Listing (Enhanced) process or the State Periodic Wage Listing (Enhanced) process for all applicable states, then the report fetches the data based on the employees already reported. The State Quarterly Employee SUI Wages Report only reports on employees included in the State Quarterly Wage Listing (Enhanced) Process report or State Periodic Wage Listing (Enhanced) Process report. Therefore, if it is determined that an employee is to be included in the report, then the SUI wages for all states in which the employee was paid will be included regardless of whether the SQWL report has been run for all those states, and all applicable SUI wages are reported in the output .See: Running the State Quarterly Wage Listing (Enhanced) Process, page 3-267
>
> The State Quarterly Wage Listing (Enhanced) and State Monthly Wage Listing processes are used to generate the magnetic output files needed for submitting state unemployment reports to the applicable state agencies as per each state's requirements. The State Periodic Wage Listing (Enhanced) process replaces these two processes for generating the state specific Quarterly or Monthly Wage Listing magnetic output files. See: Running the State Periodic Wage Listing (Enhanced) Process, page 3-254

If there are no State Quarterly Wage Listing or State Periodic Wage Listing reports run for a given quarter, then the State Quarterly Employee SUI Wages Report will have no employees to be reported and the report output will include the message: "There are no

employees with wages to be reported. Please check that the State Quarterly Wage Listing report has been run."

You can run the report from the Submit Request window.

To run the State Quarterly Employee SUI Wages Report:

1. In the Name field, select the report name. Then enter the Parameters field to open the Parameters window.

2. Select the quarter for which you want to run the report. This is a mandatory parameter. The quarter that you select must be the same one that was selected for the State Quarterly Wage Listing (Enhanced) Process.

3. Select the government reporting entity for which you want to run the report. This optional parameter lists all GREs in the current Business Group for which employees are reported in the SQWL reports for the selected quarter.

   - If this parameter is left blank, then employees from all GREs are reported in the output.

   - If a specific GRE is selected, then only employees associated with that GRE are included in the report.

Report Output:

The State Quarterly Employee SUI Wages Report generates an output file in the CSV format. Following is a list of columns included in the report output CSV file:

Number	Column Name	Details
1	Business Group Name	
2	Tax Unit Name	Name of the employee's GRE
3	EIN	Employer Identification Number
4	Reporting Quarter	Examples: Q12013, Q22013, etc
5	Employee Number	
6	Employee Name	

Number	Column Name	Details
7	Employee's Social Security Number	
8	State Code	State abbreviation
9	SUI Taxable Wages Quarter to Date	
10	SUI Taxable Wages Year to Date	
11	SUI Auto Credit Quarter to Date	Any SUI credit amount already given for the quarter for this employee if 'Automate SUI Wage Credit' is set to Yes.
12	SUI Auto Credit Year to Date	Any SUI credit amount already given for the year for this employee if 'Automate SUI Wage Credit' is set to Yes.

If no employees are found for the selected quarter and GRE, then the output file contains the message: "There are no employees with wages to be reported. Please check that the State Quarterly Wage Listing report has been run."

Important Notes:

1. There are some states which do not give credit for SUI wages or taxes paid elsewhere. If the employee moves to any of these states from other states, no SUI Credit will be reported regardless of the GRE level setting for "Automate SUI Wage Credit". The applicable states are Louisiana, Massachusetts, and Minnesota.

2. If an employee has a SUI Wage Base override specified in their state tax rules record, then that amount is used to calculate the SUI Taxable wages for that employee and any wages above that limit will be moved into Excess. Also in this case, there will be no SUI Credit provided for the employee regardless of the GRE Level "Automate SUI Wage Credit" setting.

3. For each state, there is a SUI wage base limit stored in the State Jurisdiction Information Table (JIT). However, this limit can be overridden at the GRE level. The SUI wage base is used in the calculation of SUI credit. If a "SUI Wage Base" override is found in the State Tax Rules at the GRE level for the given state, then that amount will be used in the SUI credit calculation, otherwise the SUI wage base amount

stored in the JIT table for that state will be used.

4. For employees in a GRE with Automate SUI Wage Credit set to No (or blank), no SUI credit is given. The details for the employee are shown for the applicable states. For employees with multiple assignments, consolidated wages for each state from all the assignments will be shown in the report.

   For example, Employee 1 has two assignments: Assignment 1 and Assignment 2. Assignment 1 has wages in NY and PA, and Assignment 2 has wages in NY and CA. The report will show Employee 1 with wages for CA, NY and PA, and the NY wage amount will include the total wages from both assignments.

5. If an employee works in multiple GREs, the values for each GRE will be shown separately. For example, if Employee2 works in GRE1 and GRE2, the report will show Employee2 wages under GRE1 and GRE2 separately, even if it is for the same state.

6. If an employee works in only one state throughout the year, there will be no SUI Credit for that employee.

7. If an employee works in one state and then moves to another state, there can be a SUI Credit from the first state. Following is a detailed explanation about how the SUI Credit will be calculated and reported for the employee.

   Employee3 worked in California and was paid $5000.00 for which the employer paid SUI taxes.

   Employee3 then moves to Connecticut. The SUI Wage Base is $7000 for California and $15,000 for Connecticut. Since SUI has already been paid for the $5000 of wages the employee earned while working in California, the employer can claim credit for that $5000 in Connecticut. This means the employer should only pay SUI taxes for the next $10,000 paid to the employee working in Connecticut. If the employee makes only $10,000 or less in Connecticut, then there may be no SUI credit given since their Connecticut wages did not exceed the SUI wage limit. For calculating the credit, the wages from other states in the current year are considered.

Entering Multiple Worksite Report Parent Entity Data

The Multiple Worksite report uses the information found in the parent entity data field on the organization. This information is used when generating the Multiple Worksite report.

To enter Multiple Worksite report parent entity data:

1. Enter the legal name. Report the legal name if it is different from the trade name entered against the establishment in the Location window.

Example
ABC Enterprises could have a subsidiary division called Bay Restaurant. ABC Enterprises would be considered as the legal name and Bay Restaurant would be a trade name.

2. Save your work.

Setting Up and Running the Multiple Worksite Report

Follow these steps to set up and run the Multiple Worksite report.

To set up and run the Multiple Worksite report:

1. Set up an organization with the classification of parent entity to represent your parent company.

   See: Creating an Organization, *Oracle HRMS Enterprise and Workforce Management Guide*

2. Enter data into the MWR Parent Entity Data additional information type for the organization you have classified as a parent entity.

   See: Entering Multiple Worksite Report Parent Entity Data, *Oracle HRMS Enterprise and Workforce Management Guide*

3. Define work site information in the MWR Specific Data location extra information type. Do this for each of the locations that is a work site that you want to include in the report.

   See: Location Extra Information Types, *Oracle HRMS Enterprise and Workforce Management Guide*

4. Define your establishment hierarchy. You must represent each of the work site locations you want to include in the report.

   See: Creating an Establishment Hierarchy, *Oracle HRMS Enterprise and Workforce Management Guide*

5. Submit the Multiple Worksite report.

   See: Submitting the Multiple Worksite Report, page 3-277

Submitting the Multiple Worksite Report

You must successfully complete the State Quarterly Wage Listing (Enhanced) report for all GREs in your Business Group before you run this report.

To submit the Multiple Worksite Report:

Run the Multiple Worksite report from the Submit Request window.

1. Select Multiple Worksite Report from the List of Values.
2. In the Parameters window, select the Quarter from the list of values.
3. In the Establishment field, select the establishment hierarchy that you have set up for Multiple Worksite reporting.
4. Select the Hierarchy Version that you want to use.
5. Submit the report.

Rolling Back the Multiple Worksite Report

If you have already run a process for a magnetic tape report for a state and then must make changes to the data that was processed, do the following:

1. Roll back the process.
2. Make all necessary changes to employee data.
3. Rerun the process.

Roll back a process from the Submit Request window.

To roll back a process for a Multiple Worksite report:

1. In the Name field, select Rollback Magnetic Report.
2. Click in the Parameters field if the Parameters box does not open automatically.
3. In the Magnetic Report field, select the name of the process (state, period, and effective date) to roll back.
4. Choose OK, then Submit.

> **Note:** The rollback process does not have any effect on the two files produced by the Magnetic Report process. However, when you rerun the process following a rollback, this new process produces two files that overwrite the existing files.

Resubmitting the Multiple Worksite Report

Magnetic media can be damaged or lost when shipped. The Resubmit Magnetic Report utility recreates the magnetic report that was lost or damaged and prepares it for resubmittal.

The new report includes minor changes to **employer** information, such as an incorrect address. Major changes to **employee** data affect the integrity of the report and are not included. You resubmit paper corrections for the major changes and follow the requirements of the appropriate taxing authority..

To resubmit a Multiple Worksite report:

1. Select Resubmit Magnetic Report from the Submit Request window.
2. Select the report you want to resubmit from the list of values in the Magnetic Report field of the Parameters window.
3. Select Submit.

Running the Rollback US SQWL/SMWL Process

The Rollback US SQWL/SMWL process rolls back all the GRE-specific SMWL or SQML child processes for each GRE, when you select the parent SQWL or SMWL process to rollback. The process provides the flexibility to roll back individual SQWL or SMWL child processes. For example, when you select the child SQWL process to roll back, and it is the only child process remaining from the original run, then the parent SQWL process will also be rolled back.

> **Important:** You cannot use this process to roll back the State Periodic Wage Listing (Enhanced) process data. You must run the Rollback US SPWL Process. See: Running the State Periodic Wage Listing (Enhanced) Process, page 3-254

As an example, you have three GREs: GRE1, GRE2, and GRE3 and submitted the Process State Quarterly Wage Listing (Enhanced) selecting Report Output as "All GRE's - output file per GRE". In this case three child processes will run, one for each GRE. Also there will be one request submitted for the Parent process which triggered the child processes. Therefore, all in all, there will be four processes submitted.

Parent Request -1001

Child 1 -1002 -> For GRE1

Child 2 – 1003 -> For GRE2

Child 3 -1004 -> For GRE3

When the Rollback US SQWL/SMWL Process is submitted (for the request id 1001) it will first roll back each individual child process one by one. The program picks up the process in the order specified above, and then once the request to roll back the last child process 1004 is submitted, the parent process 1001 will also get rolled back. You have the option to roll back the individual child processes. Considering the above example, if the user first rolls back the run for GRE3 (Child3-1004). After that, if you submit the rollback process for the Parent Request (1001), then the remaining two processes 1002 and 1003 will also be rolled back along with the parent process. If all the individual processes are rolled back, then when the last child process is rolled back, the parent process will also be rolled back.

You can also run this process to roll back the earlier SQWL or SMWL concurrent processes.

Run this process from this Submit Request window.

To run the Rollback US SQWL/SMWL Process:

1. In the Name field, select Rollback US SQWL/SMWL Process.
2. Click in the Parameters field if the Parameters window does not open automatically. The Process Year and SQWL/SMWL Process parameters are mandatory.
3. Select the process year for which to rollback data.
4. Select the quarterly or monthly payroll process for which to rollback data. The parameter lists of values displays all SQWL or SMWL runs to rollback in the given year.
5. Click OK and then Submit.

Viewing the Rollback US SQWL/SMWL Process Report:

The report type for the Rollback US SQWL process is "SQWL_GRE" and you can identify the parent SQWL process with this report type using the View > Payroll Process Results window.

You cannot delete the parent SQWL and SMWL process as long as there are child SQWL or SMWL processes present. The delete button is enabled for the parent process only when there are no child processes present. The delete button is always enabled for the child processes.

The following table explains the scenario:

Consider the example:

Parent process: 1001

Child processes: 1002 (GRE1), 1002 (GRE2),1003 (GRE3)

Remaining processes	Focus item	Delete button status	Action taken
1001,1002,1003,1004	1001	Not enabled	
1001,1002,1003,1004	1002	Enabled	Delete record
1001,1003,1004	1003	Enabled	Delete Record
1001,1004	1001	Not enabled	
1001,1004	1004	Enabled	Delete Record
1001	1001	Enabled	Delete Record
No more records remaining			

Federal Quarterly Reporting

Quarterly Federal Tax Returns

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

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

Oracle Payroll provides wage and tax information in PDF format that follow the IRS guidelines. Before you submit the output directly to the IRS, you must use Adobe Acrobat to include the following if applicable:

- Item 7a, Current quarter's fraction of cents
- Item 7b, Current quarter's sick pay
- Item 7d, Total adjustments (Combine all amounts on lines 7a through 7c)
- Item 8, Total taxes after adjustments (Combine lines 6 and 7d)
- Item 10, Total taxes after adjustment for advance EIC (line 8 – line 9 = line 10)
- Item 11, Total deposits for this quarter, including overpayment applied from a prior quarter
- Item 12a, COBRA premium assistance payments (see IRS instructions)
- Item 12b, Number of individuals provided COBRA premium assistance reported on line 12a
- Item 13, Add lines 11 and 12a
- Item 14, Balance due
- Item 15, Overpayment

See: Reporting Quarterly Federal Tax Returns, page 3-282

Reporting Quarterly Federal Tax Returns

All employers must file a quarterly report if they withhold Federal income tax from

employee compensation and are subject to withholding and payment of social security and/or Medicare taxes.

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

You run the Quarterly Tax Return Worksheet (Form 941) from the Submit Request window.

To run the Quarterly Tax Return Worksheet (Form 941):

1. In the name field, enter or query Quarterly Tax Return Worksheet (Form 941).

   The Parameters dialog box displays.

2. In the Government Reporting Entity field, enter the GRE.

3. In the Tax Year field, enter the tax year.

4. In the Quarter Date field, select the quarter end date from the list.

5. Click OK.

6. Submit the request.

7. To check on the progress of the processing:

   - Use the Concurrent Requests window.

   - From the Help menu, select View My Requests.

GRE Totals Reporting

GRE Totals Reporting

The GRE Totals report helps you balance the employee W-2s. The report lists totals for selected or all GREs. You run the report in conjunction with the control report (6559) produced with the Federal W2 Magnetic Media report (.a01).

You use the RT and RF records of the magnetic media to balance to the GRE Totals Report. You can also balance the Year to Date values from the Tax Remittance report and the W-2 Register report to the GRE Totals.

Report Output

For each GRE, the following W-2 box totals display:

- GRE Name
- Federal Identification Number
- Federal Gross Wages (not a W-2 box)
- Federal Wages, Tips, Other Compensation
- FIT Withheld
- SS Taxable
- SS Withheld
- Medicare Taxable
- Medicare Withheld

For each state within the GRE, the following W-2 box totals display:

- State (two character alphabetic abbreviation)
- State Tax District Identification Number
- State Gross Wages (not a W-2 box)
- State Wages, Tips, Other Compensation
- SIT Withheld

Running the GRE Totals Report

Run this report in the Submit Request window.

To run the GRE Totals report:

1. In the Name field, select GRE Totals Report.

   The Parameters window opens.

2. Select an individual GRE, or leave this field blank to include all GREs in the results.

3. In the As of Date field, enter the date from which the data on the report will begin to accumulate.

   The data on the report includes the data from all processes with check dates equal to or greater then the As of Date.

4. Click OK to close the Parameters window.

5. In the Print To field in the Submit Request window, select a printer or accept the default.

6. Click Options to enter print and run options for the report.

7. Click Submit.

Federal and State Tax Remittance Reports

Federal and State Tax Remittance Report

The Federal and State Tax Remittance report shows the taxable wages and taxes withheld to assist you in remitting the correct amount of employment and income taxes. You remit the employment and income taxes quarterly, monthly, semi-weekly or within 24 hours of the check date.

Federal and State Tax Remittance Reporting

This report shows the federal and state balances summarized for a particular range of check dates. For instance, if you report wages and taxes quarterly, you choose a check starting and ending date that covers the quarter.

Oracle Payroll provides the following options for generating this report:

Starting Check Date (required)	Any date that a payment was made to an employee.
Ending Check Date (required)	Any date that a payment was made to an employee.
GRE (optional)	All valid GREs. **Note:** Leave this field blank to include all GREs in this report.
Federal (required)	• If yes, the report includes both federal and state balances. The default report heading reads, Federal/State Tax Remittance Report. • If no, the report includes only state level balances. The report heading reads State Tax Remittance Report.
State (optional)	All valid US states, including the District of Columbia.

Dimensions (required)	• Check Date Range Only (default) • Check Date Range and Month to Date • Check Date Range and Quarter to Date • Check Date Range and Year to Date

Running a Federal and State Tax Remittance Report

Run the Federal and State Tax Remittance Report from the Submit Request window.

To create a Federal and State Tax Remittance Report:

1. In the Name field, select Federal and State Tax Remittance Report Manager.
2. Click on the parameters field if the Parameters window does not automatically open.
3. In the Starting Check Date and Ending Check Date fields, enter the check date range.
4. Enter a GRE, if applicable.

   Note: Leave this field blank to include all GREs in this report.

5. Enter the value for the type of remittance report you want to generate.
6. Select a state, if applicable.
7. Enter the reporting dimension.
8. Click Submit.

Local Tax Remittance Reporting and Employee Run Results Reporting

Local Tax Remittance Reporting

The Local Tax Remittance report shows the local tax balances summarized for a particular range of check dates. For example, if you report wages and taxes monthly, choose a check starting and ending date that covers each month.

You can choose the following options for generating this report:

Starting Check Date (required)	Select any date that a payment was made to an employee.
Ending Check Date (required)	Select any date that a payment was made to an employee.
GRE (optional)	All valid GREs. Leave this field blank to include all GREs in this report.
State (optional)	All valid US states, including the District of Columbia. Leave this field blank to include all states in this report.
Locality Type (optional)	• City: All valid cities in a particular state (or all states if you left the state field blank). • County: All valid counties in a particular state (or all states if you left the state field blank). • School District Leave the Locality Type field blank to include all locality types in the report. Leave City, County, or School District blank to include all localities of that type in the report. If a local tax is repealed before the report's end date, the report does not detect the tax.

Sort Option One, Two, and Three (Optional)	User-defined criteria determines the organization of the local tax remittance reports. Use the following three variables to sort the reports: • Locality • Locality Type • State The Sort Options are hierarchical in nature.
Dimensions (required)	• Check Date Range Only (default) • Check Date Range and Month to Date • Check Date Range and Quarter to Date • Check Date Range and Year to Date

Running a Local Tax Remittance Report

Run the Local Tax Remittance Report from the Submit Request window.

To create a Local Tax Remittance Report:

1. In the Name field, select Local Tax Remittance Report Manager.
2. Click on the parameters field if the Parameters window does not automatically open.
3. In the Starting Check Date and Ending Check Date fields, enter the check date range.
4. Enter a GRE, if applicable. Leave this field blank to include all GREs in this report.
5. Select a state, if applicable.
6. Enter the locality type. Leave this field blank to include all Cities, Counties, and School Districts in this report.

Note: Selecting from the list enables the corresponding field.

7. If you entered a value in the Locality Type field, in the corresponding field, enter a locality.

   Note: If a local tax is repealed before this report's end date, this report does not detect the tax.

8. Enter your optional sort options into the Sort Option One, Two, and Three fields.

   Note: If you leave the Sort Option fields blank, the report is sorted by State, Locality, and Locality Type.

9. Enter the reporting dimension.

10. Click OK to close the Parameters window.

11. Click Options, and select Run and Print Options.

12. Click Submit.

Running the Employee Periodic Detail Report

Many jurisdictions require employee-level detail to be reported periodically to taxing authorities to comply with periodic tax filing requirements. Employee Periodic Details Report provides a detailed listing of employees who had federal, state or local taxes withheld and the wages corresponding to those taxes. Customers can use this report to do quarterly and annual reconciliation.

Payroll Archive is the basis for the output of this report, where the data displayed in the Employee Period Details Report is obtained from the Payroll Archive process. Before you run the Employee Periodic Detail Report, you must have run the Payroll Archive process.

Employee Periodic Detail Report captures the results from Payroll Archive and creates a single record per employee, per GRE, per jurisdiction creating output file displaying data in columns. Output file record columns can be comma delimited (CSV) or in HTML format. Output file can be opened by the user in a spreadsheet to calculate or arrange the data as preferred.

Best Practice to Report on Correct Balance Adjustments across all Reports:

As a best practice, for balance adjustments to be reported correctly in all reports (Payroll Archive, Prepayment Process, and Employee Period Detail), the Balance adjustment must be marked for Prepayment and the Start Date and End Date parameters for the Prepayment process should be the same date of the balance adjustment (or in a date range of the pay period the balance adjustment occurred in). The Payroll Archive

process uses the Prepayments process as the driving transaction to be picked up. Balance Adjustments must be marked to be processed through the Prepayments process. If a Balance Adjustment is not marked to be processed via Prepayments, it will update balances in the system, but will never be picked up for Prepayments and will not be picked up during the report run. Therefore a balance adjustment not marked to be processed by Prepayments will not be archived and will not be picked up in the Employee Periodic Details report.

You can verify the balance adjustment and prepayments using the following steps:

1. Navigate to the People window.
2. Search for an employee.
3. Click Assignment.
4. Click Others and select Tax Balance Adjust or Adjust Balances.
5. Perform balance adjustment as required.
6. Select the Prepay check box.
7. Run the PrePayment process for that date or a date range that includes this adjustment date.
8. Run the Payroll Archive Process and then run the Employee Periodic Details Report.

Important Note:

The default behavior of the Employee Period Detail report when reporting 'Imputed Earnings' is that these earnings are reported at the Federal level and not at the State level. The report displays values differently at the federal and state levels.

- At Federal Level, the report displays values based on the following format: Subject Withholdable + Subject NotWithholdable - Pre Tax Deductions.
- At State and Local levels, the report displays values based on the following format: Subject Withholdable - Pre Tax Deductions.

Run the report from the Submit Request window.

To run the Employee Period Detail Report:

1. Select Employee Periodic Detail Report in the Name field.
2. Specify the following parameters:

Parameter	Description
Beginning Date Paid and Ending Date Paid	Enter the beginning and ending date paid period for which you want to run the report. These dates must fall within the period for which you have run the Payroll Archive process.
Jurisdiction Level	Select the jurisdiction for which you want to run the report. The following options are available: • City • County • Federal • School District • State
Detail Level	Select the mode to run the report: • By Run: The report displays resident or work option as it is specific for the payroll run. • Summary within Selected Period: The report displays summary of wages and taxes for that period.
Organization and Location	Select the organization and location values if you have selected By Run in the previous Detail Level field. You can also leave the organization and location field blank to report on employees in all organizations and locations. The Organization and Location fields are not user enterable if the 'Summary within Selected Period' value is selected in the Detail Level field.

Parameter	Description
State	If you have selected City, County, School District, or State as the jurisdiction level, then select the State for which you want to run the report. You can also leave the field blank to report on employees in all states.
County	If you have selected City, County, or School District as the jurisdiction level, then select the county for which you want to run the report. You can also leave the field blank to report on employees in all counties.
City	If you have selected City or School District as the jurisdiction level, then select the City for which you want to run the report. You can also leave the field blank to report on employees in all cities.
School District	If you have selected City or School District as the jurisdiction level, then select the City for which you want to run the report. You can also leave the field blank to report on employees in all cities.
School District	To retrieve, school district level values, select the Jurisdiction Level as "School District" and then select the State and other details. Once State is selected, the School District field gets enabled.
Payroll, Consolidation Set, GRE, Assignment Set	You can select specific values or leave these fields blank to report on all values.
Output file type	Select the output for the report: Output file record columns can be comma delimited (CSV) or in HTML format.

Additional Information:

See: Employee Periodic Details Report Does Not Balance To Any Other Payroll Reports, My Oracle Support Document 1235786.1

Employee Run Results Report

The Employee Run Results Report supplies detailed balance information for a specific employee over a defined period of time. You can use this report to pinpoint a problem discovered by another diagnostic report.

Use this report to display employee run results on one or all of the following categories:

- Earnings
- Employer Liabilities
- Employer Taxes
- Imputed Earnings
- Information
- Involuntary Deductions
- Non-payroll Payments
- PTO Accruals
- Pre-Tax Deductions
- Supplemental Earnings
- Tax Credit
- Tax Deductions
- Voluntary Deductions

Run this report from the Submit Request window.

To run the Employee Run Results report:

1. In the Name field, select Employee Run Results Report from the list.
2. Click in the Parameters field if the Parameters window does not appear automatically.
3. In the Parameters window, enter the appropriate values into the Start Date and End Date fields.
4. In the Person field, select the person for the report.

5. If the person has multiple assignment numbers, select an assignment number.

   Note: You must select an Employee Name, Assignment Number, or Assignment Set to run this report. This report does not support dynamic assignment sets.

6. Enter or select a GRE in the Government Reporting Entity field.

7. To report on a specific classification, select it in Classification field. If you leave this field blank, the report displays information for all classifications.

8. Click OK, then Submit.

Entering Information for the PSD Periodic Wage Listing Report Process

The PSD Periodic Wage Listing Report concurrent process generates reports to help you comply with the yearly, monthly or quarterly local wage and tax reporting obligations per Pennsylvania Act 32. See: Running the PSD Periodic Wage Listing Report Process, page 3-296

Entering information to run the PSD Periodic Wage Listing Report process:

1. Define the PSD Reporting Rules for the transmitter and other GREs that include all the employer PSD codes for which you need to run the process.
   1. Navigate to the Organization window.
   2. In the Organization Classifications region, select GRE/Legal Entity.
   3. Click Others and select PSD Reporting Rules. The PSD Reporting Rules window appears.
   4. Select the employer's political sub division (PSD) code.
   5. Enter the employer tax account number. This field is optional but may be required depending on the reporting requirements of the particular tax collection district where you need to file.

2. Enter the employee level resident school district code.

   Important: You must complete this step prior to running payrolls for the employee as it is required to report the correct PSD code in the employee's run results,

1. Navigate to the People window.
2. Search for an employee.
3. Click Assignment.
4. Navigate to the City Tax Rules window (Federal Tax Rules > State Tax Rules > County Tax Rules > City Tax Rules).
5. Enter the School District code for the employee. This is required to both determine the correct tax to withhold as well as the correct resident PSD code.

   Important Note: it may also be necessary to enter the applicable school district code in the employee's work city tax rules record. This is needed when the work city is associated with multiple school districts so the system is able to determine the correct work PSD code.

   For information on City Tax Rules window, see: Entering City Tax Rules for an Employee, page 3-70

Running the PSD Periodic Wage Listing Report Process

You can use the PSD Periodic Wage Listing Report to produce the necessary output to comply with Pennsylvania Act 32 earned income wage and tax reporting obligations The same report enables enterprises to comply with the PA Act 32 year end (or W-2 reconciliation) reporting requirements.

Important notes:

- This report can be used to produce EFW2, CSV and XML output only. It cannot be used if your TCD requires a different file format (such as PALite).
- This reporting solution supports monthly, quarterly and yearly reporting of local earned income wages and withholding down to the [work] PSD code level only. Reporting data at a lower level, such as by work location cannot be supported. This means that the report may not provide detailed enough data in the case where the Tax Collection District mandates data to be reported by work location, and there are multiple work locations to be reported within a particular PSD code. This is because the data Oracle provides is at the PSD code level and cannot be broken out by each work location within that PSD Code.

You can run this program on yearly, quarterly, or monthly basis for the employer GREs within a business group that have the PSD Reporting Rules defined. An important difference exists when running the report with the 'Yearly" option. As the data for the year end reporting should be consistent with other year end reports, the data must be based on the Year End archiver (Year End Preprocessor or YEPP). Therefore, when the PSD Periodic Wage Listing report is run to report Year End data, it will be based on the Year End archived data. This is different from running the PSD Periodic Wage Listing

report to produce monthly or quarterly output whereby the data is archived as a part of the report itself (the archiver is run when the report is submitted).

Run the PSD Periodic Wage Listing Report program from the Submit Request window.

Note: In the event that an employer PSD code is missing for an employee's work location, you can enter it in the PSD Reporting Rules for the applicable GRE. Mark the assignment for retry from the 'Assignment Process Results' page. Then, run the Single Request 'Retry US Payroll Process. This process can be run for updating the output files with employee-level changes such as updates to personal data and / or balance adjustments.

To run the PSD Periodic Wage Listing Report program:

1. Select PSD Periodic Wage Listing Report name. The Parameters window opens.

2. Select the year for which to run the report. The list of year values displays the Year for the US Local Magnetic Media.

3. Select Monthly, Quarterly, or Yearly according to how you need to report wages and withholding. Note: If you are a "combined filer", then you should not select "Quarterly.

4. Select the month for which to run the report. This field is enabled based on the period type selected in previous step. If you selected Monthly in the previous step, then select the month for which to run the report.

5. Select the quarter for which to run the report. This field is enabled based on the period type selected in previous step. If you selected 'Quarterly' in the step 3, then select the quarter for which to run the report.

6. Select the state. The default value is PA (Pennsylvania).

7. Select the code of the tax collection district to which the tax is remitted. This field is optional. This parameter provides a listing of all Tax Collection District (TCD) Codes in the state of Pennsylvania, sorted in numeric order. The default selection is blank. Note: The TCD Code is the first two digits of the PSD Code. Leaving this parameter blank will ensure all applicable Tax Collection Districts (TCDs) are included in the report output. A single or specific TCD Code may be selected if you are filing with a single TCD, the tax collector with which you are filing requires a separate output file per TCD or you are filing separately with several different TCDs (who are represented by different tax collectors).

8. Select the name of the GRE that functions as the transmitter.

9. Select the applicable template group from the list of all available template groups when running the report to produce the output in the desired format.

10. Once the program is submitted it will archive the personal data and balance values of all the employees in the GREs for whom PA local earned income taxes were deducted. It can also be rolled back and employees retried as required.

Output Files

The XML output is merged with the predefined or custom templates (based on the template group selected) to generate the following five output files. Note that these reports are only pertinent to Pennsylvania Act 32 reporting.

- PSD Periodic Wage Listing Magnetic File (MF) - Output type: EFT: This report output contains the actual reported PSD data in "modified EFW2" format. The seeded template group provided is based on the 'modified' EFW2 layout as required by both the Keystone and Berkheimer tax collection agencies. If selecting to file using the EFW2 layout, this is the output file to upload when filing electronically with your tax collection agency.

  The PSD Periodic Wage Listing report includes employees with the following data conditions in both the magnetic (.mf) and CSV output files (as applicable):

  - Resident location is in Philadelphia but work location is in a PSD code subject to PA Act 32 and there was local withholding in the work location.
  - Work Location is in Philadelphia but resident location is in a PSD code subject to PA Act 32 and there was local withholding in the resident location.
  - Resident location is in a PSD code subject to PA Act 32 but work location is outside of PA, and there was local withholding in the resident location.

- PSD Periodic Wage Listing Summary (A01) - Output Type: RTF: This is a summary file used for auditing PSD wages and taxes reported in PSD Wage Listing Report. It lists the transmitter level, employer level, and employee total records processed by the report.

- PSD Periodic Wage Listing Error Employee Details Report (A02) - Output Type: RTF: This is an exception report for those employees with negative wages or taxes reported in the XML file generated from the PSD Periodic Wage Listing Report.

- Missing PSD Reporting Rules Details Report: Output Type: RTF - This report lists those employees whose Work PSD codes have not been entered in the 'PSD Reporting Rules' at the GRE level as reported in the XML file generated from the PSD Periodic Wage Listing Report.

  The Missing PSD Reporting Rules report includes employees with the following data conditions:

  - Invalid resident PSD code (and there was local withholding in the resident PSD location) and work location PSD code is valid. Employee is listed in the section pertinent to Missing/Invalid Resident PSD codes.

- Invalid resident PSD code (and there was local withholding in the resident PSD location) and work location is outside of PA. Employee is listed in the section pertinent to Missing/Invalid Resident PSD codes.

- Invalid resident PSD code (and there was local withholding in the resident PSD location) and work location is Philadelphia. Employee is listed in the section pertinent to Missing/Invalid Resident PSD codes.

- PSD Periodic Wage Listing Employee Details CSV Report -Output Type: EFT: This report gives the employer and employee level records processed by the report, in standard CSV format. Note: The CSV formatting is based upon Keystone Collections Group's CSV specifications.

  See: Entering Information for the PSD Periodic Wage Listing Report Process, page 3-295

The following points must be noted:

- All the employees listed in the mf/csv output files will also be included in A01 (Audit Summary) report.

- Employees with zero local tax withheld will not be reported in any of the output files.

- Employees with negative balances and/or invalid social security numbers will be reported in the A02 (Exception report) report only.

For complete details on running the PSD Periodic Wage Listing Report, refer to the My Oracle Support Document 1491825.1 - PSD Periodic Wage Listing Report for Pennsylvania Act 32 Electronic Filers.

This process will archive the modified data and update the output with the new data. This process can be run for updating the output files with employee-level changes such as updates to personal data and / or balance adjustments."

Running the PSD Code Upgrade Process

Run the PSD Code Upgrade Process to allow PSD codes that are stored as part of the applicable Oracle Payroll run results data to remain in sync with PSD code updates or corrections delivered by Vertex monthly data updates. This process applies only to those customers who need to comply with Pennsylvania Act 32 requirements.

The PSD Code Upgrade Process will identify and perform the updates necessary to correct the data in each of these tables:

TABLE	COLUMN(S)
PAY_US_ASG_REPORTING	JURISDICTION_CODE
PAY_ELEMENT_ENTRY_VALUES_F	SCREEN_ENTRY_VALUE
PAY_RUN_RESULTS	JURISDICTION_CODE
PAY_RUN_RESULT_VALUES	RESULT_VALUE
PAY_ACTION_INFORMATION	JURISDICTION_CODE

The process provides the Mode parameter, which is mandatory. The process must be first run in Generate mode and then in Upgrade mode.

Features of the PSD Code Upgrade Process:

- The PSD Code Upgrade Process can only be executed in Upgrade Mode after it has first been successfully run in Generate Mode.

- The process can be run in Generate Mode multiple times before being run in the Upgrade Mode, if necessary. It is important to note also that if the process is run in Generate Mode multiple times, each successive run will delete the details gathered in PAY_US_GEO_UPDATE table from the previous run. This is done to avoid unnecessary data load on the table. However, once the process is run in Upgrade mode, the next time the process is run in Generate Mode, the existing data from the previous run will not be deleted.

- If the PSD Code Upgrade Process is run in Upgrade Mode and it ends in error, then the details of the error can be found in the request logs.

- If the reason for the errors can be identified and resolved, then the process can be restarted in Upgrade Mode. This will resume the upgrade process and will complete the update for remaining assignments. The output file will be regenerated for the complete list of Assignments processed in Upgrade Mode.

- Once the PSD Code Upgrade process has been executed in Upgrade Mode, it updates the data applicable to the PSD code changes and ensures that any future executions of the process do not consider these changes for update again. If it is run again, the process will not update any records and the generated output file will indicate that no records were updated.

Running the PSD Code Upgrade Process:

1. In Pay Action Parameters window, specify the desired number of threads to run the process multi-threaded. The PSD Code Upgrade Process is a multi threaded process as it handles potentially high volume of data to process and update. It is highly recommended that the process is executed with multiple threads in order to optimize performance.

2. Navigate to the Submit Request window.

3. Select the PSD Code Upgrade Process in the Name field.

4. Run the PSD Code Upgrade Process in Generate Mode.

5. What happens when the process is run in the Generate Mode:

    1. The process checks for any PSD code changes necessitating an upgrade of the data. If there are no PSD code changes, the process will terminate without making any changes.

    2. If there are PSD code changes, the process will create an entry in the PAY_PATCH_STATUS table indicating the PSD Upgrade Data Generate Process is being run. The entry will refer to a <GENERATE_ID>. This <GENERATE_ID> will be used later in the processing.

    3. The process then creates a temporary element set 'US_JSD_ELEMENTS_<GENERATE_ID>, which holds all those elements that have Jurisdiction as an Input Value. This will be used later in the processing and is removed at the end of the process.

    4. For each of the assignments associated with the jurisdictions that had a PSD code change, the system will then determine if the PSD code needs to be updated and if so, a corresponding change is inserted into the PAY_US_GEO_UPDATE table. Records will be inserted into PAY_US_GEO_UPDATE for each of the tables verified.

    5. The process will print to the output file any changes that are determined for the assignments. The summary section at the end of the file indicates the number of assignments that are to be upgraded and run balance invalidated as required.

    6. The last step is to remove the temporary element set created earlier in Step 3.

6. Verify the output file for the identified changes.

7. Resolve any unexpected or incorrect updates in the output file and run the process again in Generate Mode until all such issues are taken care of.

8. Once the data listed in the output file is acceptable, run the PSD Code Upgrade Process in Upgrade Mode.

9. What happens when the process is run in the Upgrade Mode:

    1. The process creates an entry in the PAY_PATCH_STATUS table referring to the PSD Code Upgrade Process (e.g. <UPGRADE_ID>). This <UPGRADE_ID> is used later in the processing.

    2. For all the relevant records in PAY_US_GEO_UPDATE table, the <GENERATE_ID> is replaced with the <UPGRADE_ID>, (i.e. PAY_US_GEO_UPDATE table entries of <GENERATE_ID> are updated with <UPGRADE_ID>).

    3. For each applicable assignment, the above listed tables are updated with the applicable new PSD code details.

    4. The process then prints to the output file any assignments that were updated and the tables that were updated for each of those assignments. Assignments that ended in error will also be listed in the output. A summary section will be displayed at the end of the output file which indicates the total number of assignments selected for upgrade when run in Generate mode, the number of assignments updated successfully by the Upgrade process, and number of assignments that ended in error.

    5. The process then updates the status of the PAY_PATCH_STATUS entry to indicate the successful completion of the process when run in Upgrade Mode (i.e if there are no assignments in error). If there are any assignments in error, the status will be updated to 'Error'.

    6. The process then invalidates the run balances related to the PSD balances' defined balances. (Again, this happens only for those Business Groups associated with the assignments that were updated with the PSD code changes.)

    7. On successful update of all the assignments, records will be inserted into the PAY_US_GEO_UPDATE table indicating the completion of the Upgrade process for the current set of PSD code changes. This will ensure that no further update is necessary for the current changes in any future runs of the PSD Code Upgrade Process.

10. Verify the data in the Output file for the changes made and status of the assignments that were processed.

11. If any assignments are in error, identify the reason for error using the process log files.

12. Once any errors have been identified and resolved, rerun the PSD Code Upgrade

Process once again in Upgrade Mode to ensure that all the assignments are processed successfully.

Interpreting the Output Files:

Output files are created each time the PSD Code Upgrade Process is run. They indicate the mode in which the process was executed along with execution time as well as the information listed below:

- List of PSD codes that need upgrading.
- List of jurisdiction codes and relevant employee assignment details to be updated
- Employee assignments which ended in error
- Summary information (# of assignments processed, etc)
- Run balances invalidated

For information on the sample output files, refer to the Document 1447771.1, Oracle US Payroll: New 'PSD Code Upgrade Process' - Release 12.1 on My Oracle Support.

What's Next

Run Balance Data stored in the PAY_RUN_BALANCES table also holds the PSD code data. Since PSD code data in PAY_RUN_RESULTS and PAY_RUN_RESULT_VALUES are updated by the PSD Code Upgrade Process, it is also necessary to invalidate the applicable run balances. When the PSD Code Upgrade Process is run in Upgrade Mode, it will invalidate the applicable run balances for PSD related balances' defined balances. Note: This happens only for the business groups associated with the assignments that are updated. After running the PSD Code Upgrade Process, it will also be necessary to run the Generate Run Balances concurrent program for the invalid run balances in order to regenerate them. Note that as the PSD Code Upgrade Process will only handle the applicable delivered run balances, any user defined or custom balances created for storing PSD result values will also need to be regenerated.

Determining how to Handle Employees with Invalid PSD Codes in Year End Reports

Pennsylvania employees with invalid PSD codes are reported in the W2 Exception Register report and an Employee W2 is not created for such employees.

The W2 Exception Register reports the following employees as an exception and these employees do not receive a W-2 for 2013 or later:

- Employee's work PSD code is invalid (990000) and their resident PSD code is either valid, 880000 (out of state) or 510101 (Philadelphia) and they have work local tax

withheld greater than zero (0).

- Employee's resident PSD code is invalid (990000) and their work PSD code is either a valid PSD code, 880000 (out of state) or 510101 (Philadelphia) and they have resident local tax withheld greater than zero (0).

- Both the employee's work PSD code and resident PSD code are invalid (990000) and they have local income tax withheld greater than zero (0).

However, in certain cases, correcting the employee's invalid PSD codes might prove to be very difficult such as when an employee is terminated and claimed Pennsylvania as their state of residence but failed to submit the Residence Certification Form prior to termination. In such a scenario, correcting or adding the proper school district code to correct the PSD code may not be possible.

Oracle US Payroll enables you to determine whether employees with invalid PSD codes are to be reported in the W2 Exception Register or will receive a W-2 with a potentially invalid or incorrect TCD code in Box 20. The setting for the HR:Allow invalid PSD codes on W-2(Y/N) profile option will determine whether or not the employee is reported in the Employee W-2 PDF, W2 Register reports or the W2 Exception Register.

Before you run the Employee W-2 PDF, W2 Register reports or the W2 Exception Register report, review the setting of the HR:Allow invalid PSD codes on W-2(Y/N) profile option.

Setting the HR:Allow invalid PSD codes on W-2(Y/N) Profile Option

You can set the HR:Allow invalid PSD codes on W-2(Y/N) to either 'Y' or 'N' or leave the profile option value blank.

The following settings for this profile option will determine whether or not the employee is reported in the Employee W-2 PDF, W2 Register reports or the W-2 Exception Register report:

1. The profile option is set to 'N' or left blank: Any Pennsylvania employee with an invalid PSD code that meets one of the three scenarios will be reported in the W2 Exception Register and no Employee W-2 PDF will be generated. Note that this is the default behavior.

2. 2. The profile option is set to 'Y': This value overrides the default behavior and employees with invalid PSD codes that meet the conditions listed above will receive an Employee W-2 PDF and will also be reported in the Employee W2 Register instead of the W2 Exception Register. (Reminder: In this case, the employee's W-2 may contain invalid or incorrect PSD code in Box 20.)

   Important: To override the default behavior, you must set the profile option "HR:Allow invalid PSD codes on W-2(Y/N)" to Yes before running the Year End Pre-Process or must re-archive the profile option

value by running the 'Year End Pre-Process Re-Archive (ER info only)' with the selection criteria as 'Invalid PSD Codes W2 Profile'. The archived profile option value will then be considered while processing the Employee W-2 Register or Employee W-2 PDF reports.

Payroll Register Reporting

Payroll Register Report

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

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

The Payroll Register report consists of two separate reports grouped together in a Request Set. The two separate reports are the Payroll Register report, and the Payroll Register Totals report.

- Payroll Register report: This report shows details for Organizations, Locations, and GREs, as well as details for individual employees.

  Note: Depending on the selected parameters, the Payroll Register report can be large and may take considerable time to run and print. See the final section of this document on report performance for more information.

- Payroll Register Totals report: This report shows the current totals for the selected sort options: Organizations, Locations, and GREs. Employee, quarter-to-date, and year-to-date balances are never included in the Payroll Register Totals report.

Sort Options

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

- GRE
- Location

- Organization

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

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

Example of Sort Options

Following is an example of how to use sort options to customize the Payroll Register reports.

If you want to create reports sorted by GRE, Organization, and Location, you enter GRE into the Sort Option One field, Organization into the Sort Option Two field, and Location into the Sort Option Three field. Using the selected Sort Options, Oracle Payroll generates the reports listing payroll register data for each Location alphabetically by Organization within each GRE for the selected payroll or consolidation set.

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

Running the Payroll Register Request Set

The Payroll Register Report and Payroll Register Totals Report are two separate reports generated by a single Report Set. Both reports. 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 the two reports are designed to take advantage of a multi-threaded environment, and contain sequence numbers you can view in the Requests window.

With some printer configurations, a heading may appear twice on the Payroll Register report and the application lists the data for the selected report data below the second heading.

Payroll Report Performance

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. To obtain the maximum performance from the Payroll Register reporting process, configure the Payroll Action Parameters for Parallel Processing.

See: Payroll Action Parameters: Oracle HRMS US Implementation Guide

If you are running the Payroll Register request set for a large organization, you may experience performance concerns when including quarter-to-date balances in the Reporting Dimensions parameter. You may also experience performance issues if you change the Full Report parameter from No to Yes.

You run the Payroll Register Request Set from the Submit Requests window.

To run the Payroll Register request set:

1. In the Type field, select Set. In the Name field select Payroll Register Report from the List of Values.

2. In the Request Set Programs region, click in the Parameters field and select the parameters for the report. See the Payroll Register Parameters section below for more information.

3. Click OK to close the Parameters window.

4. In the Request Set Programs region, select the number of copies you want to print of the Payroll Register and Payroll Register Totals reports.

   Caution: The Payroll Register Report can require substantial printing resources for large organizations.

5. In the Printer field, select a printer or accept the default.

6. In the Run Options region, select any run options and click Submit.

Payroll Activity Reporting

Payroll Activity Report

The Payroll Activity report shows employee and group level payroll details such as:

- Complete payroll activity details for pay runs, quick pays, balance adjustments, balance initializations, voided payments, and reversals
- Specific federal, state, or local taxes withheld
- Earnings and deductions
- Payment type information (check, NACHA, cash, and third party)
- Employer liabilities
- Quarter-to-date and year-to-date details (includes balance adjustments)
- Balance initialization details, including the element name, element classification, input value, run result, and the name of the primary balance that is fed by the balance initialization
- Balance adjustment details, including the balance name, jurisdiction, as of date, run result, and year to date value

The Payroll Activity report consists of two separate reports grouped together in a Request Set. The two separate reports are:

Payroll Activity report	Shows payroll activity details at the employee level. **Note:** Depending on the selected parameters, the Payroll Activity report can be large and may take considerable time to run and print.
Payroll Activity Totals report	Shows the current totals for the selected sort options: Organizations, Locations, and GREs. This report does not include employee, quarter-to-date, and year-to-date balances.

Sort Options

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

- GRE
- Organization
- Location

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

The sort options are hierarchical in nature. Making a selection to the Sort Option One field enables Sort Option Two. Making a selection to the Sort Option Two field enables Sort Option Three.

Payroll Activity Report Output

The Payroll Activity Report and Payroll Activity Totals Report are two separate reports that you submit in a single Report Set. You print both reports using the selected parameters in landscaper format that fit on 8.5" x 11" paper. The Payroll Activity Report does not contain page numbers. The Payroll Activity Totals report includes page numbers.

For performance reasons (see below), the two reports take advantage of a multi-threaded environment and contain sequence numbers that you can view from the Requests window.

> **Note:** A heading may appear twice on the Payroll Activity report. In cases where this happens, all of the selected report data appears beneath the second instance of the heading.

Performance and the Payroll Activity Reports

The Payroll Activity reports can contain large amounts of information. For maximum system performance, these reports take advantage of a multi-threaded environment. For the best performance from the Payroll Activity reporting process, make sure your system administrator has the Payroll Action Parameters configured for Parallel Processing.

See: Payroll Action Parameters, *Oracle HRMS Implementation Guide*

If you are running the Payroll Activity request set for a large organization, you may experience slower performance if you include quarter-to-date balances in the Reporting Dimensions parameter. You may also experience slower performance if you change the Full Report parameter from No to Yes.

Report Scenarios

Use the Payroll Activity report to list:

- Balance adjustments for all employees within a given time frame.
- All transactions for a given employee for a given time frame.
- All reversals for all employees within a given time frame.
- All balance initializations for a selected employee or all employees for a given time frame.

Running the Payroll Activity Request Set

Run the Payroll Activity Request Set from the Submit Request Set window.

To run the Payroll Activity request set:

1. In Request Set field, select Payroll Activity Report.
2. In the Request Set Programs region, click in the Parameters field if the Parameters window does not automatically appear.
3. Select the parameters for the report.
4. Click OK to close the Parameters window.
5. In the Request Set Programs region, select the number of copies you want to print of the Payroll Activity and Payroll Activity Totals reports.

   The Payroll Activity Report can require substantial printing resources for large organizations.
6. Click Options, and select Run and Print Options.
7. Click OK, and click Submit.

Payroll Activity Parameters

The following parameters exist for the Payroll Activity reports:

Beginning Date Paid (required)	Select the beginning payment date for the payroll runs/quick pays, or the effective date of the payroll reversals or balance adjustments that you include in the report. In very large organizations, there may be a slight delay in accessing the list for Beginning Date Paid.
Ending Date Paid (required)	Select the ending payment date for the payroll runs/quick pays, or the effective date of the payroll reversals or balance adjustments that you include in the report. In very large organizations, there may be a slight delay in accessing the list for Ending Date Paid.
Payroll (optional)	Select from the list to run this report for a specific payroll.
Consolidation Set (optional)	Select from the list to run this report for a consolidation set. If you select a payroll in the Payroll field that is associated with a consolidation set, this field automatically populates.
Government Reporting Entity (optional)	Select from the list to limit the report to a single GRE. If this field remains blank, the report contains information for all valid GREs in the business unit.
Organization (optional)	Select from the list to limit the report to a single Organization. If this field remain blank, the report contains information for all valid Organizations.
Location (optional)	Select from the list to limit the report to a single Location. If this field, remains blank the report contains information for all valid Locations.
Employee Name (optional)	Select from the list to limit the report to a single employee. If this field remains blank, the report contains information for all valid employees.

Process Type (required)	Select from the list to limit the report to a single payroll process type or, in some cases, to a pair of process types. Select All to report on all process types. The available process types are Balance Adjustments, Balance Initializations, Payroll Runs, Quick Pays, and Reversals. If you Select All, voided payments are also included in the report.
Suppress Current Zero Records (required)	The default entry for this field is Yes. If you enter No in this field, the report shows employee records for individuals that have zeros entered in current elements but may have quarter-to-date or year-to-date balances. Null records always appear in the Payroll Activity report.
Full Report (required)	The default entry for this field is No. With No selected, the report shows balances for Hours, Earnings, and Deductions. If you select Yes, the report also includes balances for Taxable Wages and Employer Tax Liabilities.
Reporting Dimensions (required)	The default entry for this field is Run. Run balances always show on the Payroll Activity report. In addition to Run balances, the report detail can also display quarter-to-date, year-to-date, or quarter-to-date and year-to-date balances. You may encounter slow performance while running the Payroll Activity report if you selected a quarter-to-date Reporting Dimension. The Payroll Activity Totals report ignores the Reporting Dimensions parameter. Only Run values display on the Payroll Activity Totals report.
Sort Options (optional)	Use the three fields to sort your report results.
Employee Page Break (required)	The default entry for this field is No. If you select Yes, the Payroll Activity report includes a page break after each employee contained in the report. The Payroll Activity Totals report ignores the Employee Page Break parameter.

Year End Preprocessing

Year End Pre-Process

The Year End Pre-Process is the Oracle Payroll utility that archives employee and employer data for a specific year and GRE. Once archived, this data is available for end of year reporting. The system archives the data from the Year End Pre-Process so you can regenerate year end reports.

What does the Year End Pre-Process Archive?

The Year End Pre-Process archives any employee records with non-zero values for any of the following balances for the selected year:

- Gross Earnings
- W2 Nontax Sick
- W2 Expense Reimb
- W2 Qual Move
- W2 No Gross Earnings

  If you have employees without gross earnings that you want the Year End Pre-Process to archive, you must create a balance feed to the W2 No Gross Earnings balance.

Running the Year End Pre-Process creates a log file that lists the numbers of assignments that were skipped, in error, and processed successfully.

> **Note:** You do not need to run a payroll run to have the year end process produce output, such as a Federal 1099R magnetic file, if you have generated a non-zero value for the balance by running a process that creates a balance (reversal, balance adjustment, Quick pay, or balance initialization).

Viewing Archived Data

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

This information is read-only. You cannot modify or update the data from this window.

For instructions on how to run, retry, view, and rollback this information, see: Managing the Year End Pre-Process, page 3-316.

Adjusting and Retrying Records

If an employee's record has changes after you run the Year End Pre-Process, you can retry the Year End Pre-Process for that employee. It is not necessary to rerun the entire process. In instances where large numbers of employees' balances change after the Year End Pre Process is run, it may be easier to rollback the Year End Pre-Process and re-run to include the balance updates.

You mark individual assignments for retry in the Employee Assignment Process window. You can also retry a payroll process for an assignment set but not for a dynamic assignment set.

You re-archive employer data by marking the payroll action for retry in the Payroll Process Results window and then retrying the process by selecting Retry US Payroll Process from the Submit Requests window. If no employees are assigned to a GRE, the Year End Pre-Process archives only employee data. In this case, you cannot re-archive employee data through the Retry US Payroll Process. You must roll back and then rerun the Year End Pre-Process.

Out of Balance Conditions in State and Federal W-2 Reports

An out of balance condition exists when the archived content differs from the corresponding live payroll balances. By comparing your Year End pre-archive balancing reports (such as GRE Totals or federal, state, or local tax remittance reports) against your post-archive balancing reports (such as the W-2 Register/1099-R Register or the W-2 Magnetic Media Employee Detail file), you can determine if these discrepancies are in the pre-archive or post-archive balances.

Such conditions may occur when:

- You make balance adjustments after you completed the Year End Pre-Process.
- You run payroll processes after you completed the Year End Pre-Process.

Once you have determined if out-of-balance conditions exist, run the Year End Archive Reconciliation report to identify the source of the discrepancy. This report:

- Does not interlock any processes.
- Compares live and year end archive values for employee-related federal, state and local balances only.
- Compares only user-selected boxes and balances on the Form W-2/1099-R Information Return and Federal/State Magnetic Media. It does not compare all boxes and balances.

- Supports reconciliation of local W-2 data by including:
  - W-2 Box 18 (Local wages, tips, etc.)
  - W-2 Box 19 (Local income tax)
  - Certain Box 14 (Other) values
- Checks and reports only those employees who are successfully processed by the Year End Pre-Process. It does not check employees who were not picked up by the Year End Pre-Process or those employees with a status of Unprocessed, Error, or Marked for Retry.

Managing the Year End Pre-Process

Year End Pre-Processing involves the following operations:

- Running the Year End Pre-Process, page 3-316
- Viewing archived data, page 3-317
- Troubleshooting archived data, page 3-317
- Retrying the Year End Pre-Process, page 3-318
- Rolling back the Year End Pre-Process, page 3-319

To Run the Year End Pre-Process:

Run this process from the Submit Requests window:

1. In the Request Name field, select Year End Pre-Process.
2. Click in the Parameters field if the parameters window does not automatically open.
3. Specify the Year End Pre-Process that you want to run by selecting the Year and Government Reporting Entity.
4. Click OK, then Submit.
5. On completion of the process, check the logfile for counts of successful, skipped, and assignments in error.

> **Note:** Do not run the Payroll Process and Year End Pre Process concurrently. Running the processes concurrently can result 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 "Federal-YREND-XXXXX" (where XXXXX is your GRE name).
4. Click View Results.

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

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

   This information is read-only.

   > **Note:** The check box on this window indicates if the Year End Pre-Process was locked by a magnetic media process (such as Federal W-2 Magnetic Media) and cannot be rolled back or marked for retry.

Troubleshooting Archived Data:

During the archival process, the Year End Pre-Process reports on the number of assignments successfully archived, skipped, or in error. To view the archived error information:

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

   This displays the Year End Pre-Process's logfile, including counts of successful, skipped, and assignments in error.
3. Open the Payroll Processes window.
4. Query your archived Year End Pre-Process:
   - Specify "%YREND% as the name.

- 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, select your archived process and click Assignment Process. To view additional error information, select the assignment in error and click Message.

To Retry the Year End Pre-Process:

Retrying the Year End Pre-Process re-archives any employee assignments that you marked for retry.

If you generated any of the following reports, you must first roll back the process prior to retrying the Year End Pre-Process:

- Federal W-2 Magnetic Media report
- State W-2 Magnetic Media report
- Federal 1099-R Magnetic Media report
- State 1099-R Magnetic Media report

Mark assignments for retry in the Employee Assignment Process window. You can also run this process for an assignment set but not for a dynamic assignment set. If there are no employees in the GRE, you cannot perform a retry.

1. In the Name field, select Retry US 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 Pre-Process.
6. Click OK, then Submit.

To roll back the Year End Pre-Process:

When you roll back the Year End Pre-Process, you are removing all archived data on year end balances from the system.

If you generated any of the following reports, you must roll back the process prior to rolling back the Year End Pre-Process:

- Federal W-2 Magnetic Media report
- State W-2 Magnetic Media report
- Federal 1099-R Magnetic Media report
- State 1099-R Magnetic Media report

You can roll back the Year End Pre-process using the Rollback US SQWL/SMWL Process. See: Running the Rollback US SQWL/SMWL Process, page 3-279

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.

Verifying Employee Federal, State, and Local Balances

The Year End Archive Reconciliation report compares the employee federal, state and local level balances archived by the Year End Pre-Process against the corresponding live payroll balances. The report displays employees that have discrepancies.

To verify your employee Federal and state balances:

1. Run the Year End Pre Archive balancing reports (such as the GRE Totals or Federal/State and Local Tax Remittance reports).
2. Run the Year End Pre-Process.
3. Run the Year End Post Archive balancing reports (such as the W-2 Register/1099-R Register or the Federal/State W-2 Magnetic Media .a03 Employee Detail report).
4. Compare your pre-archive reports against your post-archive reports.
5. If any discrepancies exist, run the Year End Archive Reconciliation report to

identify the causes.

To run the Year End Archive Reconciliation report:

Run this report from the Submit Requests window.

1. In the Request Name field, select Year End Archive Reconciliation report. If the Parameters window does not open automatically, click in the Parameters field.

2. In the Parameters window, enter the tax year for the report in the Year field.

3. Select the GRE you want to check. Your selection determines whether you are checking W-2 or 1099-R reports.

4. Specify if you are checking federal, state, local, or other taxes.

   - Local tax level selection: When submitting the Year End Archive Reconciliation report and selecting a tax level of 'Local', you will be required to first select the applicable state. After selecting the state, you can select a locality from a list of localities within that state. Note that if tax type of 'Local' is selected, the Locality parameter is also mandatory. You must also then select the Box Name from the following options:

     - Local income tax [value reported in W-2 Box 19]

     - Local wages tips etc [value reported in W-2 Box 18]

     In the report output file, the selected locality will be displayed in the footer of the output.

   - Others tax level selection: When submitting the Year End Archive Reconciliation report and selecting a tax type of 'Others'; you will be required to first select the applicable state. After selecting the state, you can then select whether to compare 'SDI' (applicable only to certain states) or 'Boone' values (the latter is only applicable to the state of Kentucky).

5. If you are running this report at the state level, select a state.

6. Select the W-2/1099-R wage or tax type you want to check.

7. Select a report output format.

8. Click OK, then Submit.

   Oracle Payroll generates an output file with the name <User_name>.<request_id>, where <User.name> is your user name and <request_id> is this report's request ID. This file is placed in the OUT directory.

To resolve out-of-balance conditions:

If the Year End Archive Reconciliation report identifies any employees with out-of-balance discrepancies:

1. Mark the Year End Pre-Process for retry for those employees you have corrected.
2. Re-run the Year End Archive Reconciliation report to confirm that you have corrected the errors.

Post Archive Reporting

Post-Archive Reports

Run the following reports after running the Year End Pre-Process.

W-2 Register	Shows the amounts reported in each box of the Form W-2 for all employees in a particular GRE as of the chosen effective date by W-2 box number (1 through 20). **Note:** The Puerto Rico W-2 Register is part of the W2 Puerto Rico Request Set.

W2 Exception Register	Identifies employees who have negative box 1 totals on the form W-2 or have zero box 1 totals but have other negative W-2 box totals. Identifies employees who have negative box 1 totals on the form W-2 or have zero box 1 totals but have other negative W-2 box totals. This report also identifies Pennsylvania employees with invalid Political Subdivision Codes (PSD Codes). **Note:** Oracle US Payroll enables you to determine whether employees with invalid PSD codes are to be reported in the W2 Exception Register or receive a W-2 with a potentially invalid or incorrect TCD code in Box 20. The setting for the HR:Allow invalid PSD codes on W-2(Y/N) profile option determines whether or not an employee is reported in the Employee W-2 PDF, W2 Register reports or the W2 Exception Register. Before you run the W2 Register report, review the setting of the HR:Allow invalid PSD codes on W-2(Y/N) profile option. For more information, see: • W2 Exception Register Reporting, page 3-402 • Determining how to Handle Employees with Invalid PSD Codes in Year End Reports, page 3-303
1099-R Register	Lists the amounts reported in each box of the Form 1099-R for all employees in a particular GRE for a given year.
1099-R Exception Register	Identifies employees who have negative box 1 totals on the Form 1099-R or have a zero box 1 total on the Form 1099-R but have other negative 1099-R box totals.
Year End Negative Balances	Identifies employees in a GRE who have negative balances on the form W-2.

Year End Archive Missing Assignments Report	Identifies missing assignments from the Year End Pre-Process Archive for a GRE. This report produces an assignment set containing all assignments missing from the Year End Pre-Process.
Add Assignment Actions to the Year End Pre-Process	Adds assignments to the Year End Pre-Process after a run. The process also marks the eligible assignments for retry when you run the Retry US Payroll Process concurrent program.
Discoverer Workbooks **Note:** Oracle Applications only certifies workbooks for the desktop version of Discoverer.	Assists in diagnosing and balancing issues. Relevant workbooks include: • Employee W2 Federal Details • Employee W2 State Details • Employee W2 Locality Details • Employee W2 Box 12 Details • Employee W2 Box 14 Details

Depending upon the output on these reports, you may have to make adjustments to various balances.

Year End Negative Balances Report

The Year End Negative Balances Report identifies individual employees in a GRE with negative balances on the Form W-2. Run this report after you complete the Year End Pre-Process for the GRE in question and before you begin the magnetic or paper W-2 or 1099-R creation process.

This report prints all employees with negative balances of the following types:

- Federal Wages (box 1)
- Federal Income Tax Withheld (box 2)
- Social Security Wages (box 3)
- Social Security Tax Withheld (box 4)
- Medicare Wages (box 5)

- Medicare Tax Withheld (box 6)
- Social Security Tips (box 7)
- Allocated Tips (box 8)
- Advanced EIC Payment (box 9)
- Dependent Care Benefits (box 10)
- Non-qualified Plans (box 11)
- FIT Third Party
- Deferred Comp.
- W-2 Gross
- Box 12 (A-Z)
- Box 14 (A-Z)
- State Wages (box 16)
- State Income Tax (box 17)
- Local Wages (City, County, School) (box 18)
- Local Income Tax (Box 19)
- State Gross (DC only)
- SUI ER Wage (DC only)
- SUI ER Taxable (DC only)
- SUI ER Gross (DC only)
- NJDI SDI Tax Withheld (NJ only)
- CTB (Box 14Z) (NJ only)
- WDHC SUI Tax Withheld (NJ only)

Year End Negative Balances Report Sort Options

Organize the Year End Negative Balances Report according to user-defined criteria or sort options. Oracle Payroll does not require that you use sort options to generate your

Year End Negative Balances Report, but they are the best way to configure the report to your specific needs. You sort the report by any three of the following options:

- Employee Name
- Location
- Organization
- Social Security Number

Example

Following is an example of how to use sort options to configure the Year End Negative Balances Report.

If you want to create a report sorted by Organization, Location, and Employee Name:

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

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

> **Note:** The sort options are nested. If you change Sort Option Two from Location to Employee Name, Sort Option Three automatically clears.

Sort Options and Report Layout

When printed, the Year End Negative Balances Report inserts a page break between each selected sort option, with the exception of Employee Name or Social Security Number.

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

Year End Negative Balances Report Parameters

The following parameters exist for the Year End Negative Balances Report:

Reporting Year (required)	Enter the four-digit calendar year.
Government Reporting Entity (required)	Select the GRE.

Sort Options (optional)	Use the three fields to sort your report results. If you do not select any sort options, the report uses Employee Name as the default.

Year End Negative Balances Report Output

The Year End Negative Balances Report prints according to the parameters that you select, in landscape format on 8.5" x 11" paper. The parameters are included at the beginning of the report. The report is printed in landscape fashion and is designed to fit on 8.5" x 11" paper.

The values for boxes 1 through 6 of form W-2 appear for each employee on the report. The values for all other W-2 boxes will appear on the report only if they are non-zero values.

Year End Archive Missing Assignments Report

The Year End Archive Missing Assignments report identifies missing assignments from the Year End Pre-Process Archive for a GRE. Run this report after you run the Year End Pre-Process for the GRE in question. This process produces an assignment set containing all assignments missing from the archive. You can use this set later in the Add Assignment Actions To The Year End Pre-Process 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 Pre-Process 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 Pre-Process 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 you archived by the Year End Pre-Process on. **Note:** Only GREs 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 Pre-Process creates assignment actions only for primary assignments

- Not eligible because the employee is in a different GRE

Adding Assignment Actions To The Year End Pre-Process

The Add Assignment Actions To The Year End Pre-Process adds assignments to the Year End Pre-Process archive. The process also marks the eligible assignments for retry so that they process when you run the Retry US Payroll Process for the Year End Pre-Process.

The Year End Pre-Process or the Add Assignment Actions To The Year End Pre-Process archives an employee if any of the following balances have a non-zero value for a

dimension of Year to Date:

- Gross Earnings
- W-2 Nontax Sick
- W-2 Expense Reimb
- W-2 Qual Move
- W-2 No Gross Earnings

Add Assignment Actions To The Year End Pre-Process Process Parameters

The following parameters exist for the Add Assignment Actions To The Year End Pre-Process:

Year	Select the year.
GRE Archived by the Year End Pre-Process	Enter the GRE.
Assignment Set	You can enter any assignment set, but to ensure that you process all missing assignments, use the assignment set created by the Year End Archive Missing Assignments Report. **Note:** This report does not support dynamic assignment sets.
Output File Format	Select Comma Delimited (.CSV) or HTML. HTML is the default value.

Running the Year End Negative Balances Report

Run the Year End Negative Balances Report from the Submit Request window.

To run the Year End Negative Balances Report:

1. In the Name field, select Year End Negative Balances. Click in the Parameters field if the Parameters window does not automatically appear.
2. Select the parameters for the report. See:Year End Negative Balances Report Parameters section, page 3-327

3. Click OK to close the Parameters window.

4. In the Print To field in the Submit Request window, select a printer or accept the default.

5. Click Options to enter print and run options for the report.

6. Click Submit.

   Navigate to the View Requests window to view the report.

Running the Year End Archive Missing Assignments Report

Run the Year End Archive Missing Assignments Report from the Submit Request window.

To Run the Year End Archive Missing Assignments Report:

1. In the Name field, select Year End Archive Missing Assignments Report. Click in the Parameters field if the Parameters window does not automatically appear.

2. Select the parameters for the report. See the Year End Archive Missing Assignments Report Parameters section, page 3-328 for more information.

3. Click OK to close the Parameters window.

4. Click Submit.

Navigate to the View Requests window to view the report.

Running the Add Assignment Actions To The Year End Pre-Process Process

Run the Add Assignment Actions To The Year End Pre-Process Process from the Submit Request window.

To run the Add Assignment Actions To The Year End Pre-Process Process:

1. In the Name field, select Add Assignment Actions To The Year End Pre-Process. Click in the Parameters field if the Parameters window does not automatically appear.

2. Select the parameters for the report. See:Add Assignment Actions To The Year End Pre-Process Parameters section, page 3-330

3. Click OK to close the Parameters window.

4. Click Submit.

1099-R Processing

Reporting Retirement Income Distributions

If you distribute retirement income during the tax year, you must use Form 1099-R to report the distributions and any amount withheld for FIT/SIT/LIT. If you have more than 249 retirees, you must file Forms 1099-R on magnetic media unless you were granted a waiver. Beginning in tax year 2006, the IRS will no longer accept 3 1/2 inch diskettes for filing information returns. Effective with the 2006 1099R filing, the IRS is asking for the first year of a designated ROTH so they can determine if the ROTH meets the 5 year participation rule. If the 5 year participation rule is met, you distribute the earnings tax free.

You must report any distributions from all types of retirement plans and report both periodic and lump-sum payments.

Report distributions from any of the following on Form 1099-R:

- Pensions
- Annuities
- 457 Plans for state and local agencies

You must successfully run the Year End Pre-Process for each GRE in your enterprise prior to running a Federal or State magnetic 1099-R report.

Form 1099-R Box Information

The following table depicts the various boxes and fields on form 1099-R and indicates where Oracle Payroll draws the appropriate balances to complete the form:

Box	Title	Information Contained
1	Gross distribution	GROSS EARNINGS

Box	Title	Information Contained
2a	Taxable amount	REGULAR EARNINGS + SUPPLEMENTAL EARNINGS FOR FIT SUBJECT TO TAX + SUPPLEMENTAL EARNINGS FOR NWFIT SUBJECT TO TAX + PRE TAX DEDUCTIONS FOR FIT SUBJECT TO TAX - PRE TAX DEDUCTIONS - FIT NON W2 PRE TAX DEDNS **Important:** For an alternative calculation method, see: Setup Steps to Calculate the 1099-R BOX 2a Taxable Amount using the Simplified Method Worksheet Calculation, page 3-336
2b	Taxable amount not determined	Defined by Taxable amount unknown in the PAY_US_PENSION_REPORTING EIT at the Assignment level
2b	Total distribution	Defined by the value in Total distributions in the PAY_US_PENSION_REPORTING EIT at the Assignment level
3	Capital gain (included in box 2a)	CAPITAL GAIN
4	Federal income tax withheld	FIT WITHHELD
5	Employee contributions /Designated Roth contributions or insurance premiums	EE CONTRIBUTIONS OR PREMIUMS

Box	Title	Information Contained
6	Net unrealized appreciation in employer's securities	UNREALIZED NET ER SEC APPREC
7	Distribution code(s)	Defined by the value in 1099-R Distribution code in the PAY US Pension Reporting EIT at the Person level
8	Other	OTHER EE ANNUITY CONTRACT AMT
9a	Your percentage of total distribution	Defined by the Employee distribution percentage in the PAY_US_PENSION_REPORTING EIT at the Assignment level
9b	Total employee contributions	TOTAL EE CONTRIBUTIONS
10	Amount allocable to IRR within 5 years	BOX 10 1099R IRR AMOUNT (The amount of the distribution allocable to an IRR made within the 5-year period beginning with the first day of the year in which the rollover was made.)
11	1st year of desig Roth contrib.	Defined by the value in 1st Yr of desig Roth contrib in the PAY US Pension Reporting EIT at the Person level: (The first year of the 5-taxable-year period. This is the year in which the designated Roth account was first established by the recipient.)
12	State tax withheld	SIT WITHHELD
13	State/Payer's state no.	State_id from ORG_INFORMATION of hr_organization_information

Box	Title	Information Contained
14	State distribution	
15	Local tax withheld	Tax type (SDI, city, county, school) WITHHELD
16	Name of locality	
17	Local distribution	

Setup Steps to Calculate the 1099-R BOX 2a Taxable Amount using the Simplified Method Worksheet Calculation

For some retirees or pensioners, Box 2a Taxable Amount of Form 1099-R must use a calculation outside of what is provided in Oracle Payroll. According to the Form 1040 Instructions (and also as documented in IRS Publication 575), Box 2a should be calculated using the "Simplified Method worksheet". This means the Total EE Contributions from 1099-R Box 9 in addition to the number of months for which this year's payments were made need to be taken into consideration when performing the calculation.

Complete the following steps to calculate the Box 2a information using the Simplified Method worksheet:

Defining the Organization Context (DFF) at the GRE Level

1. In the Organization window, query the GRE for which to enter the 1099-R data.
2. With Government Reporting Entity selected in the Organization Classifications region of the Organization window, choose Others and select '1099R Magnetic Report Rules 1'.
3. Click in the Additional Organization Information field to open the '1099R Magnetic Report Rules 1' window.
4. Select Yes or No in the Simplified Method for Box2a field. If Yes is selected, then Box 2a is calculated using the simplified method worksheet. If this value is left blank or set to No, then Box 2a is calculated using the default behavior as listed in the Form 1099-R Box Information table.

Defining the Person Level Extra Information Type (EIT)

1. In the People window, click Others and select Extra Information.

2. Select the 1099R Simplified Method Details extra information type. This EIT contains the following fields which must be populated in order to properly calculate Box 2a:

   - Annuity Start Date
   - Number of Lives in Annuity: 1 should be entered if there is only a primary annuitant.
   - Age of Primary Annuitant: This field must be populated.
   - Combined Age of Annuitants: The value entered in the Age of Primary Annuitant defaults to this field. If the plan is based on more than one life, then the field 'Combined Age of Annuitants' must also be populated accordingly.
   - Number of Payment Months: The default value for the field 'Number of Payment Months' is 12. It can be modified only if the value should be less than 12. This field is the number of months in the reporting year that payments were made. This value would only be less than 12 in the event this is the first year the plan is effective and the start date is after the first month of the year.

Feeding the Balance for Box 2a, if applicable

The Tax Free Amount Since 1986 for 1099R balance can be populated manually if applicable.

1. Navigate to Total Compensation.
2. Click Balance to open the Balance window.
3. Search for the Tax Free Amount Since 1986 for 1099R balance.
4. Create the appropriate balance feed.

The user table "SIMPLIFIED_METHOD_1099R_NO_OF_PAYMENTS_TBL" stores the expected number of payments to the plan annuitant(s) according to IRS rules. The values stored are based on the annuitant's age (or the combined age of annuitants if there is more than one). The value of Box 2a is determined based (in part) on both the values entered in the 1099R Simplified Method Details person extra information type along with the applicable user table value.

Form 1099-R Distribution Codes

Oracle Payroll supports all 1099-R distribution codes, but just one code per employee reported per Government Reporting Entity(GRE). If you have multiple distribution codes, you have to create two separate assignments in two different GRE's. Oracle does not support the printing of multiple codes per 1099-R for a single employee.

Code	Distribution
1	Early distribution, no known exception. Use Code 1 only if the employee/taxpayer has not reached age 591/2, 8, D, L, or P, and if none of the exceptions under distribution Codes 2, 3, or 4 apply when the distribution is made. Use Code 1 even if the distribution is made for medical, first-time homebuyer, or qualified higher education expenses, under section 72(t).
2	Early distribution, exception applies (under age 59 1/2). Form 5329 is not required.
3	Disability. Form 5329 is not required.
4	Death. Form 5329 is not required.
5	Prohibited transaction.
6	Section 1035 exchange (a tax-free exchange of life insurance, annuity, or endowment contracts).
7	Normal distribution.
8	Excess contributions plus earnings/excess deferrals (and/or earnings) taxable in 2004.
9	Cost of current life insurance protection (premiums paid by a trustee or custodian for current insurance protection, taxable to you currently).
A	May be eligible for 10-year tax option. See Form 4972.

Code	Distribution
B	Designated Roth account distribution. This code is only used for a distribution that is not a qualified distribution. You must generate a separate 1099-R to report a distribution from a designated Roth account.
D	Excess contributions, plus earnings/excess deferrals taxable in 2003.
E	Excess annual additions under section 415 and certain excess amounts under section 403(b) plans. Report on Form 1040/1040A on the line for taxable pension or annuity income. Form 5329 is not required.
F	Charitable gift, annuity.
G	Direct rollover to a qualified plan, a tax-sheltered annuity, a governmental 457(b) plan, or an IRA. May also include a transfer from a conduit IRA to a qualified plan. Form 5329 is not required.
J	Early distribution from a Roth IRA, no known exception (in most cases, under age 59 1/2). Report on Forms 1040 and 8606, and see Form 5329.
L	Loans treated as distributions.
N	Recharacterized IRA contribution made for 2005 and recharacterized in 2005. Report on 2005 Form 1040/1040A and Form 8606, if applicable.
P	Excess contributions plus earnings/excess deferrals taxable in 2004.

Code	Distribution
Q	Qualified distribution from a Roth IRA. You are age 59 1/2 or over and meet the 5-year holding period for a Roth IRA. See the Form 1040/1040A instructions. Form 5329 is not required.
R	Recharacterized IRA contribution made for 2004 and recharacterized in 2005. Report on 2004 Form 1040/1040A and Form 8606, in applicable.
S	Early distribution from a SIMPLE IRA in first 2 years, no known exception (under age 59 1/2). May be subject to an additional 25% tax. See Form 5329.
T	Roth IRA distribution, exception applies. Use Code T for a distribution from a Roth IRA if you do not know if the 5-year holding period has been met but: • The participant has reached age 59 1/2, or • The participant died, or • The participant is disabled If any other code applies (such as 8 or P, use Code J.

Defining 1099-R Reporting Rules

Access the 1099-R Magnetic Reporting Rules from the Organization window. You can display them by selecting the Organization Classification of Government Reporting Entity and clicking the Others button. From the Additional Organization Information window, you select 1099-R Magnetic Reporting Rules. You must define the rules for each retirement GRE.

Required Parameters

The reporting rules require the following parameters:

1099-R Transmitter

Transmitter Control Code

Bureau

Combined Filing

Recording Mode

Parity

Label

Density

Contact Name

Contact Phone No.

Contact E-mail Address

Produced using Oracle

Vendor Specific Parameters

You must enter the contact information for the vendor that produces the magnetic file you are submit. If you select Yes in the produced Using Oracle field, then the following fields provide seeded vendor information:

Vendor Name

Vendor Address

Vendor City

Vendor State

Vendor Zip

Vendor Contact Name

Vendor Phone Number

- If you are reporting for Georgia, Michigan, or New Jersey, the 1099-R uses the contact information specified for Form W-2 and ignores the values provided here.

  Note: Make sure you use the proper format when specifying the phone number/extension number. The 1099-R report formats these phone numbers to comply with the Form's requirements. This is the number that appears in the magnetic file.

  - The report removes all non-alphanumeric characters, including all variations of extension, spaces, and "-" (dashes).
  - The phone field allocates 15 spaces for the phone number and extension. This field is left-justified, and blanks occupy all unused spaces.
  - The first 10 digits holds the Contact Phone field.
  - The last five digits holds the Phone Extension field.
  - Do not preface the phone number with "1," as this would cause the phone number to overflow into the extension field.

  Example
  A phone number entered as:

  222-333-4444Ext555

  would appear as:

  2223334444555

  on the Form's magnetic file.

- Vendor Email Address

Other Reporting Concerns

Record all GREs with the same Transmitter Control Code on the same magnetic media file. For a retirement GRE that is not a 1099-R transmitter, the last eight parameters are not used and may be left blank.

Note: Since the State 1099R Magnetic Report for New York uses State Quarterly Wage Listings, and North Carolina and Michigan use the TIB4 format, you must define W2 Reporting Rules for the pertinent retirement GRE to generate the NY, NC, and MI 1099-R reports.

1099R Output

The Federal and State 1099R Magnetic Report generates two output files:

- Magnetic report with naming convention [FE or STATE ABBREVIATION][TRANSMITTER CONTROL CODE]_99R[YEAR].mf

  Example
  For example: FEXXXXX_99R99.mf, NYXXXXX_99R99.mf

- Transmitter report with naming convention FE[TRANSMITTER CONTROL CODE]_[YEAR].a01 for Federal or [STATE ABBREVIATION][TRANSMITTER CONTROL CODE]_99R[YEAR].a01

  Example
  For example: FEXXXXX_99.a01, NYXXXXX_99R99.a01

  Note: If you use Microsoft Windows NT to generate the magnetic media, you must shorten the first part of the filenames so they contain no more than 8 characters.

You can view the post archival reports from the application. After the magnetic media process completes successfully, navigate to Payroll Process Results to view the output files

Report Errors and Resolution

If you run a Magnetic 1099R report, and it does not complete successfully, the View Requests window indicates that an error has occurred. To read the error message, you must open the log file specified in the View Requests window.

Errors most often occur because:

- Assignments are still marked for retry from a Year End Pre-Process run.
- You did not run the Year End Pre-Process for every GRE in the enterprise.
- No employees existed in a particular state with wages more than zero for a State 1099R.

To resolve an error, you must roll back the magnetic report and fix the error. Once you resolve the error, you can rerun the magnetic report.

Paper 1099-R Requirements

Employers use the Form 1099-R to report individuals' annual pension distribution information to employees, retirees, the IRS, state, and local governments.

> **Note:** Oracle Payroll supports all 1099-R distribution codes, but just one code per employee reported. Oracle does not support the printing of multiple codes for a single employee.

You can print a single 1099-R or a range of 1099-Rs that you define, and sort options give you further flexibility in 1099-R distribution. Oracle Payroll supports paper 1099-R PDF output for printing in accordance with Evergreen #5179 blank perforated paper (envelope #9999-1). Perforations are required between forms on all copies except Copy A to make separating the forms easier.

You must print Copy A of form 1099-R in Flint J-6983 red OCR dropout ink or an exact match. The four-digit form identifying number must be in nonreflective carbon-based black ink in OCR A font. You cannot send Copy A of the pdf output to the IRS unless you use the correct ink. However, you can still use the pdf output to furnish paper copies to the payees.

> **Note:** You must complete the Year End Pre-Process for your enterprise before you can run the Paper 1099-R report.

Oracle Payroll also supports the following forms which are available from RR Donnelley (formerly Moore) for 1099-Rs:

- Blank perforated 1099R (with printed instructions on back) - ORLR4UPB (50 PK).
- Blank perforated 1099R (with printed instructions on back) - ORLR4UPBBULK (2000 BULK).
- Blank perforated 1099R (blank on back) - ORL4UPBLANK (50 PK) .
- Blank perforated 1099R (blank on back) - ORL4UPBLANKBULK (2000 BULK).
- Window envelope for 1099R - DW4ALT.

Generate Corrected 1099-R Information Return-PDF Reports

1099-Rs (Information Returns) need to be checked as Corrected if there is any change to the data after the retiree received their 1099-R. The application should only generate Corrected 1099-Rs when the data is changed, but not when you add a new employee to the archive. When you add employees to the archive after the date set in profile option 'HR: Original 1099-R on or before (MM/DD)', you must use 'Add Assignment Actions

To The Year End Pre-Process'. When you run the Retry US Payroll Process, retiree assignments added using the 'Add Assignment Actions To The Year End Pre-Process' will not be marked as Corrected.

The application uses the value of the HR: Original 1099-R on or before (MM/DD) profile option to check the Corrected check box if the year end archive process is completed or a report is generated after the date or month for the reporting year derived from the process. When the value of the profile option is set to a month and day, the value will be used to compare to the date the data is archived. The Year End Preprocessor (YEPP) archives the date for an assignment action as the A_ARCHIVE_DATE. If the A_ARCHIVE_DATE is found to be greater than the profile option date when the 1099-R PDF is run, then the 1099-R is printed with the 'Corrected' check box checked.

The following section is an example of how to issue 1099-R's with the Corrected check box checked:

1. Set the profile option 'HR: Original 1099-R on or before (MM/DD)' to a day and month (for example: 02/01). The application dynamically adds the year as one year after the year for which the 1099-Rs are being generated. In this case, the 1099-Rs are being issued for 2010, so the profile date is 02/01/2011. This is the date after which any 1099-Rs will be re-issued and therefore require 'Corrected' to be checked.

2. On Dec 31, 2010 or any date in January 2011, you run the Year End Preprocessor as normal. This will archive the assignment action dates (A_ARCHIVE_DATE) and will also archive the profile option date.

3. Prior to January 31st, 2011, you run the 1099-R PDF report. This will generate all 1099-R's with the Corrected box unchecked.

4. On February 15th, 2011 a retiree reports an incorrect value on their 1099-R and balance adjustments are made for 2010 to correct their data.

5. The retiree's data is re-archived. Then, the 1099-R PDF process is rerun for this person (A_ARCHIVE_DATE gets set to 02/15/2011 which is later than the profile option date of 02/01/2011), and now their 1099-R is printed with the Corrected checkbox checked as required.

See: Running the 1099R Information Return PDF, page 3-355

Sort Options for Paper 1099-Rs

You can select sort criteria (or sort options) for Paper 1099-R distribution purposes. The sort options available for the 1099-R Information Return are:

Field Name	Description
Employee Name (last, middle, first)	As of archive date. This is the default sort option.
Social Security Number	As of archive date. If you select Social Security Number as a sort option, you may not select Employee Name as a subordinate sort option.
Zip Code	Use the current Zip Code from the employee's primary address.

Note: Selecting a value in the Selection Criterion field enables the corresponding field.

Report Parameters for Paper 1099-Rs

You select 1099-Rs by the following criteria:

- Reporting Year
- GRE Archived by Year End Pre-Process

When generating paper 1099-Rs, you have additional selection criteria. You can choose one of the following to further restrict your paper 1099-R report:

Field Name	Description
Organization	From employee's primary assignment as of the effective date.
Location	From employee's primary assignment as of the effective date.
Employee Name (last, middle, first)	As of 12/31 of year selected.
Social Security Number	As of 12/31 of year selected.

Field Name	Description
State	If you select a state in this field, 1099-Rs print for all employees that have taxable wages in that state. If an employee has taxable wages in an additional state, all 1099-Rs for that employee are printed.

1099-R Register Reporting

You can preview 1099-Rs using the 1099R Register Report before printing. Through the 1099R Register report, you can view the amounts reported in each box of the Form 1099-R for all employees in a particular GRE for a given year. You can also view the amounts for a particular assignment set. This report includes all balances reported on the 1099R Information Return. The 1099R Register report shows totals by 1099-R box number (1 through 15). Using sort options, you can customize this report to further display withholding totals for employees, organizations, and locations.

You use the 1099R Register report to verify your 1099-R box totals prior to running your 1099-Rs.

1099-R Register Sort Options

You organize 1099R Register reports according to user-defined criteria or sort options. Oracle Payroll does not require that you use sort options to generate your 1099R Register report, but they are the best way to customize the report to your specific needs. You sort reports by any three of the following options:

- Employee Name
- Location
- Organization
- Social Security Number

> **Note:** You can choose to sort by Social Security Number or by Employee Name, but not both. If you select Social Security Number as a sort option, Employee Name does not appear in the List of Values for the remaining sort options. If you select Employee Name as a sort option, Social Security Number does not appear in the List of Values for the remaining sort options.

Example

The following is an example of how to use sort options to customize the 1099R Register report.

To create a 1099R Register report sorted by Organization, Location, and Employee Name:

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

Using the selected Sort Options, Oracle Payroll generates the report listing the 1099-R box totals for each employee alphabetically by location within each organization for the selected GRE.

> **Note:** The sort options are nested. If you change Sort Option Two from Location to Employee Name, Sort Option Three automatically clears.

Sort Options and Report Layout

When printed, the 1099R Register report inserts a page break between each selected sort option, with the exception of Employee Name or Social Security Number.

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

The report then lists the following information:

- Total Employees Successfully Processed
- Total Employees for who will receive a printed 1099-R
- Total Employees with zero or negative wages (box 1)
- Total Employees Errored in Year End Pre-Process
- Total employees Marked for Retry of Year End Pre-Process

1099-R Register Parameters

The following parameters exist for the 1099R Register:

Reporting Year (required)	Four digit calendar year.

Government Reporting Entity (required)	GRE Only GREs that you have archived using the Year End Pre-Process for the specified Reporting Year appear in this list. GREs for retirees do not appear in the list.
Totals Only (required)	Yes displays only the box totals for all selected employees in the report; the report does not include individual employees. No displays box totals in the report for selected individual employees, as well as the totals.
Assignment Set (optional)	An assignment set limits the report to only those employees included in it. **Note:** This report does not support dynamic assignment sets.
Sort Options (optional)	Use the three fields for sort options to support your report results. You cannot select Sort Options if you have set the Totals Only parameter to Yes. If you do not select any sort options, the report uses Employee Name as the default.

1099-R Register Output

The 1099R Register prints according to the parameters that you select, in landscape format to fit on 8.5" x 11" paper.

1099R Exception Register

The 1099R Exception Register identifies employees who have negative box 1 totals on the Form 1099-R, or have a zero box 1 total on the Form 1099-R but have other negative 1099-R box totals. This report lists all balances reported on the 1099R Information Return.

Run the 1099R Exception Register for a single GRE or an assignment set (but not a dynamic assignment set). If you run this report for an assignment set, only those employees in the selected GRE appear on the report. You can configure the 1099R Exception Register to display the 1099-R box totals for all selected employees in the report, or you can display 1099-R box details for individual employees in the report, as well as the report totals.

The 1099R magnetic report or paper 1099R does not include employees identified by the 1099R Exception Register. You have to manually generate 1099-Rs for these employees and amend the magnetic files.

> **Note:** You must run the Year End Pre-Process for the GRE before you can run the 1099R Exception Register report.

1099R Exception Register Sort Options

Organize the 1099R Exception Register according to user-defined criteria or sort options. Oracle Payroll does not require that you use sort options to generate your 1099R Exception Register, but they are the best way to customize the report to your specific needs. You sort the report by any three of the following options:

- Employee Name
- Location
- Organization
- Social Security Number

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

Example

The following is an example of how to use sort options to customize the 1099R Exception Register.

To create a 1099R Exception Register sorted by Organization, Location, and Employee Name:

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

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

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

Sort Options and Report Layout

When printed, the 1099R Exception Register inserts a page break between each selected sort option, with the exception of Employee Name or Social Security Number.

Example

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

1099R Exception Register Parameters

The following parameters exist for the 1099R Exception Register:

Reporting Year (required)	Enter the four digit calendar year.
Government Reporting Entity (required)	Select the GRE. Only GREs that you have archived using the Year End Pre-Process for the specified Reporting Year appear in the list. GREs for retirees do not appear in the list.
Totals Only (required)	Select Yes to show only the W-2 box totals for all selected employees in the report ; individual employees are not included in the report. Select No to show 1099-R box totals in the report for selected individual employees, as well as the totals for these employees.
Assignment Set (optional)	Select an assignment set to generate an exception report for only those employees. **Note:** This report does not support dynamic assignment sets.
Sort Options (optional)	Use the three fields for sort options to sort your report results. You cannot select Sort Options if you have set the Totals Only parameter to Yes. If you do not select any sort options, the report uses Employee Name as the default.

1099R Exception Register Output

You print the 1099R Exception Register using the selected parameters in landscape format to fit on 8.5" x 11" paper.

The values for boxes 1 through 6 of form 1099-R always appear on the report. The values for all other 1099-R boxes appear on the report only if they are non-zero values. This report format is the same as the 1099R Register report.

The report then lists the following information:

- Total Employees Successfully Processed
- Total Employees who receive a printed 1099-R.
- Total Employees with Zero or Negative Wages (box 1)
- Total Employees Errored in Year End Pre-Process
- Total Employees Marked for Retry of Year End Pre-Process

Reporting Multiple Distribution Codes for a Retiree

Oracle Payroll supports the reporting of multiple distribution codes on Form 1099-R.

Your employees must have one assignment for each of their distribution codes, and you must assign one of your 1099-R GREs to each assignment. Therefore, you must define a sufficient number of 1099-R GREs in the Organization window to accommodate the maximum number of distribution codes any one of your employees can have.

> **Note:** Some distribution codes cannot be used with any other distribution code. Before you assign multiple distribution codes to an employee, you must verify they can be used together on Form 1099-R. You can find this information on the instructions for Form 1099-R at http://www.irs.gov/.

To set up an employee with multiple distribution codes:

Perform these steps for each distribution code you want to report on Form 1099-R.

1. Navigate to the People Extra Information window.
2. Select Pay US Pension Reporting, and click inside the Details field.
3. Select a 1099-R GRE in the GRE field.

   If you are specifying multiple distribution codes for this employee, each distribution code must use a different GRE.

4. Specify the distribution code you want to report on Form 1099-R.

5. Repeat as needed for each distribution code you want to report.

Running the Federal 1099R Magnetic Report

Run the Federal 1099R Magnetic report from the Submit Requests window.

> **Note:** You must successfully run the Year End Pre-Processor for each Retiree GRE in your enterprise prior to running the Federal 1099R Magnetic report. If the Year-End Pre-Processor is not run for each Retiree GRE, you will receive a warning message. This warning must be checked and corrected. If the Year End Pre-Processor has not been run for a GRE containing retirees who have retirement distributions for the current reporting year, the magnetic report will be incomplete.

To run the Federal 1099R Magnetic report:

When preparing to run this report, you may need to consider those employees who have changed their primary residence within the past year:

- If your DateTracked session date is the last day of the year or earlier, this report uses the employee's primary address listed as of the last day of the year.

- If your session date is greater than the last day of the year, this report uses the employee's primary residence as of your session date.

1. In the Name field, select Federal 1099R Magnetic report from the list. If the Parameters window does not open, click in the Parameters field.

2. In the Parameters window, enter the tax year for the report in the Year field.

3. In the Transmitter field, select the name of the GRE that functions as the transmitter of this 1099-R report.

   See: 1099-R Reporting on Magnetic Tape: *Running Your Payroll Using Oracle HRMS (US)*

4. Select Yes or No in the All Payers field.

   The All Payers field indicates whether to include all retirement GREs defined with the same TCC as the chosen transmitter in the magnetic report.

5. Indicate in the Final Filing field if this report is the final electronic file you are submitting.

6. If you are generating a file for testing purposes only, select Yes in the Test Tape

field.

7. Select the appropriate file type in the File Type field.

   Use the File Type field to specify if the output file should be an Original or Replacement File. If you select Replacement File, use the Replacement File AlphaChar field to give a letter designation to the file.

8. Click OK and then Submit.

   When the report is complete, the application generates the files for the magnetic media. You view the processing status of the report from the View Requests window.

9. Select Yes or No in the Fold Output parameter field. If you select Yes, then the output flat files (.mf) are folded as per the necessary specifications. The appropriate line feeds or carriage returns are added to the magnetic file (mf) output without any manual intervention being required. If 'No' (default option) is selected, then the process will not fold the output file and all the records in magnetic file are generated in one continuous line.

Running a State 1099R Magnetic Report

The State 1099R Magnetic report request parameters are similar to the Federal parameters, except they contain a state parameter.

> **Note:** You must successfully run the Year End Pre-Process for each GRE that does business in that State prior to running a State 1099R Magnetic report. If the Year-End Pre-Processor is not run for each Retiree GRE, you will receive a warning message. This warning must be checked and corrected. If the Year End Pre-Processor has not been run for a GRE containing retirees who have retirement distributions for the current reporting year, the magnetic report will be incomplete.

Run the State 1099R Magnetic report from the Submit Requests window.

To run a State 1099R Magnetic report:

When preparing to run this report, you may need to consider those employees who have changed their primary residence within the past year:

- If your DateTracked session date is the last day of the year or earlier, this report uses the employee's primary address listed as of the last day of the year.
- If your session date is greater than the last day of the year, this report uses the employee's primary residence as of your session date.

1. In the Name field, select State 1099R Magnetic Report from the list. If the Parameters window does not open, click in the Parameters field.

2. In the Parameters window, select the appropriate state from the list.

3. In the Year field, enter the tax year for the report.

4. In the Transmitter field, select the name of the GRE that functions as the transmitter of this 1099-R report.

5. If you are generating a file for testing purposes only, select Yes in the Test Tape field.

6. Select the appropriate file type in the File Type field.

   Use the File Type field to specify if the output file should be an Original or Replacement File. If you select Replacement File, then use the Replacement File AlphaChar field to give a letter designation to the file.

7. Click OK and then Submit.

   When the report is complete, the application generates the files for electronic submission. You can view the processing status of the report from the View Requests window.

8. Select Yes or No in the Fold Output parameter field. If you select Yes, then the output flat files (.mf) are folded as per the necessary specifications. The appropriate line feeds or carriage returns are added to the magnetic file (mf) output without any manual intervention being required. If 'No' (default option) is selected, then the process will not fold the output file and all the records in magnetic file are generated in one continuous line.

Generating Paper 1099-Rs for Individual Employees

You can generate a Paper 1099-R for an individual at any time. Using the Selection Criterion field in the Parameters Window, you can generate a single 1099-R by selecting Person Name or Social Security Number.

Running the 1099R Information Return PDF

Run the 1099R Information Return PDF report from the Submit Requests window

To run the 1099R Information Return PDF Report:

1. Select 1099-R Information Return - PDF in the Name field.

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

open.

3. Enter the Reporting Tax Year and a GRE Archived by Year End Pre-Process for the Paper 1099-R report.

   Note: 1099-Rs only print for assignments in the selected GRE.

4. Click in the Selection Criterion field, and choose one selection criterion.

   Note: This step activates the corresponding field in the Parameters window.

5. To run this report for an assignment set, make a selection in the Assignment Set field.

   This report does not support dynamic assignment sets.

6. If you entered a value in the Selection Criterion field, in the corresponding field, enter an appropriate value.

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

   Note: Only the 1099-R Information Return – PDF is supported for Year End 2008. Oracle Payroll supports printing 1099-R PDF output on Evergreen Form #5179 (envelope #9999-1).

8. Submit the report, or alternately, select sort options for the report.

To Generate Corrected 1099-R Information Return-PDF Reports

1099-Rs (Information Returns) must be checked as Corrected if there is any change to the data after the retiree received their 1099-R. The application should only generate Corrected 1099-Rs when the data is changed, but not when you add a new retiree assignment to the archive. When you add retiree assignments to the archive after the date set in profile option 'HR: Original 1099-R on or before (MM/DD)', you must use 'Add Assignment Actions To The Year End Pre-Process'. When you run the Retry US Payroll Process, retiree assignments added using the 'Add Assignment Actions To The Year End Pre-Process' will not be marked as Corrected. See: Paper 1099-R Requirements., page 3-344

Running the 1099R Register Report

Run the 1099R Register report from the Submit Request Set window.

Note: You must successfully run the Year End Pre-Process for the GRE to run this report.

To run the 1099R Register report:

1. In the Request Set field, select 1099R Register from the List of Values.
2. Click in the Parameters field if the Parameters window does not automatically appear.
3. Select the parameters for the report.

   See: 1099R Register Parameters section, page 3-348
4. Click OK to close the Parameters window.
5. In the Options region, select the number of copies you want to print.
6. In the Printer field, select a printer or accept the default.
7. In the Run Options region, select any run options and click Submit.

   Navigate to the View Requests window to view the 1099R Register.

Running the 1099R Exception Register Report

Run the 1099R Exception Register report from the Submit Request Set window.

To run the 1099R Exception Register:

1. In the Request Set field, select 1099R Exception Register from the list.
2. Click in the Parameters field if the Parameters window does not automatically appear.
3. Select the parameters for the report.

   See: 1099R Exception Register Parameters section, page 3-351
4. Click OK to close the Parameters window.
5. In the Options region, select the number of copies you want to print.
6. In the Printer field, select a printer or accept the default.
7. In the Run Options region, select any run options and click Submit.

   Navigate to the View Requests window to view the 1099R Exception Register.

Year End Pre-Process Re-Archive (ER info only)

If you discover that employer data on the federal or state magnetic 1099R is missing or null (blank), you can:

1. Correct this information
2. Rollback and rerun the magnetic media generation process to include the data for electronic submission
3. Run the Year End Employer Re-Archive process to include this data in the archive created by the Year End Pre-Process

You do not need to roll back the Year End Pre-Process for the GRE.

Run the Year End Employer Re-Archive process from the Submit Request window.

To run the Year End Employer Re-Archive:

1. In the Name field, select Year End Pre-Process Re-Archive (ER only).
2. Select the reporting year for this process.
3. Select the GRE archived by the Year End Pre-Process. This is a mandatory parameter.
4. In the Selection Criterion field, select one of the following:
   - **Federal** - to archive federal-level information.
   - **State** - to archive state-level information.
   - **View Online W2 Profile** - to allow employees to view W2s online. This option applies only to Employee W-2 processing.
   - **Original 1099-R on or before** - to archive 1099-R information on or before the date set as the value for the HR:Original 1099-R on or before (MM/DD) profile option. This option is applicable only to 1099-R processing. For more information on the profile option, see: Paper 1099-R Requirements., page 3-344
   - **Invalid PSD Code W2 Profile**- to archive the value set for the HR:Allow invalid PSD codes on W-2(Y/N) profile option. For information on the profile option, see: Determining how to Handle Employees with Invalid PSD Codes in Year End Reports, page 3-303. This option applies only to Employee W-2 processing and is not applicable to 1099-R Magnetic Media processing.

Report Output:

The Year End Pre-Process Re-Archive process produces output with the following information:

- Year
- Name of the GRE
- Federal/State Level
- Name of the field
- Previous Value
- Updated Value

You can export the output of the Year End Pre-Process Re-Archive to a spreadsheet for verification of the data that you have updated. You find this file in the OUT directory. After saving the output as a text (.txt) or .csv file, view this comma-delimited file in a spreadsheet.

> **Note:** You re-archive employer-level information based on the parameters you select when submitting the Year End Pre-Process Re-Archive. If you have already submitted a magnetic file, and employer-level information has since changed, the re-archive process re-archives the updated information. You must submit the Federal/State 1099R Magnetic Media process for retry (the new employer information is included in the output). Before submitting the Year End Pre-Process Re-Archive, please review the updated employer level data and determine which federal/state magnetic processes were submitted and mark for retry the appropriate processes.

Re-archived Data:

You can update the following data with this process:

Additional Organization Information	Field Name
Employer Identification:	• Employer Identification Number

W2 Reporting Rules:	• W2 Transmitter • 2678 Filer • Company Name • Contact Name • Problem Notification Method • Preparer • Tax Jurisdiction • Terminated GRE Indicator • Third Party Sick Pay • Other EIN
Federal Tax Rules:	• Type of Employment
Organization Information:	• GRE Name • County Code of GRE
1099-R Magnetic Rules:	• 1099-R Transmitter Code • 1099-R Transmitter Indicator • 1099-R Bureau Indicator • 1099-R Combined Fed State Filer
State Tax Rules:	• FIPS Code JD • SIT Company State ID • SUI Company State ID

W-2 Processing

Federal and State Magnetic W-2 Reporting

Your enterprise may be required to submit magnetic W-2 reports to both federal and state agencies. These reports contain your enterprise's annual Wage and Tax Statement of employee earnings and tax withholding.

> **Note:** You must successfully run the Year End Pre-Processor for each GRE in your enterprise prior to running a federal or state magnetic W-2 report. If the Year-End Pre-Processor is not run for each GRE, you will receive a warning message. This warning must be checked and corrected. If the Year End Pre-Processor has not been run for a GRE containing employees who have wages for the current reporting year, the W-2 reports will be incomplete.

The Social Security Administration has announced that employers that file Form W-2 on magnetic tape, cartridge, or diskette are required to file electronically. The current EFW2 layout is used for the electronic filing.

To determine the supported reporting formats for your state(s), see: State Formats for Report Submission, page 3-223

Important Note:

Oracle US Payroll enables you to determine the employee name that is archived and displayed on Employee W-2s (Online and Paper):

You can set the following profile options:

- HR:Archive Latest Name for W-2
- HR:Display Archived Name on W-2

For information, see: Setting Profile Options to Determine the Employee Name Archived and Displayed on Employee W-2s (Online and Paper), page 3-374

Reporting RW Records on the Federal Magnetic Tape

According to the Social Security Administration (SSA):

- Group like RW records under different RE records with different Employment Codes on the same magnetic tape.
- Group all RW records containing data solely from MQGE (such as containing wages or tips subject only to the Medicare tax) to follow an RE record with an

Employment Code of "Q."

- Group all other RW records (such as containing wages not subject to either Social Security or Medicare tax) to follow an RE record with an Employment Code of other than a "Q."

- Enter a Yes or No in the Government Employee field on the Federal Tax Rules on the GRE.

  The Government Employer field determines if the employer is a state or local government entity, or a government contractor, and you pay one or more of your employees under the same tax rules as a state or local government employee.

- When you enter Yes for the Government Employer, the tape separates employees who have Medicare withholding but not Social Security withholding under a separate RE record with an employment code of "Q" by GRE. You report all other employees under a separate RE record with an employment code of "R."

  When you enter No for Government Employer, all employees are reported under their respective GREs in the RE record with code "R."

The employment code on the RW record is determined at runtime based on the wages and withholding for the employee. If the employee has Medicare but not Social Security withheld, the employment code is "Q." Any other combination of Medicare and Social Security (such as, zero Medicare and Social Security), or both Medicare and Social Security has an employment code of "R."

Oracle Payroll uses combined reporting to report the RW records for an employee who has both (1) wages from Medicare tax and (2) wages subject to both Social Security and Medicare Taxes (full-FICA). These wages must be for the same taxable year while in continuous employment for the same employer.

With combined reporting, you prepare one RW record combining both the Medicare only (MQGE) wages and the full-FICA wages. You place the RW record after an RE record with an Employment Code of "R."

State and Commonwealth Restrictions

Hawaii	Hawaii does not accept Magnetic W-2s. For this state, you must submit Paper W-2s.
Kentucky	Kentucky does not accept Magnetic W-2s on 3480 or 3490 cartridges.

Louisiana	Louisiana does not accept Magnetic W-2s on 9 track tape, but does accept diskette and cartridge tapes.
Pennsylvania	Pennsylvania does not accept magnetic reel tapes for W-2 reporting. This state accepts only 3490 magnetic tape cartridges (CCH Payroll Management Guide No. 1142) or paper forms. You cannot submit W-2 data on diskette.
Puerto Rico	Oracle Payroll supports EFW2 reporting requirements for employees in Puerto Rico. Employees who work in Puerto Rico must be in a different GRE than US employees. To comply with EFW2 reporting requirements, the informational Payroll Balance "PR W2 Exempt Salaries" is available. You will need to create your own elements and feed the balance as required. If a value greater than zero is reported in the Exempt Salary field, then the field Exempt Code will be populated with Code A (Public employees' wages for overtime worked during emergency situations under Act 324-2004). Otherwise, it will be blank.
Vermont	Effective for 2010, Vermont mandates electronic filing of W-2's for employers exceeding 25 employees. Vermont follows the SSA EFW2 format.

See: State Paper W-2 Reporting, page 3-365

See: Year End Return Due Dates, page 3-223

Report Errors and Resolution

- If you run a magnetic W-2 report, and it does not complete successfully, the View Requests window indicates that an error has occurred. To read the error message, you must open the log file specified in the View Requests window. Errors most often occur because employee assignments are still marked for retry for a Year End Pre-Process run or because you did not run the Year End Pre-Process for every GRE in the enterprise.

  To resolve an error, you must roll back the magnetic report and fix the error. Once

you resolve the error, you can rerun the magnetic report.

Note: The report generates an output file (.a01) even if the process encounters errors.

- If you are validating your magnetic media reports through Accuwage, do not use this software to check your state reports. Accuwage is a Social Security Administration application and is only applicable for Federal W-2 magnetic media reports. Individual state formats do not completely follow the SSA EFW2 format, and your reports will likely fail the Accuwage checks.

W-2 Output

The federal and state W-2 processes each generate four output files:

- Magnetic report with naming convention [FED or STATE ABBREVIATION]W2_YY.mf

  You send this flat file to the SSA or State.

- Totals report with naming convention [FED or STATE ABBREVIATION]W2_[YY].a01

  This file reports tax withheld and wages reported per GRE.

- Exception Report with naming convention [FED or STATE ABBREVIATION]W2_[YY].a02

  The exception report contains the employees in error. You can view this comma-delimited file (.CSV), in a spreadsheet for easy searching. The monetary values appear exactly as they do on the electronic submission media and do not include decimal points.

  Employees with an RO Status of Error, but a valid RW record, do not appear on this report even though their records contain errors on the .mf file. You search the Audit Report (.a03) for a status of RO-Error to identify these employees.

  See: Understanding the Audit and Exception Reports, page 3-361

- Audit Report with naming convention [FED or STATE ABBREVIATION]W2_[YY].a03

  This file contains all of the employee information contained in the .mf file. You can view this comma-delimited (.CSV) file in a spreadsheet for easy searching. The monetary values appear exactly as they do on the electronic submission file and do not include decimal points. The Create Audit Report parameter controls the creation of this file for the Federal W-2 Magnetic Report process.

You can view the post archival reports from the application. After the magnetic media

process completes successfully, navigate to Payroll Process Results to view the output files.

As part of the standard process for generating the state W-2 magnetic file, you should review the .a02 file. You must address all exceptions before submitting the file to the state. If exceptions are identified, you should proceed using one of the following options:

- Correct the issue and retry the process
- Delete the employee(s), retry the process, and manually file the deleted employee(s)

This process is especially important for the State of Maryland, since the Maryland (MD) employer record (RE) includes total employee wages. If an employee appears on the .a02 file for MD, the employee totals are still included in the RE record even though the process did not produce an RS record. This produces a reconciliation issue, and could possibly cause a rejection of the file.

State Paper W-2 Reporting

Your enterprise must submit copies of employee W-2 reports to the state agencies. These reports contain your enterprise's annual Wage and Tax Statement of employee earnings and tax withholding. Use the Employer W2 to be filed with the state (PDF) process whenever the State W2 Magnetic Media process is not practical (you only have a small amount of employees to report) or is not supported by the state (Vermont and Hawaii do not accept magnetic W-2s).

You can print single state W-2s or a subset of W-2s for the state you define. Sort options give you further flexibility in printing state paper W-2s.

Run the "Employer W2 to be filed with the state (PDF)" report from the Submit Requests window.

Refer to State Formats for Report Submission, page 3-223 to determine the supported reporting formats for your state(s).

Selection Options for State Paper W-2s

You specify selection criteria when generating state paper W-2s. With this option, you generate state paper W-2s for a single employee or a small set of employees.

Note: Selecting from the List of Values enables the corresponding field

Select W-2s by the following criteria:

- Reporting Year
- GRE Archived by Year End Pre-Process

- State

Additionally, you can choose one item in the Selection Criterion field to further restrict your state paper W-2 report:

- Organization
- Location
- Employee Name (last, first middle)
- Social Security Number
- Assignment Set

Note: This report does not support dynamic assignment sets.

Sort Options for State Paper W-2s

You can sort your W-2s by one or more of the following options:

Organization Name	From archived data.
Location	From archived data.
Employee Name: (last, first, middle)	From archived data. **Note:** This is the default selection.
Social Security Number	From archived data.
Termination Reason	From archived data.
Zip Code	Use the Zip Code of the employee's primary address as of the session date (or as of termination date for terminated employees).

Selecting Sort Options for State Paper W-2 Reporting

You can select and sort State Paper W-2s from the Submit Requests window.

Local Magnetic W-2 Reporting

Oracle Payroll supports the creation of W-2 magnetic media in EFW2 format for the reporting of annual local wages for the following cities or localities:

- Kansas City, MO
- Dayton, OH
- Philadelphia, PA
- St. Louis, MO

In addition, Oracle Payroll supports the creation of magnetic media for the following government organizations in the state of Ohio:

- RITA
- CCA

> **Note:** Oracle supports magnetic media reporting requirements for cities that have a statutory mandate for magnetic reporting and a population of 2-million or more persons.

For employers doing business in Pennsylvania, see:

- Entering Information for the PSD Periodic Wage Listing Report Process, page 3-295
- Running the PSD Periodic Wage Listing Report Process, page 3-296

Run the Local W-2 Magnetic Media report from the Submit Requests window.

> **Note:** Only GREs you have archived in the selected year are available.

Local W-2 Magnetic Media Output Files

The Local W-2 Magnetic Media report produces the following four output files:

.mf	Flat file to be sent to the appropriate local tax agency.
.a01	Totals for Tax withheld and Wages reported per Government Reporting Entity (GRE).

.a02	Exception file. You can view this comma-delimited (.CSV) file in a spreadsheet for easy searching. If the process detects an error, the person in error is not included on the .mf file and is reported in this file. A successful process with no errors results in an empty .a02 file. A person may be excluded from .mf file and included in .a02 Exception Report file for the following reasons: • Negative value in any balance. • Amount reported exceeds 11 digits in the value column. **Note:** No value (NULL) does not exclude a person from the .mf file. • No Address or invalid address. • If Box 3 (Social Security Wages) + Box 7 (Social Security Tips) are greater than the Social Security wage base limit or if Box 4 (Social Security tax withheld) is greater than 6.2% multiplied by the Social Security wage base limit.
.a03	Audit file. You can view this comma-delimited (.CSV) file in a spreadsheet for easy searching. If the file is large, you can split it into smaller files. This file contains RS (Employee Wage Record) information.

You can view the post archival reports from the application. After the magnetic media process completes successfully, navigate to Payroll Process Results to view the output files.

Local W-2 Magnetic Media Output File Naming Convention

Local W-2 Magnetic Media files follow these naming conventions for output files:

- Maximum of 6 characters Business Group Short Name (embedded blanks are

ignored)

- Maximum of 5 Characters of City Name/Agency Name (KNSAS, for example)
- Format specifier (W2, for example)
- Last two digits of the year (03, for example)
- File Suffix (.mf, for example)

Example

Some examples of possible Local W-2 Magnetic Media output file names are:

- HRMSBGKNSASW202.mf
- HRMSBGKNSASW202.a01
- HRMSBGKNSASW202.a02
- HRMSBGKNSASW202.a03

Local Year End Interface Extract

Oracle Payroll provides a Local Year End Interface Extract process which produces XML output containing data items needed for reporting local W-2 information. The output file is in the EFW2 format. Also included, are a generic Local W-2 EFW2 template (.rtf), and a Summary report.

Process Parameters

The Local Year End Interface Extract process has the following parameters:

- Year
- State
- Locality
- Transmitter GRE
- SSA USERID
- Resub WFID
- Template Group

If you enter the State parameter and the Locality is left blank, the process produces an XML output file with records for all the localities within that state. If you enter the

Locality parameter, the XML output file only contains records for that locality. For both the State and Locality parameters, locality details in the XML output file will include valid counties and related school districts in addition to the city values. The delivered template produces a file for a single locality. If you need to include multiple localities within a single file, you need to modify the template to include those localities.

Output File Format

The XML output file contains all possible data items that are required in an EFW2 file. This XML output file may also be used for a locality that accepts a format other than EFW2, as long as the data items you need for the layout are a subset of the ones included in the delivered XML output file. It is important to note that you may need to customize the generic template delivered with the process in order to meet the county, city, or school district W-2 reporting requirements.

You need to create your own rtf templates to produce a non-EFW2 output file. The wages in the delivered XML output file do not have the work and resident designations. If the locality you are trying to produce requires this breakdown of wages, the delivered XML output file does not support this.

You need to copy and modify the delivered rtf template for each locality due to the differences in requirements. If the locality accepts the default EFW2 format, the only change to the template is to specify the local specific info, for example city code, in the appropriate position on the file. You need to contact each locality for their specific requirements. Oracle Payroll recommends you create a separate .rtf template for each locality being filed.

You can use the Template Group parameter to select from a list of custom template groups comprised of delivered and custom templates in order to meet specific local statutory requirements. This is accomplished by:

- Registering Custom Templates
- Grouping Related Templates
- Registering the Custom Template Group
- Using the Template Group

See: Setting Up Custom BI Publisher Templates for Payroll, page 3-405.

For information on how to modify and upload the rtf templates, please see the Oracle XML Publisher Administration and Developer's Guide and the Oracle XML Publisher Report Designer's Guide available on My Oracle Support. Check the technical details section on steps to register the template with the process Local Year End Interface Extract concurrent program.

Output Files and Naming Convention

The Local Year End Interface Extract process produces three output files, one .xml file and three .out files.

The naming convention of the XML file is:

o<Request id of the parent process>.xml For example, if the parent concurrent program request id is 513931, the xml file name is o513931.xml .

The concurrent process generates .out files for the magnetic (mf) file in flat file format, and the a01 and a02 files in RTF format. You will see three concurrent jobs under the parent request id. For example, if the parent concurrent request id is 513931, you will see three concurrent jobs spawned in View Requests with the concurrent process name Generate Payroll XDO Reports. In order to view these output files, simply click on the View Output button. However, if saving the files on your local machine you should rename the files with the appropriate extensions so that these can be opened properly using the appropriate word processor like MS Word (for a01 and a02 file) or Notepad (for magnetic file).

The seeded template restricts those employees with negative earnings/withheld from appearing in the magnetic file and .a01 reports. Therefore, similar modifications must be made to custom templates.

The .a02 Employee Exception report contains the following message at the top of the report if there are any erroneous records (exceptions):

***Warning: This Local W2 XML file contains employees with exceptions. Following is the list of such employees along with the exception details. These exceptions will need to be corrected or removed before filing.

The report then displays Submitter information (Name, Address, City, State, Zip Code), Employer Information (Name, EIN, Address, City, State, Zip Code), and Employee information (Employee Name, Employee SSN, and Exception details) for those employees with exceptions.

Once the details of all such employees are displayed, the report will display the total number of such employees that belongs to this Employer. The entire structure will repeat itself for any other Transmitters or Employers with any employee(s) displaying exceptions.

Taxation of Group Term Life Insurance Coverage

Any group term life insurance coverage in excess of $50,000, when provided to retired employees, is subject to tax and requires W-2 reporting. You cannot report the income from the excess coverage on a 1099-R.

The excess coverage amounts are taxable for Social Security and Medicare, but Federal law permits you to report these taxes as due in Box 12 with special codes. The taxes due appear in Box 12, Code M and N. The imputed income amounts appear in W-2 Boxes 1,

3, 5, and 12 Code C.

See:Populating Box 12 with Taxes Due for Group Term Life Insurance, page 3-427

Elective Deductions for Returning Veterans (USERRA Compliance)

Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), employers must reinstate individuals returning from service in the Armed Forces or National Guard to their former jobs following discharge or release from active duty, reserve duty, or training. USERRA is intended to guarantee that returning employees are reemployed in the jobs held when military leave began, if feasible, but with the same seniority, pay, status, and benefit rights the employees would have if they had worked continuously for the employer.

Your pension plans must treat employees on military leave as though they had been in continuous employment. When an employee returns from military leave, you must credit them for pension entitlements and other deferred-income plans, plus profit-sharing plans, for the period that the employee was on military leave.

To ensure that plans to which employers have made retroactive contributions for returning veterans still meet qualification requirements (not exceeding annual contribution limits), pursuant to USERRA, any employer or employee contributions are not taken into account in the year to which they relate. Under this provision, contributions are not subject to the limitations of elective deferrals, Section 403(b), Section 415 limitations, Section 457 government plans, and IRAs and SIMPLE accounts (Section 408). Plans that accept such contributions are also treated as passing the nondiscrimination test, minimum coverage tests, and minimum participation tests.

Employers must permit returning employees to make up to the maximum elective deferral the employee could have made during military service, from the date of reemployment through three times the period of military service or 5 years (whichever is lesser). Employers must match such contributions.

> **Note:** If employees assigned to a Puerto Rico GRE contribute to a deduction under the USERRA plan, you must manually generate a Form 499R/W2PR or create a separate statement showing the type of plan, the year to which the deferrals relate, and the amount deferred.

See: Setting up Elective Deductions for Returning Veterans (USERRA Compliance), page 3-431

Roth Contributions

Under USERRA, employees who served in the military can make up retirement plan contributions. Employees can designate after-tax investment amounts for prior years for Roth 401k and 403b. Current year Roth 401K and 403b withholding amounts and prior year makeup amounts under USERRA are reported on the W-2 in Box 12. The amount

reported under the current year includes the total for the calendar year and prior years. The prior years are also listed and include: the designated year of the makeup amount, the amount and the appropriate code (AA for Roth 401k or BB for Roth 403b)

The Year End Pre-Process archives theUSERRA balances. For the generated Roth 401k and 403b elements, the Year End Pre-Process archives the date of designated Roth contributions using the element's input value Year of Prior Deferrals.

> **Note:** Elements feeding the Roth USERRA 401k and 403b balances automatically feed the standard Roth 401k and 403b balances.

Employee Verification Service

The Social Security Administration (SSA) offers the free Employee Verification Service (EVS) you can use to verify that the employee names and social security numbers you report on Form W-2 match the SSA's records. The SSA recommends detecting these errors early and correcting them prior to W-2 submission. If you submit Form W-2 with errors, the affected employees receive notification letters from the SSA. As the employer, you will receive a no-match letter from the SSA if you have at least 11 mismatches and 1/2 of 1% of all your W-2 forms have a mismatch.

The inability to resolve an employee's name with their social security number may result in the employee being unable to collect their benefits when needed.

IRS Advice to Employers

The IRS provides the following suggestions to aid employers in verifying they have the correct employee SSNs on record:

- Ask each new employee for proof of their SSN by showing their social security card.
- Maintain a copy of each employee's W-4, and keep documentation for each W-4 form request.
- Maintain accurate payroll records of each employee's name and SSN.
- Remind employees to report any name changes to SSA and to the employer (due to marriage, divorce, and so on).
- Remind employees to check their W-2s for typos or other errors.
- Use the EVS to validate the SSNs reported on the W-4s.
- Inform employees that a W-4 social security number beginning with a 9 is actually an Individual Taxpayer Identification Number (ITIN) and cannot be used to report earned income. ITIN should not be used when filing W-2 forms.

Electronic EVS Report

Oracle HRMS now provides the Electronic EVS Report concurrent process to assist you in your employee verification efforts. This process creates an output file that you can submit electronically to the SSA's Employee Verification Service.

See Verifying Employee Names and Social Security Numbers, page 3-438

SSNVS File Using Spreadsheet Software Program

The Social Security Administration offers a spreadsheet software program that creates an SSNVS file that you can use to verify up to 250,000 names/Social Security numbers. You create the spreadsheet in the specified file format, and submit the information either online, or through electronic file submission. Access the specifications for the record layout at http://www.ssa.gov/employer/ssnvs_handbk.htm.

> **Note:** Effective 2007, the Social Security Administration will no longer accept employee verifications on tape or diskette.

Pennsylvania Employee SUI Reporting on W-2

The Department of Labor and Industry does not require that the employee contribution to State Unemployment be included on the W-2 form. Use Box 14 on Form W-2 to display the employee SUI information.

See: Populating Box 14 with Additional Information, page 3-430

Setting Profile Options to Determine the Employee Name Archived and Displayed on Employee W-2s (Online and Paper)

Oracle US Payroll enables you to determine the employee name that is archived and displayed on Employee W-2s (Online and Paper):

You can set these following profile options:

- HR:Archive Latest Name for W-2
- HR:Display Archived Name on W-2

Setting these profile options can help resolve any name reporting inconsistencies with the Employee W-2s and Employee Online W-2s. By default, the 'HR:Archive Latest Name for W-2' and 'HR:Display Archived Name on W-2' profile options are delivered with N (No) as the default value (which reflects the current system behavior).

HR:Archive Latest Name for W-2

The 'HR:Archive Latest Name for W-2' profile option determines which name is archived when the Year End Preprocessor (or YEPP) is run. When set to Y (Yes), this will result in the employee's latest name being archived when the Year End Preprocessor (YEPP) is run or retried. This will also result in the latest name being reported on the Federal W-2 Magnetic Media files as a "smart archive" call is made which archives and reports the current/latest name in the Federal W-2 Magnetic Media magnetic file (mf) output. When set to N (No), the YEPP will archive the employee name as of December 31st of the reporting year, and the same name will also then be reported in the Federal W-2 Magnetic Media output file.

HR:Display Archived Name on W-2

The 'HR:Display Archived Name on W-2' profile option determines which name is displayed on the online Employee W-2 or is printed on the Employee W-2 when the Employee W-2 PDF report is run. When set to Y, both the online Employee W-2 PDF and the printed Employee W-2 PDF will display the archived name (the name that was archived for that reporting year). When set to No, it will display the latest name which is the current behavior: the Employee W2 PDF will display the name in effect on the effective date the report was run, and the online employee W-2 PDF will display the current name on the date it is viewed.

For example, an employee named Jane Smith (as of December 31st, 2012) changes her name to Jane West on January 16th, 2013, and then on April 1st 2013, she changes it again to Jane Jones. If the 'HR:Display Archived Name on W-2' profile option is set to Y, when the employee W-2 PDF report is run for reporting year 2012 (by date tracking to the effective date of January 25th, 2013), the archived name (Jane Smith) is displayed in the report's W-2 PDF output. If she views her 2012 W-2 PDF online via self service on April 5th, 2013, the archived name (Jane Smith) will still be shown. However, with the profile option set to N (the default setting), when the Employee W2 PDF is run for reporting year 2012 (by date tracking to the effective date of January 25th, 2013), the current name in effect (Jane West) is printed in the W-2 PDF report output. If she were to view her W-2 PDF online via self service on April 5th, 2013 she will see her latest name (Jane Jones) on the W-2.

Important Notes

- When viewing the Employee W-2 PDF for years prior to 2013, as the Year End Preprocessor would have archived the name effective on 31st December of the applicable year (and the name change would have happened after this date), the employee name is fetched from the run date of the Federal W-2 Magnetic Media process run for that reporting year.

- When the two new profile options are set to Y, the changes apply to all parts of the employee's name (that are applicable) including 'First Name', 'Middle Name', 'Last

Name', 'Prefix' and 'Suffix'. If the profile options are set to N, 'First Name', 'Middle Name', and 'Last Name' are reported based on the effective date that is set when the Employee W-2 PDF report is run or the system date when the Online Employee W-2 is viewed. However for the latter case, the fields 'Prefix' and 'Suffix' are still taken from data archived by running the Year End Preprocessor.

- Oracle recommends setting both options to Y or both options to N. When both options are set to N (the default provided option), this reflects the existing behavior. When both options are set to Y, this reflects the new behavior and keeps all the applicable Year End reports in sync for all the name corrections that may have occurred.

- If both the profile options are set to Y, Oracle recommends that payroll administrators retry the Year End Preprocess if there is a name correction. In scenarios where users skip running the Retry Year End Preprocess after a name correction, there will be a mismatch between the name reported on the Employee W-2 PDF and the name on Federal W-2 Magnetic Media output. However, this can be addressed if the payroll administrator re-prints W-2 for this employee after running the Federal W-2 Magnetic Media, as a smart archive call will update the archived name data as a part of the Federal W-2 Magnetic Media process.

- If both the profile options are set to Y, for those customers not using the Oracle-delivered Federal W-2 Magnetic Media (i.e. the data is sent to a third party to file such as ADP), Oracle Development strongly recommends running the Retry Year End Preprocess option after name corrections. This is required as the 'smart archiver' is only executed as part of the Federal W-2 Magnetic Media process so it is possible for the reports to go out of sync.

- The "smart archive" that is available with the Federal W-2 Magnetic Media process is not available with the State W-2 Magnetic Media process.

- The W-2c Pre-Process is a simple Year End Pre-process call, so if the W2-c Pre-Process is run with the profile 'HR:Archive Latest Name for W-2' set to Y, the employee's latest name is archived. If it is run with the profile option set to N, the name as of 31st December of the reporting year is archived.

Impact of the Profile Options

The following tables below summarize the effect of each of the profile options when set to Y or N on the applicable Year End reports:

HR:Archive Latest Name for W-2

Option Y	Year End Preprocessor	Archive latest name

	W-2c Pre-Process	Archive latest name
	Federal W2 Magnetic Media	Archive the latest name and report it
Option N	Year End Preprocessor	Archive Name as of 31st December of reporting year
	W-2c Pre-Process	Archive Name as of 31st December of reporting year
	Federal W2 Magnetic Media	Report the archived name

HR:Display Archived Name for W-2

Option Y	Employee W-2 PDF	Display the archived name
	Online W-2 PDF	Display the archived name
Option N	Employee W-2 PDF	Display the name as of the effective date set when the report is run
	Online W-2 PDF	Display the latest name

Employee Paper W-2s

Employers use the Wage and Tax Statement (Form W-2) to report to the IRS, state, and local governments taxable and non-taxable income information for individual employees.

Important Note:

Before your print Employee Paper W-2s determine the employee name that is archived and displayed on W2s:

You can set the following profile options:

- HR:Archive Latest Name for W-2
- HR:Display Archived Name on W-2

For information, see: Setting Profile Options to Determine the Employee Name

Archived and Displayed on Employee W-2s (Online and Paper), page 3-374

With Oracle Payroll, you can print single W-2s or a range of W-2s. You can also select an option to print W-2s for only terminated employees. Sort options give you further flexibility in W-2 distribution.

Oracle Payroll supports output in .PDF format. You can view and create employee W-2s in Adobe Acrobat .PDF format. You can also print the Employee W-2 PDF report in batch or individually in PDF format from the application.

W-2's need to display Corrected, and the correction date, if there is any change to the data after the employee received the W-2. The application should only display Corrected when the data is changed, but not when you add a new employee to the archive. When you add employees to the archive after the allow online display date, you must use Add Assignment Actions To The Year End Pre-Process. When you run the Retry US Payroll Process, employees added using the Add Assignment Actions To The Year End Pre-Process will not be marked as Corrected.

Oracle Payroll supports printing employee W-2 PDF output using products from Evergreen Document Solutions and RR Donnelley (formerly Moore).

The following products are available from Evergreen Document Solutions for blank W-2's:

- Blank perforated W-2 (with printed instructions on back) - Form #5208
- Window envelope for W-2 - #4444-1.

The following products are available from RR Donnelley for blank W-2's:

- Blank perforated W-2 (with printed instructions on back) - ORLW28700BW (50 PK).
- Blank perforated W-2 (with printed instructions on back) - ORLW28700B (2000 BULK).
- Blank perforated W-2 (blank on back) - ORLW28700BLANKW (50 PK).
- Blank perforated W-2 (blank on back) - ORLW28700BLANK (2000 BULK).
- Window envelope for W-2 - 7987E.

Employee copies of Form W-2 (Copies B, C, and 2), including those that you print on a single sheet of paper, must be easily separated. The best method of separation is to provide perforations between the individual copies. Each copy should be easily distinguished whatever method of separation is used.

The perforation requirement does not apply to printouts of copies of Forms W-2 that you furnish electronically to employees. However, you should caution these employees to carefully separate the copies of Form W-2.

Note: The unique control number printed on each form is the Assignment Action ID archived by the Year End Pre-Process.

Run the Employee W2 PDF report from the Submit Requests window.

Note: Only GREs you have archived in the selected year are available.

Selection Options for Paper W-2s

With Oracle Payroll, you can enter selection criteria for generating paper W-2s. This option is useful if an employee has lost their W-2 and needs a new copy.

Oracle Payroll requires you to select W-2s by the following criteria:

- Reporting Year
- Government Reporting Entity

Additionally, you can choose one item to further restrict your paper W-2 report:

- Organization
- Location
- Employee Name (last, middle, first)
- Social Security Number
- State

  Note: If you select a state in this field, Payroll prints W-2s for all employees that have taxable wages in that state. If an employee has taxable wages in an additional state, Payroll prints all W-2s for that employee.

- Assignment Set (optional)

  Note: This report does not support dynamic assignment sets.

  Note: Choosing a selection option enables the corresponding field.

Sort Options for Paper W-2s

You can sort W-2s by one or more of the following options:

Field	Description
Organization Name	From archived data.
Location	From archived data.
Employee Name (last, first, middle)	From archived data. **Note:** This is the default selection.
Social Security Number	From archived data.
Termination Reason	From archived data.
Zip Code	Use the Zip Code of the employee's primary address as of the session date (or as of termination date for terminated employees).

Selecting Sort Options for Paper W-2 Reporting

You can select sort criteria for Paper W-2 distribution purposes.

Generating Paper W-2s for Individual Employees

You can generate a Paper W-2 for an individual employee at any time. Using the Selection Criterion field in the Parameters Window, you can generate a single W-2 by selecting Employee Name or Social Security Number. You can also specify an Assignment Set and generate Paper W-2s only for those employees in that set.

Employee Online W-2s

Employers use the Wage and Tax Statement (Form W-2) to report taxable and non-taxable income information for individual employees to the SSA, state, and local governments.

Important Note:

Before employees print Online W-2s determine the employee name that is archived and displayed on Employee Online W2s

You can set the following profile options:

- HR:Archive Latest Name for W-2
- HR:Display Archived Name on W-2

For information, see: Setting Profile Options to Determine the Employee Name Archived and Displayed on Employee W-2s (Online and Paper), page 3-374

By enabling the HR: Allow online W-2 viewing as of Month/Day (MM/DD) profile option, you allow your employees to view and download their W-2s as PDF files. You can specify the month and day that the current year's W-2s are viewable and grant these rights at the application, responsibility, user, server, organization, or site level.

> **Note:** Customers who have set up multiple application servers must bounce these servers after setting the HR: Allow online W-2 viewing as of Month/Day (MM/DD) profile option in order for users to be able to view W2s online. Customers may have different configuration on the middle tier, for example, more than one application server, multiple JVMs, and load balancing. Such setup can contribute to the caching of the profile values and may not reflect the profile option setting on bouncing of Apache only, it may require bouncing of the application or middle tier to make sure the cache value is cleared.

These PDFs meet the substitute forms requirements specified in IRS Pub 1141. Perforations are required between forms on all copies except Copy A to make separating the forms easier.

If employees attempt to view their W-2 before the specified date, they only see the previous years' W-2s.

Employees must have Adobe Acrobat Reader installed to view these online W-2s.

W-2's need to display Corrected, and the correction date, if there is any change to the data after the employee received the W-2. The application should only display Corrected when the data is changed, but not when you add a new employee to the archive. When you add employees to the archive after the allow online display date, you must use Add Assignment Actions To The Year End Pre-Process. When you run the Retry US Payroll Process, employees added using the Add Assignment Actions To The Year End Pre-Process will not be marked as Corrected.

When generating 2012 (and later) Employee W-2s for viewing online, a custom template may be used. For details on setting up and using custom templates with the Employee Online W-2, please see Setting Up Custom BI Publisher Templates for Payroll, page 3-405.

Paper Versus Online Delivery

You can specify that employees receiving online W-2s do not receive paper copies. The

online W-2 functionality uses the statutory document printing option, which specifies the method of delivery for statutory documents. You manage this option by setting up the self-service preferences at the person, location, HR organization, and/or business group levels:

Person	Defined through the Self Service Preference for Person Extra Information Type. You must add this type to your user-defined responsibility to access the statutory document printing option.
Location	Defined through the Self Service Preference for Location Extra Information Type. You must add this type to your user-defined responsibility to access the statutory document printing option.
HR Organization	Defined through the Self Service Preference segment in the HR Organization descriptive flexfield.
Business Group	Defined through the Self Service Preference segment in the Business Group descriptive flexfield.

Outsourcing the Printing of Employee W-2s

Employers use the Wage and Tax Statement (Form W-2) to report taxable and non-taxable income information of individual employees to the IRS, state, and local governments.

If your organization outsources your employee W-2 print operations, Oracle HRMS provides an XML interface for exporting your W-2 reports. Use the interface to generate your employee W-2s in XML format.

Run the Employee W-2 XML Interface report from the Submit Requests window.

> **Note:** Only the GREs you archived in the selected year are available when running the XML Interface report.

Selection Options for XML W-2s

You can provide selection criteria for generating W-2s in XML format. This option is useful if an employee has lost their W-2 and needs a new copy.

If you do not want to generate W-2s for all employees, you can limit the reports by specifying an Assignment Set (but not a dynamic assignment set).

> **Note:** When you run the Employee W-2 XML Interface program with more than one thread, the program automatically generates another concurrent request 'Employee W-2 XML Output' that contains the XML output which you can use to view the details. When you run the process with a single thread, the output can be viewed using the View Output button.

Agent 2678 Filer Support

Oracle HRMS supports the use of Agent 2678 Filers for payroll processing and W-2 distribution.

When you use a payroll vendor for W-2 distribution, your agent's company name appears on your employee W-2s as the employer, followed by a statement that they are an agent on your behalf, followed by their business address. The agent's EIN appears in the EIN Identification Number field of the W-2.

For instructions on how to set up an Agent 2678 Filer, see Setting Up an Agent 2678 Filer for W-2 Reporting, page 3-426.

Form W-2 Box Information

The following table depicts the various boxes and fields on form W-2 and indicates where Oracle Payroll draws the appropriate balances to complete the form:

Box	Title	Information Contained
a	Control Number	Assignment Action ID archived by the Year End Pre-Process
b	Employer Identification Number	Employer ID (Federal EIN)
c	Employer's Name, Address, and Zip Code	Tax Unit Name (GRE Name), Tax Unit Address (GRE Location)
d	Employee's SSN	National Identifier

Box	Title	Information Contained
e	Employee's Name	First, Middle Initial, Last
f	Employee's Address, and Zip Code	Primary Address
1	Wages, Tips, and Other Compensation	FIT Reduced Subject Withholdable (FIT Subject Withholdable - FIT Pre Tax Redns) + FIT Subject Non Withholdable
2	Federal Income Tax Withheld	FIT Withheld (PER_GRE_YTD)
3	Social Security Wages	SS EE TAXABLE (PER_GRE_YTD)
4	Social Security Tax Withheld	SS EE Withheld (PER_GRE_YTD)
5	Medicare Wages and Tips	Medicare EE Taxable (PER_GRE_YTD)
6	Medicare Tax Withheld	Medicare EE Withheld (PER_GRE_YTD)
7	Social Security Tips	W2 BOX 7
8	Allocated Tips	W2 BOX 8
10	Dependent Care Benefits	W2 Dependent Care (PER_GRE_YTD)
11	Nonqualified Plans	W2 Non-qualified Plan (PER_GRE_YTD)
12	Codes	See Balances for W-2 Box 12, page 3-391 for descriptions of the supported codes and their content

Box	Title	Information Contained
13	Statutory Employee	Check box on Tax Information form
13	Retirement Plan	W2 Pension Plan (PER_GRE_YTD)
13	Third-party Sick Pay	W2 Third Party Sick Pay (PER_GRE_YTD)

Box	Title	Information Contained
14	Other	• BOONOC: Kentucky Boone County occupational tax • BOONMH: Kentucky Boone County Mental health tax • CA SDI: California SDI • CA VPDI: California VPDI • NJDI: New Jersey SDI • NJDIPP: New Jersey DIPP number • NY SDI: New York SDI • UI/WF/SWF: New Jersey SUI • YN: Deferrals under a NQDC plan included in SS and Med wages as a result of the amount no longer subject to a substantial risk of forfeiture and for prior year services. • YT: Distributions from a NQDC plan included in Box 1 of the W-2. • ZN: Earnings from prior year NQDC deferrals now included in SS and Med wages. • MMIPAA: Annual $3 employee deduction for the Medical Malpractice

Box	Title	Information Contained
		Insurance Premium
14A	Other	W2 BOX 14A
14B	Other	W2 BOX 14B
14C	Other	W2 BOX 14C
14D	Other	W2 BOX 14D
14E	Other	W2 BOX 14E
14F	Other	W2 BOX 14F
14G	Other	W2 BOX 14G
14H	Other	W2 BOX 14H
14I	Other	W2 BOX 14I
14J	Other	W2 BOX 14J
14X	Other	PA LST: Pennsylvania Local Services Tax
14Z	CTB	Predefined balance fed by user-defined CTB element
14AA - 14ZZ	Other	User-defined
15	State	State Code (The state information on the W-2 is provided only if that state or locality information is entered in the tax information form for the assignment.)
15	Employer's State ID Number	State_id from ORG_INFORMATION of hr_organization_information

Box	Title	Information Contained
16	State Wages, Tips, and so on	• SIT Reduced Subject Withholdable (SIT Subject Withholdable - SIT Pre Tax Redns) + SIT Subject Non Withholdable (PER_GRE_YTD) • For New Jersey, this box could display the Family Leave Insurance Private Plan (FLI PP) ID.
17	State Income Tax	• SIT Withheld (PER_GRE_YTD) • For New Jersey this box could display the Family Leave Insurance (FLI) deduction amount.
18	Local Wages, Tips, and so on	Tax type (SDI, city, county, school) (Reduced Subject Withholdable (Subject Withholdable - Pre Tax Redns) + Subject Non Withholdable) (PER_GRE_YTD)
19	Local Income Tax	Tax type (SDI, city, county, school) Withheld (PER_GRE_YTD)

Box	Title	Information Contained
20	Locality Name	Locality Name **Note:** For employees subject to Pennsylvania Act 32*, effective for 2012 and later, the two-digit Tax Collection District (TCD) Code of the Tax Collection District to which their employer remitted the local income tax withheld is reported instead of Locality Name. *Philadelphia is exempt from PA Act 32, so for employees either working or residing in Philadelphia, the applicable locality name will continue to be reported. Also, any Pennsylvania employee W-2s generated prior to 2012 will still report the applicable locality name and not the TCD code in Box 20.

Box	Title	Information Contained
*	EFW2 Balances only	• W2 Non Qualified 457 (PER_GRE_YTD) • Territory Taxable Commission (PER_GRE_YTD) • Territory Taxable Allowances (PER_GRE_YTD) • Territory Taxable Tips (PER_GRE_YTD) • Territory Retire Contributions (PER_GRE_YTD)

For instructions on how to set up feed balances for Box 13 and 14, see: Feeding Balances for W-2 Box 13 and Box 14, page 3-428.

If you are adding new feeds to balances for W2 box information, Run Balances data may become invalid. It is necessary to ensure that the related Run Balances data is regenerated for optimal performance of Year End Preprocess. To determine the invalidated run balances, run the "Run Balance Architecture Diagnostic Report". For the invalid balances, it is recommended to run the 'Generate Run Balances' request for the respective balances by selecting the mode as 'A single balance'.

Configuring W-2 Box 20 for Compliance with Pennsylvania Act 32

To accommodate employers who have elected to be Combined Filers, a new field "Act 32 Combined Filer TCD Code (PA)" has been added to a new DFF "W2 Reporting Rules 1" at the GRE level. This field needs to be set to the applicable TCD code where the taxes have been remitted.

> **Note:** This field must be populated for all applicable GREs. For example, a Combined Filer with 4 GREs (with Pennsylvania employees) that remitted local income taxes to TCD code '01', ('01') needs to be entered in the field 'Act 32 Combined Filer TCD Code (PA)' for each of the 4 GREs in 'W2 Reporting Rules 1'. ("W2 Reporting Rules 1" can be found by navigating to Work Structures > Description > GRE/legal Entity > Others.)

For non-combined filers (i.e. those who have a single work site and report/remit local

income taxes to just one TCD or multi site employers who file separately with each TCD) should leave the new field "Act 32 Combined Filer TCD Code (PA)" field blank. In this case, no additional setup is required. The TCD Code printed in Form W-2 box 20 will be the first two digits of the Work PSD Code for the corresponding Pennsylvania Local Earned Income Tax value reported in W-2 Box 19.

In cases where the employee's Work PSD Code is 880000 [Out of State], the TCD Code printed in Form W-2 box 20 will be the first two digits of the employee's Resident PSD Code. In cases where the employee's Work and/or resident PSD Code is 990000 [Unknown], the employee will be reported on the W2 Exception Register. For more information, see: W2 Exception Register Reporting, page 3-402

> **Note:** Oracle US Payroll enables you to determine whether employees with invalid PSD codes are to be reported in the W2 Exception Register or receive a W-2 with a potentially invalid or incorrect TCD code in Box 20. The setting for the HR:Allow invalid PSD codes on W-2(Y/N) profile option determines whether or not an employee is reported in the Employee W-2 PDF, W2 Register reports or the W2 Exception Register. Before you run the W2 Exception Register report, review the setting of the HR:Allow invalid PSD codes on W-2(Y/N) profile option.
>
> For more information, see:
>
> - W2 Exception Register Reporting, page 3-402
> - Setting the Profile Option for Employees with Invalid PSD Codes, page 3-303

For Philadelphia employees: Although the City of Philadelphia is assigned PSD Code 510101 under Pennsylvania Act 32, as the City of Philadelphia is not subject to the requirements of Pennsylvania Act 32, the local wage and withholding reporting for employees subject to the Philadelphia Wage Tax is unchanged and not impacted by the Pennsylvania Act 32 Form W-2 reporting requirements. For Philadelphia Earned Income taxes reported in W-2 box 19, W-2 box 20 will continue to display the applicable locality name.

Balances for W-2 Box 12

Box 12 holds a variety of information. Many of these boxes represent balances that need to be fed by an element. You can create individual elements to feed box 12 as appropriate.

Define Box 12 balances from the Balances window in the Total Compensation area of the Navigator.

For each Box 12 code, a definition is provided below:

Code	Description	Information Contained
A	Uncollected social security or RRTA tax on tips A balance for Code A includes the amount of social security tax on an employees tips that could not be collected because of insufficient funds.	W2 Uncollected SS Tax Tips (PER_GRE_YTD)
B	Uncollected Medicare tax on tips A balance for Code B includes the amount of Medicare tax on an employee's tips that could not be collected because of insufficient employee funds.	W2 Uncollected Medicare Tips (PER_GRE_YTD)
C	Taxable cost of group-term life insurance over $50,000 A balance for Code C includes the value of employer-provided group-term life insurance coverage over $50,000 minus the employee's after-tax contributions.	W2 Group Term Life (PER_GRE_YTD)
D	Elective deferrals to a section 401(k) cash or deferred arrangement A balance for Code D includes the employee's total elective deferrals to a 401(k) cash or deferred arrangement, even if the employee exceeds the annual elective deferral limit. For participating employees, lists USERRA by year.	W2 401K (PER_GRE_YTD)

Code	Description	Information Contained
E	Elective deferrals to a section 403(b) salary reduction arrangement A balance for Code E includes the employee's total elective deferrals to a 403(b) salary reduction agreement to purchase an annuity contract, even if the employee exceeds the annual elective deferral limit. For participating employees, lists USERRA by year.	W2 403B (PER_GRE_YTD)
F	Elective deferrals to a section 408(k)(6) salary reduction SEP A balance for Code F includes the employee's total elective deferrals to a 408(k)(6) salary reduction Simplified Employee Pension plan, even if the employee exceeds the annual elective deferral limit. For participating employees, lists USERRA by year.	W2 408K (PER_GRE_YTD)

Code	Description	Information Contained
G	Elective deferrals and employers contributions (including non-elective deferrals) to any governmental or non-governmental section 457(b) deferred compensation plan A balance for Code G includes the total elective and nonelective contributions made to a 457(b) deferred compensation plan for government employees or tax exempt organizations, even if the employee exceeds the annual elective deferral limit. For participating employees, lists USERRA by year.	W2 457 (PER_GRE_YTD)
H	Elective deferrals to a section 50(c)(18)(D) tax-exempt organization plan A balance for Code H includes the total elective deferrals to a 501(c)(18)(D) tax-exempt organization plan (not employer nonelective contributions or employee after-tax contributions). For participating employees, lists USERRA by year.	W2 501C (PER_GRE_YTD)
J	Nontaxable sick pay A balance for Code J includes the amount of third-party sick pay that is not subject to federal income tax because of the employee's after-tax contributions to the sick pay plan.	W2 Non Tax Sick Pay (PER_GRE_YTD)

Code	Description	Information Contained
K	20% excise tax on golden parachute payments A balance for Code K includes a 20% excise tax on excess golden parachute payments made to key corporate employees after a merger or acquisition.	W2 Excise Parachute Payments (PER_GRE_YTD)
L	Substantiated employee business expense reimbursements A balance for Code L includes the amount of employee business expense treated as substantiated (nontaxable) only if the employer reimburses its employees for expenses under a per diem or mileage allowance that exceeds the government-approved rates.	W2 Expense reimbursement (PER_GRE_YTD)
M	Uncollected social security or RRTA tax on taxable cost of group-term life insurance over $50,000 (for former employees) A balance for Code M includes the amount of uncollected social security tax on the value of excess group-term life insurance coverage for former employees.	W2 Uncollected SS GTL (PER_GRE_YTD)

Code	Description	Information Contained
N	Uncollected Medicare tax on taxable cost of group-term life insurance coverage over $50,000 (for former employees) A balance for Code N includes the amount of uncollected Medicare tax on the value of excess group-term life insurance coverage for former employees.	W2 Uncollected Medicare GTL (PER_GRE_YTD)
P	Excludable moving expense reimbursements paid directly to employees A balance for Code P includes the amount of moving expense reimbursements paid to employees that were not included in the employee's income because they were paid for qualified moving expenses.	W2 Qualified Moving Expenses (PER_GRE_YTD)
Q	Nontaxable combat pay. See the instructions for Form 1040 or Form 1040A for details on reporting this amount.	W2 Non Tax Combat Pay (PER_GRE_YTD)
R	Employer contributions to an Archer MSA A balance for Code R includes employer contributions to your medical savings account (MSA).	W2 Medical Savings Account (PER_GRE_YTD)

Code	Description	Information Contained
S	Employee salary reduction contributions under a section 408(p) SIMPLE A balance for Code S includes employee salary reduction contributions under a section 408(p) SIMPLE (not included in box 1).	W2 408P (PER_GRE_YTD)
T	Adoption benefits A balance for Code T includes adoption benefits not included in box 1.	W2 Adoption (PER_GRE_YTD)
V	Income from the exercise of nonstatutory stock option(s) (included in boxes 1, 3, and 5) A balance for Code V includes income from the exercise of non-statutory stock options.	W2 Non Qualified Stock (PER_GRE_YTD)
W	Employer contributions to a Health Savings Account (including amounts the employee elected to contribute using a section 125 (cafeteria) plan).	W2 Health Savings Accounts (PER_GRE_YTD)
Y	The amount set aside under a nonqualified deferred compensation plan. This includes the current year deferrals and earnings on the current year and prior year deferrals.	W2 Non Qualified Deferred Compensation (PER_GRE_YTD)

Code	Description	Information Contained
Z	The amount set aside under a nonqualified deferred compensation plan that is taxable in the year of deferral due to the failure of the employers plan to meet certain qualifications under section 409A. Can also be used to report amounts deferred into a nonqualified plan in prior years if the employer's plan was not modified	W2 409A Non Qualified Income (PER_GRE_YTD)
AA	Designated Roth contributions to a Section 401K plan. If an employee participates in a Section 401K plan that includes a qualified Roth contribution program, the employee may elect to make a designated Roth contribution to the plan or program in lieu of elective deferrals.	W2 Roth 401k (PER_GRE_YTD)
BB	Designated Roth contributions to a Section 403B plan. If an employee participates in a 403B salary reduction program that includes a qualified Roth contribution program, the employee may elect to make a designated Roth contribution to the plan or program in lieu of elective deferrals.	W2 Roth 403b (PER_GRE_YTD)
DD	Cost of Employer Sponsored Health Insurance. The amount reported with Code DD is not taxable.	W2 Health Coverage (PER_GRE_YTD)

Code	Description	Information Contained
EE	Designed Roth contributions under a governmental section 457(b) plan. This amount does not apply to contributions under a tax exempt organization section 457(b) plan.	W2 Roth 457b (PER_GRE_YTD)

For instructions on how to populate Box 12 with taxes due, see: Populating Box 12 with Taxes Due for Group Term Life Insurance, page 3-427

For instructions on how to set up feed balances for Box 13 and 14, see: Feeding Balances for W-2 Box 13 and Box 14, page 3-428. If you are adding new feeds to balances for W2 box information, Run Balances data may become invalid. It is necessary to ensure that the related Run Balances data is regenerated for optimal performance of Year End Preprocess. To determine the invalidated run balances, run the "Run Balance Architecture Diagnostic Report". For the invalid balances, it is recommended to run the 'Generate Run Balances' request for the respective balances by selecting the mode as 'A single balance'.

Balances for W-2 Box 14

Form W-2 Box 14 is designated as "Other" and can hold information such as:

- Union Dues
- Health insurance premiums
- Nontaxable income
- Voluntary after-tax contributions
- Educational Assistance payments

Form W-2 Box 14 also allows you to place other information that you may be tracking throughout the year as a user-defined balance.

If you have been tracking user-defined information and need to report it in box 14 of form W-2, you need to feed the balance.

W2 Register Reporting

You preview W-2s before printing by using the W2 Register Report. Through the W2 Register request set, you view the amounts reported in each box of the Form W-2 for all

employees in a particular GRE for a given year. You can also view the amounts for a particular assignment set (but not a dynamic assignment set). The W2 Register report shows totals by W-2 box number (1 through 20). Using sort options, you can customize this report to further display withholding totals for employees, organizations, and locations.

You use the W2 Register report to verify your W-2 box totals prior to running your W-2s. The totals generated by this report balance to the GRE Totals report, the Year-to-Date values on the Tax Remittance Report, and the .a01 report created when you run the process.

Prerequisite Step

Before you run the W2 Register Report, review the setting of the HR:Allow invalid PSD codes on W-2(Y/N) profile option. Oracle US Payroll enables you to determine whether employees with invalid PSD codes are to be reported in the W2 Exception Register or receive a W-2 with a potentially invalid or incorrect TCD code in Box 20. The setting for the HR:Allow invalid PSD codes on W-2(Y/N) profile option determines whether or not an employee is reported in the Employee W-2 PDF, W2 Register reports or the W2 Exception Register.

For more information, see:

- W2 Exception Register Reporting, page 3-402
- Determining how to Handle Employees with Invalid PSD Codes in Year End Reports, page 3-303

Important: To report Federal wages in the State Wages Box on W-2 for NY state, the business group level option 'W2 State wages match Fed(NY)' (navigation: Business Group > Others> State Tax Rules) must be set to Yes. Note that this option is set to Yes as a default for all business groups. This setting displays federal wages only for the NY state on the W2. Customers can still update the flag value back to 'No' if NY state rules any legislative change.

W2 Register Sort Options

You can organize the W2 Register report according to user-defined criteria or sort options. Oracle Payroll does not require that you use sort options to generate your W2 Register report, but they are the best way to customize the report to your specific needs. You sort reports by any three of the following options:

- Employee Name
- Location

- Organization
- Social Security Number

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

Sort Options and Report Layout

When printed, the W2 Register report inserts a page break between each selected sort option, with the exception of Employee Name or Social Security Number.

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

The report then lists the following information:

- Total Employees Successfully Processed
- Total Employees who will receive a printed a W-2
- Total Employees with zero or negative wages (box 1)
- Total Employees Errored in Year End Pre-Process
- Total Employees Marked for Retry of Year End Pre-Process

W2 Register Parameters

The following parameters exist for the W2 Register report:

Reporting Year (required)	Four-digit calendar year.
Government Reporting Entity (required)	GREs that you archived using the Year End Pre-Process for the specified Reporting Year appear in the list. GREs for retirees do not appear.
State	Select the state code to show only the employees in a particular state

Locality	Select the locality code to show only the employees in a particular locality. You must first select the correct state.
Totals Only (required)	Select Yes to show only the W-2 box totals for all selected employees in the report. The report does not include Individual employees. Select No to show W-2 box totals in the report for selected individual employees, as well as the totals for these employees.
Assignment Set (optional)	Select an assignment set to generate a report for only those employees. **Note:** This report does not support dynamic assignment sets.
Sort Options (optional)	Use the three fields for sort options to sort your report results. You cannot select Sort Options if you have set the Totals Only parameter to Yes. If you do not select any sort options, the report uses Employee Name as the default.

W2 Register Output

The W2 Register report prints according to the parameters that you select in landscape format to fit on 8.5" x 11" paper.

The values for boxes 1 through 6 of form W-2 always print on the report. The values for all other W-2 boxes appear on the report only if they are non-zero values.

W2 Exception Register Reporting

The W2 Exception Register request set identifies employees who have negative box 1 totals on the Form W-2, or have a zero box 1 total on the Form W-2, but have other negative W-2 box totals. This report also identifies Pennsylvania employees with invalid PSD codes.

The W2 Exception Register reports the following employees as an exception and not receiving a W-2 (for 2013 or later):

- Employee's work PSD code is invalid (990000) and their resident PSD code is either valid, 880000 (out of state) or 510101 (Philadelphia) and they have work local tax

withheld greater than zero (0).

- Employee's resident PSD code is invalid (990000) and their work PSD code is either a valid PSD code, 880000 (out of state) or 510101 (Philadelphia) and they have resident local tax withheld greater than zero (0).
- Both the employee's work PSD code and resident PSD code are invalid and they have local tax withheld greater than zero (0).

Prerequisite Step

Before you run the W2 Exception Register, review the setting of the HR:Allow invalid PSD codes on W-2(Y/N) profile option. Oracle US Payroll enables you to determine whether employees with invalid PSD codes are to be reported in the W2 Exception Register or receive a W-2 with a potentially invalid or incorrect TCD code in Box 20. The setting for the HR:Allow invalid PSD codes on W-2(Y/N) profile option determines whether or not an employee is reported in the Employee W-2 PDF, W2 Register reports or the W2 Exception Register.

For more information, see:Determining how to Handle Employees with Invalid PSD Codes in Year End Reports, page 3-303

W2 Exception Register Sort Options

Organize the W2 Exception Register report according to user-defined criteria or sort options. Oracle Payroll does not require that you use sort options to generate your W2 Exception Register, but they are the best way to customize the report to your specific needs. You can sort the report by any three of the following options:

- Employee Name
- Location
- Organization
- Social Security Number

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

Example

Following is an example of how to use sort options to customize the W2 Exception Register.

To create a W2 Exception Register sorted by Organization, Location, and Employee

Name:

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

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

> **Note:** The application nests the sort options. Using the previous example, if you change Sort Option Two from Location to Employee Name, Sort Option Three automatically clears.

Sort Options and Report Layout

When printed, the W2 Exception Register inserts a page break between each selected sort option, with the exception of Employee Name or Social Security Number.

For Example, if you choose Organization, Location, and Employee Name as sort options, the report contains a page break every time the Organization or the Location changes. The report doesnot have page breaks between the individual employees.

W2 Exception Register Parameters

The following parameters exist for the W2 Exception Register:

Reporting Year (required)	Four-digit calendar year.
Government Reporting Entity(required)	GREs archived using the Year End Pre-Process for the specified Reporting Year will appear. GREs for retirees do not appear.
Totals Only (required)	Yes to display only the W-2 box totals for all selected employees in the report; the report does not include individual employees. No to display W-2 box totals in the report for selected individual employees, as well as the totals for these employees.

Assignment Set (optional)	Assignment set to generate an exception report for only those employees. **Note:** This report does not support dynamic assignment sets.
Sort Options (optional)	Use the three fields for sort options to sort your report results. You cannot select Sort Options if the Totals Only parameter is set to Yes. See the Sort Options section for more information on how to properly use these parameters. If you do not select any sort options, the report uses Employee Name as the default.

W2 Exception Register Output

The W2 Exception Register prints according to the parameters that you select in landscape format to fit on 8.5" x 11" paper.

The values for boxes 1 through 6 of form W-2 always appear on the report. The values for all other W-2 boxes appear on the report only if they are non-zero values. This report format is the same as the W2 Register report.

The report then lists the following information:

- Total Employees Successfully Processed
- Total Employees who receive a printed W-2
- Total Employees with Zero or Negative Wages (box 1)
- Total Employees Errored in Year End Pre-Process
- Total employees Marked for Retry of Year End Pre-Process

Setting Up Custom BI Publisher Templates for Payroll

Oracle Payroll supports the use of custom BI Publisher templates for the following Year –End (and other) reports:

- Local Year End Interface Extract report
- Employee W-2 PDF report

- Employee W-2c PDF
- Employee Online W-2

> **Note:** Using custom templates with the Online W-2 is supported for 2012 and later. When viewing the 2012 Employee W-2 online via Employee Self Service, if the employee has received more than one W-2, the instruction page is provided after each set of W-2 copies.(Previously the instructions page was only provided after all of the Employee W-2 copies.)

- Check Writer (XML)
- Deposit Advice (XML)
- Third Party Check Writer (XML)

Creating Custom BI Publisher Templates :

This functionality may be used after performing the following procedures:

1. **Registering Custom Templates**: Register the custom templates using the XML Publisher Administrator responsibility.
2. **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.
3. **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.
4. **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.

> **Note: Custom Employee W-2 and W-2cTemplate Supportt**:
> Custom Template Support: While Oracle provides the flexibility of using custom W-2 PDF and W-2c templates when printing or viewing Online Employee W-2s and W-2cs, any customizations are

the customer's responsibility to develop and maintain. If any errors are encountered or there is unexpected output using your custom template, you are recommended to try running the Employee W-2 and W-2c PDF reports or viewing the Online W-2 and W-2c using one of the seeded templates first to confirm the issue is reproducible prior to logging a service request with Oracle Support.

Creating Custom BI Publisher Templates for Local Year End Interface Extract Reporting:

To register custom BI Publisher templates for Local Year End Interface Extract reporting:

The following example can be used to create custom templates for producing the magnetic file (mf), the audit report (.a01) and the Employee Exception report (.a02). However, other templates can be created if necessary for use with the Local Year End Interface Extract. Using the XML Publisher Administrator responsibility, navigate to Templates.

1. Click on Create Template.

2. Enter the following fields:

   - Name: Enter an appropriate name, for example: Custom Template for Local Year End for Alexandria, VA(MF).

   - Code: Enter the code using the mandatory format: <CODENAME>_MF to indicate that this template will be used for generating the magnetic file, for example LOCW2ALEXVA_MF.

   - Application: Select Payroll.

   - Data Definition: Select US LOCAL W2 XML Tape.

   - Type: Enter Type as 'eText Outbound' to indicate that this template will be used for generating the magnetic file.

   - Start Date: Enter a date prior to today's date.

   - Subtemplate: Select No.

   - Description: Enter a description.

   - File: Browse to select the desired template file. Make sure this is the correct file to be used for .mf file generation.

- Language: Select English.
- Territory: Select United States.

3. Click on Apply.
4. Again, click on Create Template.
5. Enter the following fields:
   - Name: Enter an appropriate name, for example, Custom Template for Local Year End for Alexandria, VA(A01).
   - Code: Enter the code using the mandatory format <CODENAME>_A01 to indicate that this template will be used for generating the .a01 file, for example LOCW2ALEXVA_A01.
   - Application: Select Payroll.
   - Data Definition: Select US LOCAL W2 XML Tape.
   - Type: Enter Type as 'RTF' to indicate that this template will be used for generating the magnetic file.
   - Start Date: Enter a date prior to today's date.
   - Subtemplate: Select No.
   - Description: Enter a description.
   - File: Browse to select the desired template file. Make sure this is the correct file to be used for .a01 file generation.
   - Language: Select English.
   - Territory: Select United States.
6. Click on Apply.
7. Again, click on Create Template.
8. Enter the following fields:
   - Name: Enter an appropriate name, for example, Custom Template for Local Year End for Alexandria, VA(A02).
   - Code: Enter the code using the mandatory format <CODENAME>_A02 to indicate that this template will be used for generating the .a02 file, for example

LOCW2ALEXVA_A02.

- Application: Select Payroll.
- Data Definition: Select US LOCAL W2 XML Tape.
- Type: Enter Type as 'RTF' to indicate that this template will be used for generating the magnetic file.
- Start Date: Enter a date prior to today's date.
- Subtemplate: Select No.
- Description: Enter a description.
- File: Browse to select the desired template file. Make sure this is the correct file to be used for .a02 file generation.
- Language: Select English.
- Territory: Select United States.

9. Click on Apply.

To group related templates for Local Year End Interface Extract reporting:

Use the following steps to group the custom templates created earlier for use with the Local Year End Interface Extract so that all the necessary output is generated using the applicable templates and the correct format. Using the Application Developer responsibility, navigate to Applications > Lookups > Common.

1. Enter the following fields:
   - Type: Enter an appropriate type name. The name must be in the following format: %US_LOCALW2XML%, for example, VISION_US_LOCALW2XML_ALEXVA. Note: The type name has a maximum size of 30 characters.

     Note: The type name has a maximum size of 30 characters.

   - Meaning: Enter an appropriate name. This name will be displayed as the Template Group name in the report, for example, Custom Template for Local Year End for Alexandria, VA
   - Application: Select Payroll.
   - Code: Enter the code used to register the template (in XML Publisher

Administrator) for example, LOCW2ALEXVA_MF

- Meaning: Re-enter the same template code.
- From: Enter a date prior to today's date.

2. Create another record.
3. Enter the following fields:
   - Code: Enter the code used to register the template for the .a01 file, for example, LOCW2ALEXVA_A01.
   - Meaning: Re-enter the same template code.
   - From: Enter a date prior to today's date.
4. Click Save.

To register the custom template group for Local Year End Interface Extract reporting

Use the following steps to register the template group comprised of the custom templates created earlier with the Payroll tables. Using the US 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: Select Local Year End Interface Extract.
   - Template Group: Select the template group to be registered.
4. Click on OK and submit the request.

To use the template group for Local Year End Interface Extract reporting

The template group comprised of the custom templates created earlier can now be used with the Local Year End Interface Extract to produce the desired magnetic (and other) output files. Using the US HRMS Manager responsibility, navigate to View > Request.

1. Submit a New Request and click on OK.
2. Name: Select Local Year End Interface Extract.
3. In the parameters form select the applicable Template Group created earlier.

To register custom BI Publisher templates for Employee W-2 PDF reporting and Online W-2:

Oracle Payroll delivers the following predefined template to produce custom Employee W-2 PDF and Online Employee W-2 PDF:

- Form W-2 <year> Template
- Code payusw2tmpl<year>
- Type RTF
- Data Definition US W-2

To register custom BI Publisher templates for Employee W-2 PDF reporting and Online W-2

The following example can be used to create custom templates for producing the Employee W-2 PDF report and for the Online Employee W-2. Using the XML Publisher Administrator responsibility, navigate to Templates.

1. Click on Create Template.
2. Enter the following fields:
    - Name: Enter an appropriate name, for example: Form W-2 Main (2008).
    - Code: Enter the code such as '%_PDF' to indicate that this template will be used for generating the pdf file, e.g., PAYUSW2MAIN2008 _PDF,
    - Application: Select Payroll.
    - Data Definition: Select US W-2.
    - Type: Select RTF.
    - Start Date: Enter a date prior to today's date.
    - Subtemplate: Select No.
    - Description: Enter a description.
    - File: Browse to select the desired template file. Make sure this is the correct file to be used for PDF file generation.
    - Language: Select English.
    - Territory: Select United States.

3. Click on Apply.

To group related templates for Employee W-2 PDF reporting

Using the Application Developer responsibility, navigate to Applications > Lookups > Common.

Note: These steps do not apply to the custom Employee Online W-2.

1. Enter the following fields:
   - Type: Enter an appropriate name. The name should be in a format like %US%PAYUSW2PDF%. The format is mandatory, e.g. VISION_US_PAYUSW2PDF_2008.
   - Meaning: Enter an appropriate name here as this name will be displayed as the Template Group in the report, e.g., Custom Template for Employee W-2 PDF for 2008 .
   - Application: Select Payroll
   - Code: Enter the code used to register the template (in XML Publisher Administrator) for example, PAYUSW2MAIN2008 _PDF.
   - Meaning: Re-enter the same template code.
   - From: Enter a date prior to today's date.
2. Click Save.

To register a template group for Employee W-2 PDF reporting

The template group comprised of the custom template created earlier can now be registered to produce the Employee PDF report output. Using the US HRMS Manager responsibility, navigate to View > Request.

Note: These steps do not apply to the custom Employee Online W-2.

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: Employee W-2 PDF.
   - Template Group: Enter the template group name to be registered, e.g., Custom

Template for Employee W-2 PDF for 2008.

4. Click on OK and submit the request.

To use a template group for Employee W-2 PDF reporting

The template group comprised of the custom template created earlier can now be used to produce the Employee PDF report output. Using the US HRMS Manager responsibility, navigate to View > Request.

Note: These steps do not apply to the custom Employee Online W-2.

1. Submit a New Request and click on OK.
2. Name: Employee W-2 PDF.
3. In the parameters form select the applicable Template Group created earlier.

To configure the custom Online Employee W-2 template in Self Service Preference at Business Group or HR Organization level

1. Log into the application for the desired responsibility.
2. Navigate to Work Structures > Organization > Description and query the applicable Business Group or HR Organization.
3. In the 'Organization Classifications' section, click on Business Group (or HR Organization) > Others > Self Service Preference.
4. Add the configuration for W-2. Set the following:
   - Document Type: W-2
   - Online: Yes
   - Template: Select the custom template defined earlier. (Note: any template selected in Self Service Preference at the HR Organization level will override the template selected at Business Group level.)
5. Click OK, save your changes and close the form.

To configure the custom Online Employee W-2 template in Self Service Preference at the Location EIT level

1. Login into the application using the desired responsibility.
2. Navigate to Work Structures > Location. Query the location.

3. Click on Extra Information.

4. For 'Type' click on 'Self Service Preference for Location'.

5. Click on Details, and for the Self Service Preference setup for the W-2, select:
   - Document Type: W-2
   - Online: Yes
   - Template: Select the applicable custom W-2 template. (Note: any custom template selected here will override the template selected at either the HR Organization or Business Group level.)

6. Click on OK, save your changes and close the form.

If necessary, set the Self Service Preference at the Person EIT level so the employee is able to view their W-2 online via Employee Self Service.

Creating Custom BI Publisher Templates for Employee W-2c PDF and Online W-2c:

You can run the Employee W-2c PDF concurrent program, which is XML based to generate the W-2c PDF.

Oracle Payroll delivers the following predefined template to produce custom corrected Employee W-2s for use with the Employee W-2c PDF report and the Online Employee W-2c:

- Name: Form W-2c 2013 Template
- Code: payusw2ctmpl2013
- Data Definition: US W-2C
- Type: RTF
- Default File: payusw2ctmpl2013_en.rtf

You can use the Template Group parameter to select from a list of custom template groups comprised of delivered and custom templates in order to meet specific local statutory requirements.

The following example can be used to create a custom template for Employee W-2c PDF and Online W-2c.

This is accomplished by the following procedures:

To register a custom BI Publisher template for Employee W-2c PDF and Online W-2c

1. Using the XML Publisher Administrator responsibility, navigate to Templates.
2. Click Create Template.
3. Enter the following fields:
   - Name: Enter an appropriate name, for example: Form W-2c Main (2013).
   - Enter the code such as ' <custom name>_PDF'.

     Note that the code must be in capital alphabets. This field is also required and holds the code with which the template gets referenced subsequently. Therefore the code must be chosen very carefully. Moreover, you must follow a naming convention while entering the template code. If the report for which the custom template is being registered generates multiple output files, the template code should be followed with an underscore along with a short description of the output type for which the template is being registered. For example, if the report produces two output files: one for the PDF and one for the audit report (CSV), the template codes must be defined as follows: <TEMP_CODE>_PDF and <TEMP_CODE>_CSV respectively, where <TEMP_CODE> can be any string. This is required to create a link between the template and the output file which it correlates to.

     Audit (CSV) report is not currently available with the W-2c PDF report; it will be available in a future release.
   - Application: Select Payroll.
   - Data Definition: Select US W-2C.
   - Type: Select RTF.
   - Start Date: Enter a date prior to today's date.
4. Subtemplate: Select No.
5. Description: Enter a description.
6. File: Browse to select the desired template file. Make sure this is the correct file to be used for PDF file generation.

   Language: Select English.

   Territory: Select United States.
7. Click on Apply.

To group related templates for Employee W-2c PDF

Note: These steps do not apply to the custom Employee Online W-2c.

1. Using the Application Developer responsibility, navigate to Applications > Lookups > Common.
2. Enter the following fields:
   - Type: Enter an appropriate name. The name should be in a format like %US%PAYUSW2CXML%. The format is mandatory, for example, CUSTOM_US_PAYUSW2CXML.
   - Meaning: Enter an appropriate name here as this name will be displayed as the Template Group in the report, for example, Custom Template for Employee W-2c PDF for 2013.
   - Application: Select Payroll
   - Code: Enter the code used to register the template (in XML Publisher Administrator) for example, 'CUSTOM_USW2C'.
   - Meaning: Re-enter the same template code.
   - From: Enter a date prior to today's date.
3. Click Save.

To register a template group for Employee W-2c PDF and Online W-2c

1. Using the US HRMS Manager responsibility, navigate to View > Request.
2. Submit a New Request and click on OK.
3. Name: Select Register BI Publisher Templates for Payroll.
4. Enter the parameters as follows:

   Payroll Process Name: Employee W-2c PDF.

   Template Group: Enter the template group name to be registered, e.g., Custom

   Template for Employee W-2c PDF for 2013.
5. Click OK and submit the request.

To use a template group for Employee W-2c PDF and Online W-2c

The template group comprised of the custom template created earlier can now be used to to produce the Employee W-2c PDF output.

1. Using the US Payroll Manager responsibility, navigate to View > Request.
2. Submit a New Request and click on OK.
3. Enter Name: Employee W-2c PDF.
4. Select the Template Group created earlier in parameter 'Check Style'.
5. Click OK and submit the request.

To configure the custom Online Employee W-2c template in Self Service Preference at Business Group or HR Organization level:

1. Log in to the application for the desired responsibility.
2. Navigate to Work Structures > Organization > Description and query the applicable Business Group or HR Organization.
3. In the 'Organization Classifications' section, click on Business Group (or HR Organization) > Others > Self Service Preference.
4. Add the configuration for W-2C. Set the following:

   Document Type: W-2C

   Online: Yes

   Template: Select the custom template defined earlier. (Note: any template selected in Self Service Preference at the HR Organization level will override the template selected at Business Group level.)
5. Click OK, save your changes and close the form.

To configure the custom Online Employee W-2c template in Self Service Preference at the Location EIT level

1. Log in to the application using the desired responsibility.
2. Navigate to Work Structures > Location. Query the location.
3. Click on Extra Information.

   For 'Type' click on 'Self Service Preference for Location'.
4. Click on Details, and for the Self Service Preference setup for the W-2, select:

   Document Type: W-2C

   Online: Yes

   Template: Select the applicable custom W-2 template. (Note: any custom template selected here will override the template selected at either the HR Organization or

Business Group level.)

5. Click OK, save your changes and close the form.

   If necessary, set the Self Service Preference at the Person EIT level so the employee is able to view their W-2C online via Employee Self Service.

Creating Custom BI Publisher Templates for Check Writer (XML):

Oracle Payroll delivers the following predefined template to generate PDF:

- Name: Check Writer for US
- Code: PAYUSCHKWVXML
- Data Definition: Check Writer XML
- Type: RTF
- Default File: PAYUSCHKWVXML_en.rtf

To register a custom BI Publisher template for Check Writer (XML)

The following example can be used to create a custom template for Check 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, for example: Custom Template for Check Writer.
   - Code: Enter the code such as '%_PDF' to indicate that this template will be used for generating the PDF file. This format is mandatory, e.g. CUSUSCHKWVXML_PDF.
   - Application: Select Payroll.
   - Data Definition: Select Check Writer XML.
   - Type: Select RTF.
   - Start Date: Enter a date prior to today's date.
   - Subtemplate: Select No.
   - 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 United States.

3. Click on Apply.

To group related templates for Check 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 '%US%PAYARCHCHQW%'. The format is mandatory, e.g. 'VISION_US_PAYARCHCHQW_CUST'.
   - Meaning: Enter an appropriate meaning here as this will be displayed as the Template Group in the report, e.g. 'Custom Template for Check Writer (XML)'.
   - Application: Select Payroll
   - Code: Enter the code used to register the template, e.g. 'CUSUSCHKWVXML_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 Check Writer (XML)

The template group comprised of the custom template created earlier can now be registered to produce the Check Writer (XML) output. Using the US Payroll 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: Check Writer (XML).
   - Template Group: Enter the template group name to be registered, e.g., Custom Template for Check Writer (XML).

4. Click on OK and submit the request.

To use a template group for CheckWriter (XML)

The template group comprised of the custom template created earlier can now be used to produce the CheckWriter (XML) output. Using the US Payroll Manager responsibility, navigate to View > Request.

1. Submit a New Request and click on OK.
2. Name: CheckWriter (XML).
3. Select the Template Group created earlier in parameter 'Check Style'.
4. Click on OK and submit the request.

Note

The Image rendering code is used to implement the dynamic digital signature inside the template. This code is not available in the seeded PAYUSCHKWVXML_en.rtf template. If you are using the seeded template or your own custom template, then to implement the Digital Signature (Image) functionality, you must complete the following steps. You must copy the XSL code to render the image with the appropriate link for image.

XSL code to be added:

```
<xsl:attribute xdofo:ctx="block"
name="background-image">URL</xsl:attribute>
  <xsl:attribute xdofo:ctx="block"
name="background-position-horizontal">
  center</xsl:attribute>
  <xsl:attribute xdofo:ctx="block"
name="background-position-vertical">bottom
  </xsl:attribute>
```

Replace the text URL in the code with a valid link as in the following example:

Example: http://valid-hostname:valid-port/valid-image.png

Steps to modify the custom template:

1. Open the template.
2. Inside the template search for the string "BG" (this should be at the bottom part of the template).
3. Double-click the BG field. In the pop-up that shows up click the 'Add Help Text' button at the bottom.
4. In the pop-up that shows up, copy the entire XSL code with the URL link embedded in it across the Text areas in the 'Status Bar' & 'Help Key (F1)'.
5. Make sure that the whole string is copied without any truncation mainly in the

'Status Bar' text area.

6. Save and Upload the document.

Creating Custom BI Publisher Template for Deposit Advice (XML):

To register a custom BI Publisher template for Deposit Advice (XML)

The following example can be used to create a custom template for 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, for example: Custom Template for Deposit Advice.

   - Code: Enter the code such as '%_PDF' to indicate that this template will be used for generating the PDF file. This format is mandatory, e.g. CUSUSDEPADVXML_PDF.

   - Application: Select Payroll.

   - Data Definition: Select Deposit Advice XML.

   - Type: Select RTF.

   - Start Date: Enter a date prior to today's date.

   - Subtemplate: Select No.

   - 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 United States.

3. Click on Apply.

To group related templates for 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 %US%PYUSDEPADVXML%. The format is mandatory, e.g. VISION_US_PYUSDEPADVXML_CUST.

- Meaning: Enter an appropriate meaning here as this will be displayed as the Template Group in the report, e.g. 'Custom Template for Deposit Advice(XML)'.

- Application: Select Payroll

- Code: Enter the code used to register the template, e.g. 'CUSUSDEPADVXML_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 Deposit Advice (XML)

The template group comprised of the custom template created earlier can now be registered to produce the Deposit Advice (XML) output. Using the US Payroll 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: Deposit Advice (XML).

    - Template Group: Enter the template group name to be registered, e.g., Custom Template for Deposit Advice (XML).

4. Click on OK and submit the request.

To use a template group for Deposit Advice (XML)

The template group comprised of the custom template created earlier can now be used to produce the Deposit Advice (XML) output. Using the US Payroll Manager responsibility, navigate to View > Request.

1. Submit a New Request and click on OK.

2. Name: 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 Check Writer (XML):

Oracle Payroll delivers the following predefined template to generate PDF for third party check payments:

- Name: Third Party Check Writer for US
- Code: PAYUSTPCHKWXML
- Data Definition: Third Party Check Writer XML
- Type: RTF
- Default File: PAYUSTPCHKWXML_en.rtf

To register custom BI Publisher templates for Third Party Check Writer (XML)

The following example can be used to create a custom template for Third Party Check 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, for example: Custom Template for Third Party Check.
    - Code: Enter the code using the mandatory format: <CODENAME>_PDF to indicate that this template will be used for generating the PDF file, for example CUSUSTPCHKWXML_PDF.
    - Application: Select Payroll.
    - Data Definition: Select Third Party Check Writer XML.
    - Type: Select RTF.
    - Start Date: Enter a date prior to today's date.
    - Subtemplate: Select No.
    - 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 United States.

3. Click on Apply.

To group related templates for Third Party Check 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 '%US% PAYUSTPCHQW%'. The format is mandatory, e.g. 'US_ PAYUSTPCHQW_CUST'.
   - Meaning: Enter an appropriate meaning here as this will be displayed as the Template Group in the report, e.g. 'Custom Template for Third Party Check Writer (XML)'.
   - Application: Select Payroll
   - Code: Enter the code used to register the template, e.g. CUSUSTPCHKWXML _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 Third Party Check Writer (XML)

The template group comprised of the custom template created earlier can now be registered to produce the Third Party Check Writer (XML) output. Using the US Payroll 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: Third Party Check Writer (XML).
   - Template Group: Enter the template group name to be registered, e.g., Custom Template for Third Party Check Writer (XML).

4. Click on OK and submit the request.

Now the Custom Template is available for use as the parameter 'Check Style' for the concurrent program 'Third Party Check Writer (XML)'.

To use a template group for Third Party Check Writer (XML)

The template group comprised of the custom template created earlier can now be registered to produce the Third Party Check Writer (XML) output. Using the US Payroll Manager responsibility, navigate to View > Request.

1. Submit a New Request and click on OK.
2. Name: Third Party CheckWriter (XML).
3. Select the Template Group created earlier in parameter 'Check Style' (e.g. Custom Template for Third Party Check Writer (XML)).
4. Click on OK and submit the request.

Note

The Image rendering code is used to implement the dynamic digital signature inside the template. This code is not available in the seeded PAYUSTPCHKWXML_en.rtf template. If you are using the seeded template or your own custom template, then to implement the Digital Signature (Image) functionality, you must complete the following steps. You must copy the XSL code to render the image with the appropriate link for image.

XSL code to be added:

```
 <xsl:attribute xdofo:ctx="block"
name="background-image">URL</xsl:attribute>
   <xsl:attribute xdofo:ctx="block"
name="background-position-horizontal">
   center</xsl:attribute>
  <xsl:attribute  xdofo:ctx="block"
name="background-position-vertical">bottom
   </xsl:attribute>
```

Replace the text URL in the code with a valid link as in the following example:

Example: http://valid-hostname:valid-port/valid-image.png

Steps to modify the custom template:

1. Open the template.
2. Inside the template search for the string "BG" (this should be at the bottom part of the template).
3. Double-click the BG field. Iin the pop-up that shows up click the 'Add Help Text' button at the bottom.

4. In the pop-up that shows up, copy the entire XSL code with the URL link embedded in it across the Text areas in the 'Status Bar' & 'Help Key (F1)'.

5. Make sure that the whole string is copied without any truncation mainly in the 'Status Bar' text area.

6. Save and Upload the document.

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* document on My Oracle Support note ID 1530347.1.

Setting Up an Agent 2678 Filer for W-2 Reporting

Oracle Payroll supports the use of Agent 2678 Filers for W-2 reporting.

To create an Agent 2678 Filer:

1. Create a location for your payroll vendor. You must provide a valid mailing address as it should appear on Form W-2.

2. Navigate to the Organizations window, and create a new organization for your business group.

3. Provide your 2678 Filer's name as it should appear on Form W-2.

4. Assign this organization to your payroll vendor's location.

5. Give the organization a GRE/Legal entity Organization Classification.

6. Select the GRE/Legal entity entry and click Others.

7. Select Employer Identification, and specify your 2678 Filer's EIN as it should appear on Form W-2.

8. Save your work.

9. In the Organization window, select the GRE/Legal entity entry and click Others.

10. Select W2 Reporting Rules.

11. Designate this GRE as a W-2 transmitter and a 2678 filer.

    Note: While you can have multiple W-2 transmitter GREs, you can have only one Agent 2678 Filer. Your Agent 2678 Filer must be a W-2 transmitter GRE.

12. Specify all other required W-2 information for this GRE.

13. Save your work.

    If the setup is incomplete or incorrect, the Employee W2 PDF and the Employer W2 to be filed with the state (PDF) reports will error. Review the log file to determine the reason for the error. You will see one of the following error messages:

    - Error: Only one 2678 Filer GRE can exist in a business group.
    - Error: 2678 Filer must be defined as W-2 Transmitter.
    - Error: Agent GRE <Agent Tax Unit Name> for Year <year> is not archived.
    - Error: GRE in the business group defined as a 2678 Filer but multiple GRE's marked as W-2 Transmitter

      Note: The system does not obtain 2678 Filer and W2 Transmitter details from the archive. If you encounter any errors, you do not need to rollback or retry the Year End Pre-Process. Modify the segment details of the 2678 Filer and W2 Transmitter for the GRE(s) reporting rules and resubmit the Employee W2 PDF and the Employer W2 to be filed with the state (PDF) processes.

Populating Box 12 with Taxes Due for Group Term Life Insurance

Form W-2 Box 12 reports various balance information.

1. Create two earnings elements with the following criteria:

Name	These will feed the W2 Uncoll SS GTL and W2 Uncoll Med GTL balances, so you should name them appropriately.
Classification	Select Imputed Earning.
Category	Select Group Term Life Insurance.

Calculation Rule	Choose an appropriate formula.

2. Feed your two new elements into the W2 Uncoll SS GTL and W2 Uncoll Med GTL balances.

   Note: If you add "Pay Value" Input Value of MEDICARE_EE_ARR element to the "W2 Uncoll Med GTL" balance and SS_EE_ARR element to the "W2 Uncoll SS GTL" balance, then you must add "Clear Arrears" Input Value of MEDICARE_EE_ARR element to the "W2 Uncoll Med GTL" balance and SS_EE_ARR element to the "W2 Uncoll SS GTL" balance.

Element Name	Input Value	Balance Name	Action
MEDICARE_EE_ARR	Pay Value	W2 Uncoll Med GTL	Add
MEDICARE_EE_ARR	Clear Arrears	W2 Uncoll Med GTL	Add
SS_EE_ARR	Pay Value	W2 Uncoll SS GTL	Add
SS_EE_ARR	Clear Arrears	W2 Uncoll SS GTL	Add

3. Navigate to the Write Formula window, and query for the formulas created when you created these elements.

   If you are unsure about the names Oracle Payroll gave these new formulas, you can find them by navigating to the Formula Results window and querying for the elements you created.

4. Click Edit.

5. In your formulas, add whatever business logic is required for your elements to calculate and return the due taxes.

6. Attach your elements to the appropriate employees at the assignment level.

Feeding Balances for W-2 Box 13 and Box 14

Establish balance feeds from the Balances window in the Total Compensation area of the Navigator.

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

The application populates the Retirement Plan checkbox in Box 13 based on the existence of a balance. The box for Retirement Plan is checked if the payroll run processes any of the following balances:

- W2 401k
- W2 403b
- W2 408k
- W2 501c
- W2 Pension Plan
- W2 Roth 401k
- W2 Roth 403b

To enter a balance feed for W-2 Box 13 and 14:

1. Query the code for W-2 box 13 and/or query for a balance for box 14 for which you want to establish a balance feed.

   Note: Codes for Box 13 and 14 take the form W2 Box ##A, where ## represents the box number and A represents the box code. Combined, they correspond to the information required for that code, in that box.

2. Click Feeds to open the Balance Feeds window.
3. Select the Element name.
4. Select the Input Value Name to add or feed.
5. Select Add for the Add/Subtract field to feed a balance.
6. Save your changes.

   If you are adding new feeds to balances for W2 box information, Run Balances data may become invalid. It is necessary to ensure that the related Run Balances data is regenerated for optimal performance of Year End Preprocess. To determine the invalidated run balances, run the "Run Balance Architecture Diagnostic Report". For the invalid balances, it is recommended to run the 'Generate Run Balances' request

for the respective balances by selecting the mode as 'A single balance'.

Populating Box 14 with Additional Information

Employers use Form W-2 box 14 to provide information regarding additional income and deductions. Through Oracle Payroll, you can report on such information as:

- United Way deductions
- Moving expenses
- Union dues
- Health insurance premiums
- Educational assistance payments
- Employer 401K matching
- State employee SUI (such as the Pennsylvania SUI deduction)

You can customize the box 14 labels to provide a description for these values.

To customize and populate Box 14:

1. Create an element, and assign its eligibility criteria.
2. Through the element entries, assign the element to the employees at the assignment level.
3. In the Balance window, select the W-2 Box 14 you want to use, and create the balance feed.
4. Navigate to the Application Utilities Lookup window, and query for W2 Box 14 User-Defined.
5. In the Meaning column, enter the label for the Box 14 you want to use, with a maximum of six characters.

   Note: From Year End 2012 going forward, you can create Box 14 balances with 2 letters (AA thru ZZ) as well as single letter balances (A thru Z) using the concurrent program Create W2 Box Balances.

   The Meaning you specify here appears as the Box 14 label on Form W-2.
6. Save your work.

Creating Two Character W-2 Box 14 Balances:

The concurrent program "Create W2 Box Balances" allows you to create the necessary additional W-2 Box 14 balances that have 2 characters. It requires 2 parameters: W2 Box Number (this is currently defaulted to 14 and cannot be overridden) and W2 Box Code. The concurrent program will create balances based on the W2 Box Code parameter value entered (note that the balance will still need to be fed by the appropriate elements). It will also create a new entry in the lookup 'W2 BOX 14 USER-DEFINED' with the newly added code.

> **Note:** This setup must be completed before running the Year End Preprocessor (YEPP).

For example: To create a balance to feed W-2 Box 14, Code ZN:

1. The concurrent process is run for W2 Box Code 'ZN'.

2. The name of the new balance created would be 'W2 BOX 14++'ZN' or 'W2 BOX 14 ZN'. Likewise, an entry would be added to the lookup type W2 BOX 14 USER-DEFINED.

   > **Note:** The space between 'W2 BOX 14' and 'ZN' in the above example is deliberately introduced to support the existing single character box 14 codes previously created by users. This was done so that the new two character code creation would not disturb the existing architecture for a single character code.
   >
   > By default, when running the Create W2 Box Balances concurrent process, the Meaning column of the lookup code will be used to create with the new balance name (created by the new process). This is what will be used to print on the W-2 in Box 14. However, the Meaning column can be modified if necessary based on how it should appear on the W-2.

Setting up Elective Deductions for Returning Veterans (USERRA Compliance)

If any employees in your organization opt to make retroactive contributions to their 401K, 403B, 457, or other plans, you must create a new pre-tax element for each year that your employees want to contribute.

If employees assigned to a Puerto Rico GRE contribute to a deduction under the USERRA plan, you must manually generate a Form 499R/W2PR or create a separate statement showing the type of plan, the year to which the deferrals relate, and the amount deferred.

To set up elective deductions for returning veterans:

You do not need to perform these steps if you do not have any employees serving and covered by USERRA, or interested in making deductions for the years they served.

1. For every year that your employees want to contribute deductions, create a new element as a pre-tax deferred compensation deduction (401K, 403B, or 457):
    1. Navigate to the Deductions form.
    2. Specify a descriptive name.
    3. Choose a classification of Pre-Tax Deductions.
    4. For Category, select one of the following:
        - Deferred Comp 401K
        - Deferred Comp 403B
        - Deferred Comp 457
        - Roth 401k
        - Roth 403b

    These new elements begin accruing contributions immediately upon the attachment to an employee assignment.

2. For each calendar year you had employees out on service and covered by USERRA, run the Create USERRA Balances process. This process requires two parameters:
    - Prior Tax Year: Calendar year of elective contribution catch-up. Run this process for each year that you have employees recovering lost contributions.
    - Balance Category: Must match the category choice you made when creating the element:
        - Deferred Comp 401K
        - Deferred Comp 403B
        - Deferred Comp 457
        - Roth 401k
        - Roth 403b

    This process creates the required defined balance and the lookup codes and

database items.

3. Add the feed of the element(s) you created to the new balance(s):
    1. Navigate to the Balance form.
    2. Query for a balance you created.
    3. Click Feeds.
    4. Associate the element for each balance.
4. Navigate to the fast formula screen (From Total Compensation select Basic and then Write Formulas), and query the formula associated with the new element
5. Click Edit.
6. Locate the occurrences of CUSTOMER PLEASE NOTE.
7. Instructions are available on how to update the formula under each occurrence of CUSTOMER PLEASE NOTE. Update the formula as indicated.
8. Compile the formula and link it.
9. For each contributing employee, calculate how much they are eligible to contribute this year, and in the element entry screen, enter that value in the Override IRS Limit input value on the element.

    This entry ensures that the element stops after taking its maximum deductions.

Identifying a GRE

For each GRE serving as a transmitter of Federal W-2 electronic reporting, you must enter information identifying the GRE. If the GRE is a W-2 transmitter, you must also specify whether or not you are using this GRE as a 2678 Filer.

Start from the Organization window to make entries in the W2 Reporting Rules window.

To identify a GRE:

1. Enter or query the GRE in the Organization window.
2. In the Organization Classifications region, select Government Reporting Entity.
3. Click Others, and select W2 Reporting Rules.
4. Click in the Additional Organization Information field to open the W2 Reporting

Rules window.

5. Enter Yes in the W-2 Transmitter field for this GRE to function as a transmitter of W-2 information.

6. If this GRE is a W-2 Transmitter, select Yes in the 2678 Filer field.

7. Select a GRE in the Company Name field. This is the name that will appear on the magnetic file.

8. Select a contact person in the Contact Name field. This person's contact information (address, phone, FAX, and e-mail) appears on the magnetic file as the SSA contact for processing problems.

   Note: Make sure the Phone Numbers window contains the proper work phone number for the employee. The Phone Type must be 'Work' which must correspond to the Phone Type lookup code "W1" in Application Utilities Lookups. This is the number that appears in the magnetic file.

   The W-2 magnetic files and SQWL reports will format these phone numbers to comply with the Forms' requirements:

   - All non-alphanumeric characters are removed, including all variations of extension, spaces, and "-" (dashes).
   - The phone field allocates 15 spaces for the phone number and extension. This field is left-justified, and unused spaces are padded with blanks.
   - The first 10 digits are used for the Contact Phone field.
   - The last five digits are used for the Phone Extension field.
   - Do not preface the phone number with "1," as this would cause the phone number to overflow into the extension field.

   Example
   A phone number entered as:

   222-333-4444Ext555

   Would appear as

   2223334444555

   on the Forms' magnetic file.

9. Select the Problem Notification Method you prefer the SSA to use in case they wish

to contact you regarding the magnetic file.

10. In the Preparer field, select the preparer of the magnetic file.

11. If this electronic submission is for Puerto Rico, select Puerto Rico in the Tax Jurisdiction field. Otherwise, select All US States and District of Columbia.

12. If you have terminated your business during this tax year, select Yes in the Terminated GRE field. Otherwise, select No.

13. Enter No in the Third Party Sick pay field unless you are a third-party sick pay payer filing Form W-2 for an employee of an insured company.

14. If you have used another EIN to submit Form 941 or 943 to the IRS, or you have previously submitted W-2 data to the SSA using an EIN different from the EIN in the Employer Identification field that defines your GRE, enter that number in the other EIN field.

    Note: Oracle Payroll only supports one value for this field per GRE.

15. For the following states make the appropriate selections:

    - **Puerto Rico only**: Specify the 499R Starting Control Number.
    - **California only**: Type either SDI or VPDI in the Disability Insurance Type field. This label appears in Box 14 of your employees' W-2 forms.
    - **Connecticut only**: Specify the Kind of Employer for the EFW2 filing process.

16. Save your work.

To specify the NAICS Code (MD) to meet EFW2 file requirements for Maryland:

1. Enter or query the GRE in the Organization window.

2. In the Organization Classifications region, select Government Reporting Entity.

3. Click Others, and select W2 Employer Rules 2.

4. Click in the Additional Organization Information field to open the W2 Employer Rules 2 window.

5. Select the appropriate code in the NAICS Code (MD) field.

Defining the New Jersey Disability Insurance Private Plan ID

For employees enrolled in a private disability plan (DIPP) in New Jersey, the DIPP ID appears in Box 14 of their W-2 reports.

Employers must enter the New Jersey DIPP number for their employees.

Beginning in tax year 2006, the application will produce a W-2 for the plan id of each GRE the employee belongs to for the tax year. The W-2 reports the private plan id as it existed when the employee was last covered by the private plan.

To specify your New Jersy DIPP number:

1. Select Enter and Maintain from the People menu.
2. Query for a qualifying employee, and click Assignment.
3. Select the Statutory Information tab. If the flexfield does not open, click in the field.
4. Specify the DIPP number in the Private Disability Plan ID (NJ).
5. Save your work.

Defining the New Jersey Family Leave Insurance Private Plan ID

For employees enrolled in a private family leave insurance plan (FLI PP) in New Jersey, the FLI PP ID appears in Box 16 of their W-2.

Employers must enter the New Jersey FLI PP number for their employees. Beginning in tax year 2009, the application will produce a W-2 for the plan ID of each GRE the employee belongs to for the tax year. The W-2 reports the private plan ID as it existed when the employee was last covered by the private plan.

To specify your New Jersey FLI PP number:

1. Select Enter and Maintain from the People menu.
2. Query a qualifying employee, and click Assignment.
3. Select the Statutory Information tab. If the flexfield does not open, click in the field.
4. Specify the FLI PP number in the Family Leave Insurance Private Plan ID (NJ) field.
5. Save your work.

Allocating the New Jersey Annual $3 Employee Fee

The state of New Jersey required an annual surcharge of $3 per employee for all employers who were subject to the NJ unemployment compensation law. This surcharge was in effect for a three year period from June 2004 - 2006.

The following information may apply if you are processing W2cs for your employees for the years in which the surcharge applied.

This fee is collected by the comptroller for the NJ UCF and paid to the State Treasurer for deposit into the fund annually. You receive an annual assessment notice from the NJ DOL with the amount due. You treat this surcharge as a payroll deduction to each covered employee.

Refer to NJ Medical Care Access and Responsibility and Patients First ACT A50.

You deduct the $3 surcharge from each subject employee or pay this amount for each subject employee. If you deduct the amount from the employee, you must report the deduction for the years 2004-2006 in Box 14 of Form W-2c with a literal of MIF (Malpractice Insurance Fund). You could start deducting the assessment at any time.

To setup the annual $3 employee fee for W-2 reporting:

1. Create the fee as a pre-tax deduction element.
2. Create a user-defined pre-tax category with the tax withholding rules set appropriately.
3. Set the wage attachment rules appropriately so that you include the fee for involuntary deductions correctly.
4. Define Box 14 of Form W-2c as MMIPAA, and complete the balance feed for the appropriate Box 14 balance.

Adding Maryland State Retirement Fund Contributions

The State Retirement and Pension System administers death, disability, and retirement benefits on behalf of over 250,000 active and former State employees, teachers, State police, judges, law enforcement officers, correctional officers, and legislators.

The contributions are paid to the Maryland State Retirement Fund. Report this amount in the RS record, positions 298-307 for the Maryland State Magnetic Media File.

The application creates the new W2 State Pickup balance to populate the Maryland State Pickup amount reported in positions 298-307 of the RS record of the Maryland W2 Magnetic tape.

Note: Oracle does not deliver any pre-defined feed for the W2 State Pickup balance. Also note that when defining the deduction element for the Maryland State Retirement Fund Contribution that will feed the "W2 State Pickup" balance, you must define an input value to hold the jurisdiction code. This is so that when the element is added to an employee's element entries, the Jurisdiction Code input value is populated with '23-000-0000' (for Maryland). If this setup step is not performed, the balance will not be properly populated and will not be properly reported in the RS record of the Maryland State W-2 Magnetic Media.

To define the feeds for the W2 State Pickup balance:

1. Navigate to the Balance form (Navigator > Total Compensation > Balance).
2. Query the Balance form for the balance name W2 State Pickup.
3. Set the Effective Date to the date the balance should begin to accumulate.
4. Click Feeds.
5. Add the deduction element to the balance.
6. Save all changes and exit.

Verifying Employee Names and Social Security Numbers

Oracle HRMS now provides the Electronic EVS Report concurrent process to assist you in your employee verification efforts. This process creates an output file that you can submit electronically to the Social Security Agency's (SSA) Employee Verification Service (EVS).

You should run the EVS yearly before submitting your W-2s, to ensure your reports are error-free. The best practise is to check each new hire against the EVS.

Run the Electronic EVS Report process from the Submit Requests window.

To submit five or less names for verification:

The SSA provides a toll-free number:

1. Call 1-800-772-6270 weekdays from 7:00 a.m. to 7:00 p.m. EST.
2. Provide your company name and EIN.
3. Provide the following information for each name/SSN you want to verify:

- SSN
- Last name
- First name
- Middle initial (if applicable)
- Date of birth
- Gender

To submit up to 50 names for verification:

You can submit the reports in paper format to your local SSA office. Some offices accept faxed listings.

For each name/SSN you want to verify, provide the following information:

- SSN
- Last name
- First name
- Middle initial (if applicable)
- Date of birth
- Gender

To find a SSA office near you, check http://www.socialsecurity.gov/employer/empcontacts.htm.

To submit more than 50 names for verification:

To verify more than 50 names, the SSA provides the EVS. Use Oracle Payroll's Electronic EVS Report to generate a magnetic media report you can submit electronically to the EVS.

1. In the Name field, select Electronic EVS Report from the List of Values.
2. If the Parameters window does not open, click in the Parameters field.
3. Enter the range of dates (start and end dates).

   By default, the start date is the effective date and the end date is 31st December of the year of the effective date.

4. Select the GRE.

   Government Reporting Entity (GRE) is an optional parameter. If you specify no GRE, the report applies to all GREs in the current business group.

5. Select a report category.

   The report category (a lookup parameter) identifies the group of people you want to report on for the specified period. The List of Values are:

   - All Employees
   - New Hires Only
   - Retirees
   - Employees and Retirees

6. Select an output media type. You can choose between Diskette and CD.

   If you choose Diskette, this process produces a file for every 11,000 employees. The first file is named EVSREQ2K1, and subsequent files increment the final digit by 1 (EVSREQ2K2, EVSREQ2K3, EVSREQ2K4, and so on). The suffix number is written to the multiple request indicator field in each record in the relevant report file.

   If you select CD, all records are written to a file named EVSREQ2K.

7. Click OK, then Submit.

8. Submit the generated output file to the EVS for verification.

9. Resolve any discrepancies it detects.

To use the Electronic Verification Service:

1. Access the SSA website at Business Services Online (www.socialsecurity.gov/bso/bsowelcome.htm).

2. Complete the registration form and select a password. Social Security will verify your identity and display a USERID.

3. Login with your USERID and password and select Request Access and Activation Code.

4. Login with your USERID, password, and activation code and begin to use the service.

Restrictions

Note: Effective 2007, the Social Security Administration will no longer accept employee verifications on tape or diskette.

Running a Federal Magnetic W2 Report for Employers

When preparing to run this report, you may need to consider those employees who have changed their primary residence within the past year:

- If your DateTracked session date is the last day of the year or earlier, this report uses the employee's primary address listed as of the last day of the year.
- If your session date is greater than the last day of the year, this report uses the employee's primary residence as of your session date.

Run the Federal Magnetic W-2 report from the Submit Requests window.

To run the Federal W-2 Magnetic Media report:

1. In the Name field, select Federal W-2 Magnetic Media. If the Parameters window does not open, click in the Parameters field.
2. In the Year field, enter the tax year for the report.
3. In the Multi-Thread Report field, optionally enter Yes to execute the process in a multi-thread mode. This parameter is defaulted to No. If the parameter value is set to Yes, the Federal W2 Magnetic Media process uses the enhanced multi-thread feature.
4. In the Transmitter GRE field, select the GRE that functions as the transmitter of this W-2 report.
5. Enter the number assigned to the employee who submits the W-2 files to the SSA in the User Identification (USERID) field.

   You can obtain a USERID from the SSA website (http://www.ssa.gov).
6. If you are resubmitting the W-2 report at the request of the SSA, enter the WFID number provided in the Resub WFID field. Otherwise leave this field blank.
7. To produce an Audit Report (.a03), select Yes in the Create Audit Report field.

   This Audit Report file contains the information in the magnetic file in a comma delimited (.CSV) format that you can open in a spreadsheet.

8. Click OK, then Submit.

   When the report is complete, Oracle generates the files for electronic submission. You can navigate to the View Requests window to view the processing status of the report.

9. Select Yes or No in the Fold Output parameter field. If you select Yes, then the output flat files (.mf) are folded as per the necessary specifications. The appropriate line feeds or carriage returns are added to the magnetic file (mf) output without any manual intervention being required. If 'No' (default option) is selected, then the process will not fold the output file and all the records in magnetic file are generated in one continuous line.

Running a State Magnetic W-2 Report for Employers

When preparing to run this report, you may need to consider those employees who have changed their primary residence within the past year:

- If your DateTracked session date is the last day of the year or earlier, this report uses the employee's primary address listed as of the last day of the year.
- If your session date is greater than the last day of the year, this report uses the employee's primary residence as of your session date.

Run the State Magnetic W-2 report from the Submit Requests window.

To run a state magnetic W-2 report:

1. In the Name field, select State W-2 Magnetic Media. If the Parameters window does not open, click in the Parameters field.
2. In the state field select the state.

   Note: States not required to file on magnetic media will not appear in the list.

3. In the Year field, enter the tax year for the report.
4. In the Transmitter GRE field, select the name of the GRE that functions as the transmitter of this W-2 report.
5. Puerto Rico only: The Commonwealth of Puerto Rico requires an access code in positions 13-17 of the RV record.

   To add the access code:

   1. Navigate to Organization> Description> GRE/Legal Entity> W2 Reporting

Rules> Access Code (PR)

2. Enter the 5 character length alphanumeric code.

6. Enter the number assigned to the employee who submits the W-2 files to the SSA in the User Identification (USERID) field. You can obtain a USERID from the SSA website (http://www.ssa.gov). If you are resubmitting the W-2 report at the request of the SSA, enter the WFID number provided in the Resub WFID field. Otherwise leave this field blank.

7. Select Yes or No in the Fold Output parameter field. If you select Yes, then the output flat files (.mf) are folded as per the necessary specifications. The appropriate line feeds or carriage returns are added to the magnetic file (mf) output without any manual intervention being required. If 'No' (default option) is selected, then the process will not fold the output file and all the records in magnetic file are generated in one continuous line.

8. Click OK and then Submit.

   When the report is complete, Oracle generates the files for electronic submission. You can navigate to the View Requests window to view the processing status of the report.

   Note: If you are validating your magnetic media reports through Accuwage, do not use this software to check your state reports. Accuwage is a Social Security Administration application and is only applicable for Federal W-2 magnetic media reports. Individual state formats do not completely follow the SSA EFW2 format, and your reports will likely fail the Accuwage checks.

Running a State Paper W-2 Report for Employers

When preparing to run this report, you may need to consider those employees who have changed their primary residence within the past year:

- If your DateTracked session date is the last day of the year or earlier, this report uses the employee's primary address listed as of the last day of the year.

- If your session date is greater than the last day of the year, this report uses the employee's primary residence as of your session date.

Run this report from the Submit Request window.

To run the Employer W2 to be filed with the state (PDF) report:

1. In the Name field, select Employer W2 to be filed with the state (PDF).

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

3. Enter the Reporting Year, GRE Archived by Year End Pre-Process, and State for the W-2 report (required).

4. Click in the Selection Criterion field and choose one selection criterion from the List of Values (optional).

   Note: This step activates the corresponding field on the Parameters window.

5. If you typed a value in the Selection Criterion field, in the corresponding field, enter an value.

6. In the Submit Request window, select the printer, number of copies, and style (for example, *Paper W2*) in the Print Options region.

   Note: Your System Administrator sets the name of the printer style and it may be slightly different than the example shown here.

7. Submit the report, or alternately, select sort options for the report.

Running a Local Magnetic W-2 Report for Employers

Run the Local W-2 Magnetic Media report from the Submit Requests window.

To run the Local W-2 Magnetic Media report:

1. In the Name field , select Local W-2 Magnetic Media

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

3. In the Locality or Agency field, select the city or agency.

4. Enter the reporting year.

5. Select a Transmitter GRE.

6. Enter a SSA User Identification (USERID).

   Enter the number assigned to the Employee who submits the W-2 Files in EFW2 format. This number is the same USERID obtained from the SSA.

7. Review the Resub WFID parameter.

   This is an optional field. Only enter a value if it is necessary to resubmit the Local Magnetic Media file. The appropriate tax agency will notify you if you need to resubmit. This notice provides the WFID number. Enter this value in the parameter when you resubmit the Local W-2 Magnetic Media process.

8. Review the Create Audit Report parameter.

   This parameter defaults to Yes to create and audit report with an .a03 extension. Typically you accept the default unless there are space constraints.

9. Select Yes or No in the Fold Output parameter field. If you select Yes, then the output flat files (.mf) are folded as per the necessary specifications. The appropriate line feeds or carriage returns are added to the magnetic file (mf) output without any manual intervention being required. If 'No' (default option) is selected, then the process will not fold the output file and all the records in magnetic file are generated in one continuous line.

10. Click OK, and then Submit.

Running the Local Year End Interface Extract

Run the Local Year End Interface Extract from the Submit Requests window.

To run the Local Year End Interface Extract:

1. Select Local Year End Interface Extract from the List of Values.

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

3. In the Year field, select the tax year.

4. In the State field, select the two digit state code from the List of Values.

5. In the Locality field, select the locality name from the List of Values. Only the localities for the state you select appear in the List of Values.

6. Enter a SSA User Identification (USERID). Enter the number assigned to the Employee who submits the W-2 Files in EFW2 format. This number is the same USERID obtained from the SSA.

7. Review the Resub WFID parameter. This is an optional field. Only enter a value if it is necessary to resubmit the Local Magnetic Media file. The appropriate tax agency will notify you if you need to resubmit. This notice provides the WFID number. Enter this value in the parameter when you resubmit the Local W-2 Magnetic

Media process.

8. Click OK to close the Parameters window.

9. In the Print Options region, select the number of copies you want to print.

10. In the Printer field, select a printer or accept the default.

11. In the Run Options region, select any run options and click Submit. Navigate to the View Requests window to view the Report.

Running a Federal Paper W-2 PDF for Employees

Run the Employee W-2 PDF from the Submit Request window.

Prerequisites

❒ Before you run the Employee W-2 PDF, review the setting of the HR:Allow invalid PSD codes on W-2(Y/N) profile option. Oracle US Payroll enables you to determine whether employees with invalid PSD codes are to be reported in the W2 Exception Register or receive a W-2 with a potentially invalid or incorrect TCD code in Box 20. The setting for the HR:Allow invalid PSD codes on W-2(Y/N) profile option determines whether or not an employee is reported in the Employee W-2 PDF, W2 Register reports or the W2 Exception Register. See: Determining how to Handle Employees with Invalid PSD Codes in Year End Reports, page 3-303

To configure the W-2 PDF generation:

The Employee W-2 PDF concurrent program generates employee W-2 slips in PDF format. This program uses XML Publisher to create the file. Perform the following steps to configure the W-2 generation:

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.

   You can specify the parameter <property name="**printer_name** .pdf-stream-divider-max-output-size"> for each printer, entering a different file size for each printer depending on what the printer can manage.

   You control the output by specifying the file size. You can increase the file size to produce one W-2 document, but if the document is too large, the printer may not be able to print it.

5. Replace the second **`file_size_in_bytes`** with the default file size.

   The Employee W-2 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 configure generation of large W-2 PDF files:

Using the XML Publisher Administrator responsibility, navigate to Home > Administration.

1. Set the following features to enhance the JAVA performance for large data sets:
   - General- Set the temp directory to a directory which contains a substantial amount of space.
   - Fo Processing- Set "Use XML Publisher's XSLT processor" to 'TRUE'.
   - Fo Processing- Set "Enable scalable feature of XSLT processor" to 'TRUE'.

2. Add the PRINTER_MEM_SIZE to pay_action_parameters:

   Sql Command : Insert into pay_action_parameters values ('PRINTER_MEM_SIZE',32768); commit;

   > **Note:** The value of PRINTER_MEM_SIZE is the maximum size of the file that can be printed on the printer and is set in kb.

3. Configure the PY_LIB_PATH environment variable to include the path to libjava.so and libjvm.so.

   eg:- PY_LIB_PATH=< libjvm.so path>:<libjava.so path>:$LD_LIBRARY_PATH

4. Navigation :- Other Definitions > Action Parameters.

Choose the "Default Group" check box and set Action Parameters "Print File" and " Run XML Publisher for Report Generation" to N (No).

5. Set DBC_FILE in pay_action_parameters.

   Add the DBC file parameter to pay_action_parameters as follows:

   - a) In SQL, run the following command:

     select fnd_web_config.database_id from dual.

   - b) In UNIX, run the following command:

     echo $FND_TOP/secure.

   - c) Using the results of (a) and (b), add the following to pay_action_parameters:

     insert into pay_action_parameters
     values('DBC_FILE','/result_of_b_here/result_of_a_here.dbc');

     For example, let's assume the following:

     - The result of (a) is systemname_instancename.
     - The result of (b) is /prod/oracle/appl/fnd/11.5.0/secure.

     So the statement for (c) is:

     insert into pay_action_parameters
     values('DBC_FILE','/prod/oracle/appl/fnd/11.5.0/secure/systemname_instancename.dbc'); commit;

6. Shutdown and restart the Concurrent Manager after doing the setup.

To generate the W-2 PDFs:

Use the Employee W-2 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 Employee W-2 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 W-2 .
4. Select an option for the Selection Criterion:

Note: This step activates the corresponding field on the Parameters window. For example, if you select Locality (County/City/School District), the application activates the State and Locality fields.

5. Complete the selection information by entering a value in the corresponding field. For:

   - Assignment Set: Make a selection in the Assignment Set filed. This report does not support dynamic assignment sets. W-2s only print for assignments in the selected GRE.

   - State: Make a selection in the State field, or leave this field blank to run the W-2s for all the sates. If you select a state, you print W-2s for all employees who have taxable wages in that state. If an employee has taxable wages in an additional state, you must print all applicable W-2s for that employee.

   - Locality: Select a State, and a Locality. To run W-2s for all localities, leave Locality field blank.

     Selecting a locality prints W-2s for all employees that have taxable wages in that locality. If an employee has taxable wages in an additional locality, you must print all W-2s for that employee.

6. Select an option for Print Terminated Employees. If you select Yes, the application prints W-2's only for terminated employees. The default option for this field is No. By selecting No, all employees including terminated employees are printed.

7. Select sort options for the report or click OK.

8. In the Submit Request window, select the printer, number of copies, and style in the Print Options region (for example, *Paper W2)*.

   Note: Your System Administrator sets the name of the printer style and it may be slightly different than the example shown here.

9. In the Print Instruction field, select Yes or No to determine if the application prints the instructional information which accompanies the W-2.

10. Click OK.

11. Submit the report.

    The Employee W-2 PDF program spawns the Employee W-2 (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. You can increase the file size to produce one W-2 document, but if the document is too large, the printer may not be able to print it.

PYUGEN merges the data for multiple employees and creates one PDF file for multiple employees.

The Employee W-2 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.

Exporting a Federal W-2 Report for Employees in XML Format

Run this report from the Submit Request window.

To run the Employee W2 XML Interface report:

1. In the Name field, select Employee W2 XML Interface.
2. Click in the Parameters field if the Parameters window does not automatically open.
3. Select a reporting year.
4. Select a GRE.
5. If you want to run W-2s for an assignment set, make a selection in the Assignment Set field. This report does not support dynamic assignment sets.

   Note: The W-2 XML files will only contain assignments in the selected GRE.

6. Submit the report.

   When the process completes, HRMS stores the output file to the $APPLCSF/out directory. The filename is <username>.<requestID>.

Running a Puerto Rico W2 Request Set for Employees

You use forms 499R-2/W2PR to provide the annual withholding statement to employees in Puerto Rico. The Puerto Rico Tax Department no longer provides pre-printed forms and recommends using an outside vendor to print the W2's. Oracle Payroll provides a comma delimited output file which you may need to modify based on the specifications

of the vendor or software you select to print the W2's.

Puerto Rico employees must be in a separate GRE from other employees. If employees are currently in a GRE that represents both the U.S. and Puerto Rico, you must define a new GRE. This GRE should have the parameter for tax jurisdiction defined as Puerto Rico in the W2 reporting rules.

Running this request set generates four output files:

- Puerto Rico Employee W2 Report (for informational purposes only)

  Note: Oracle does not support the Puerto Rico Employee W2 report output. Oracle supports only the 'paper' output for Puerto Rico and no online reporting is supported. See the Puerto Rico W2 Register Report below for details. If you are setting up the 'Self Service Preference for Person' extra person information (People > Others > Extra Information), then you must ensure that the Paper option for the W-2 document type must be set to Yes for the employee to be included in the W2 Puerto Rico Request Set output.

- Puerto Rico W2 Register Report (CSV format)

  Oracle provides a comma delimited extract that conforms to the PRSOFT specifications for Puerto Rico W-2s. To report on the Exempt Salary, the informational Payroll Balance "PR W2 Exempt Salaries" is available. You will need to create your own elements and feed the balance as required. If a value greater than zero is reported in the Exempt Salary field, then the field Exempt Code will be populated with Code A (Public employees' wages for overtime worked during emergency situations under Act 324-2004). Otherwise, it will be blank.

- Puerto Rico W2 Totals Report (HTML format)

- Puerto Rico W2 Exceptions Report (CSV format)

Run this request set from the Submit a New Request window.

To run the W2 Puerto Rico Request Set:

1. In the Request Set field, select W2 Puerto Rico.
2. Click in the Parameters field for Puerto Rico Employee W2 Report program
3. Enter the reporting year and the GRE archived by year end pre-process for the report.

   Note: Only those GREs defined with the tax jurisdiction of Puerto Rico in the W2 reporting rules appear in the list. This list of GREs

will not be the same as the list displayed for the Employee W2 report or the W2 Register.

4. Click in the Selection Criterion field, and choose one selection criterion.

   Note: This step activates the corresponding field on the Parameters window.

5. If you entered a value in the Selection Criterion field, in the corresponding field, enter a value.

   Note: Only assignments in the specified GRE are selected, regardless of what criterion you select.

6. Submit the request set, or alternately, select sort options for the report.

Puerto Rico Employee W2 Report

The Puerto Rico Tax Department no longer provides pre-printed forms and recommends using an outside vendor to print the W2's. Therefore the output of the Puerto Rico Employee W2 report is not supported and is only provided for informational purposes.

Oracle Payroll provides a comma delimited output file, which you may need to modify based on the specifications of the vendor or software you select to print the W-2's. See Puerto Rico W2 Register below for details.

Puerto Rico W2 Register

The Puerto Rico W2 Register Report gives the details of the employees required for producing Puerto Rico W-2's. It produces a comma delimited output file (<FileName>.out) which you can find in the $APPLCSF/OUT directory. You can open and save this file as a text (<FileName>.txt) or .csv (<FileName>.csv) file. After saving the output, you can import it into an MS Excel spreadsheet for review or to make any changes. You can then use the .csv file to upload to third party software or to an external vendor to produce the Puerto Rico Employee W-2's. Refer to the Puerto Rican government's online list of preferred software and vendors.

Note: Oracle recommends using PRSoft and the comma delimited file is produced according to their specifications.

Puerto Rico W2 Exceptions Report

Employees meeting the following conditions are included on the Puerto Rico W2 Exceptions Report:

- Employees with dollar amounts greater than the length of 13 (anything over 9.9 million).
- Employees with negative dollar amounts.

For employees appearing as an exception due to negative dollar amounts, you must:

1. Correct their balances.
2. Retry the Year End Pre-Process for those employees.
3. Rerun Puerto Rico W2 Request Set.

> **Note:** This rerun will include ALL employees, including the corrected employees.

Puerto Rico W2 Totals Report

The Puerto Rico W2 Totals Report includes the totals for all employees included in the Puerto Rico W2 Register Report. These totals are used for balancing purposes and can also be used for recording the totals on the applicable transmittal submitted with Form 499R-2/W-2PR.

Year End Pre-Process Re-Archive (ER info only)

If you discover that employer data on the federal or state magnetic W-2 is missing or NULL, you can:

1. Correct this information.
2. Rollback and rerun the magnetic media generation process to include the data for electronic submission.
3. Run the Year End Employer Re-Archive process to include this data in the archive created by the Year End Pre-Process.

You do not need to roll back the Year End Pre-Process for the GRE.

> **Note:** You can correct only null values. You cannot make changes to already existing data.

Run the Year End Employer Re-Archive process from the Submit Request window.

To run the Year End Employer Re-Archive:

1. In the Name field, select Year End Pre-Process Re-Archive (ER only).

2. Select the reporting year the for this process.

3. Select the GRE archived by the Year End Pre-Process. This is a mandatory parameter.

4. In the Selection Criterion field, select:

   - **Federal** - to archive federal-level information.

   - **State** - to archive state-level information.

   - **View Online W2 Profile** - to allow employees to view W2s online. This option applies only to Employee W-2 processing.

   - **Original 1099-R on or before** - to archive 1099-R information on or before the date set as the value for the HR:Original 1099-R on or before (MM/DD) profile option. This option is applicable only to 1099-R processing. For more information on the profile option, see: Paper 1099-R Requirements., page 3-344

   - **Invalid PSD Code W2 Profile**- to archive the value set for the HR:Allow invalid PSD codes on W-2(Y/N) profile option. For information on the profile option, see: Setting the Profile Option for Employees with Invalid PSD Codes. This option applies only to Employee W-2 processing and is not applicable to 1099-R Magnetic Media processing.

Report Output

The Year End Pre-Process Re-Archive process produces output with the following information:

- Year
- Name of the GRE
- Federal/State Level
- Name of the field
- Previous Value
- Updated Value

You can export the output of the Year End Pre-Process Re-Archive to a spreadsheet for verification of the data that you have updated. You find this file in the OUT directory. After saving the output as a text (.txt) or .csv file, view this comma-delimited file in a spreadsheet.

Note: You re-archive employer-level information based on the

parameters you select when submitting the Year End Pre-Process Re-Archive. If you have already submitted a magnetic file, and employer-level information has since changed, the re-archive process re-archives the updated information. You must submit the Federal/State W-2 Magnetic Media process for retry (the new employer information is included in the output). Before submitting the Year End Pre-Process Re-Archive, please review the updated employer level data and determine which federal/state magnetic processes were submitted and mark for retry the appropriate processes.

Rolling Back a Magnetic Report

If you have already run a magnetic report and must make changes to the data, you must do the following:

1. Roll back the report.
2. Make all necessary changes to employee data, and mark those employees for retry.
3. Retry the Year End Pre-Process, and rerun the magnetic report.

> **Note:** If you are adding employer-specific data that was previously missing, you do not need to roll back the Year End Pre-Process before rerunning the magnetic report.

Roll back a process from the Submit Request window.

To roll back a process for a magnetic report, you can run the Rollback US SQWL/SMWL process. See: Running the Rollback US SQWL/SMWL Process, page 3-279

> **Note:** The rollback process does not have any effect on the four files produced by the Magnetic Report process. However, when you rerun the process following a rollback, the new process produces four files that overwrite the existing files.

Retrying a Magnetic Report

Magnetic media can be damaged or lost when shipped. With the Retry US Payroll Process utility, you can recreate a magnetic report to resubmit.

Retry a magnetic report from the Submit Request window.

To retry a magnetic media report:

1. In the Name field, select Retry US Payroll Process.
2. Click in the Parameters field if the parameters window does not automatically appear.
3. In the Process Year field, select the year.
4. In the Process Type field, select Magnetic Report.
5. In the Payroll Process field, select the magnetic report you want to retry.
6. Click OK, and then Submit.

   When the report is complete, Oracle generates the files for the magnetic media and overwrites any previous files. You navigate to the View Requests window to view the processing status of the report.

   Note: Retrying a payroll process for a magnetic report will not include new data for selected employees that were marked for retry. The process only recreates the files from the original magnetic report.

Running the W2 Register Report

Run the W2 Register report from the Request Set window.

Prior to running the W2 Register report, you must have run the Year End Pre-Process for the GRE you are reporting.

To run the W2 Register report:

1. In the Request Set field, select W2 Register.
2. Click in the Parameters field if the Parameters window does not automatically appear.
3. Select the parameters for the report.

   See: W2 Register Parameters section, page 3-401
4. Click OK to close the Parameters window.
5. In the Print Options region, select the number of copies you want to print.
6. In the Printer field, select a printer or accept the default.

7. In the Run Options region, select any run options and click Submit.

   Navigate to the View Requests window to view the W-2 Register.

Running the W2 Exception Register Report

Run the W2 Exception Register from the Submit Request Set window.

To run the W2 Exception Register report:

1. In the Request Set field, select W2 Exception.
2. Click in the Parameters field if the Parameters window does not automatically appear.
3. Select the parameters for the report.

   See: W2 Exception Register Parameters section, page 3-404
4. Click OK to close the Parameters window.
5. In the Print Options region, select the number of copies you want to print.
6. In the Printer field, select a printer or accept the default.
7. In the Run Options region, select any run options and click Submit.

   Navigate to the View Requests window to view the W-2 Exception Register.

W-2c Reporting

W-2c Pre-Process

The W-2c Pre-Process takes a snapshot of year end employee information after year end processing is complete, so you can include any changes on the Form W-2c. You must run the W-2c Pre-Process prior to generating a form W-2c using Oracle Payroll. To run the W-2c Pre-Process, you must successfully complete the Year End Pre-Process and the Federal W2 Magnetic Media process for the selected GRE. The W-2c Pre-Process does not archive any employees not included in the Year End Pre-Process. The message The Year End Pre-Process was not run for this employee appears in the log file along with the employee's name and Social Security number.

> **Note:** You cannot roll back the Year End Pre-Process once you have run the W-2c Pre-Process for the same GRE and tax year without first rolling back the W-2c Pre-Process.

W-2c Pre-Process Parameters

The following parameters exist for the W-2c Pre-Process:

Reporting Year (required)	Tax year for the W-2c reports. This parameter defaults to the prior year. The List of Values(LOV) displays four tax years from the datetrack date. For example, if you datetrack to a date in 2007, the LOV displays 2007, 2006, 2005 and 2004. You cannot select a year prior to 2001.
GRE Archived by Year End Pre-Process (required)	GREs processed by the Federal W2 Magnetic Media process.
Selection Criteria (required)	You must run this process for a specific employee or assignment set. Selecting an employee name, Social Security number or assignment set will make the corresponding field active.
Employee Name (optional) (optional)	If you selected Employee Name in the Selection Criteria field, choose an employee from the list.

Social Security Number (optional)	If you selected Social Security Number in the Selection Criteria field, choose an employee's Social Security Number from the list.
Assignment Set (optional)	If you selected an assignment set, select a set from the list. You can only select static assignment sets. The list does not included dynamic or formula based assignment sets. **Note:** This report does not support dynamic assignment sets.

Paper W-2c Reporting

With Oracle Payroll, you can print a single W-2c or a range of W-2c's. Sort options give you further flexibility in W-2c distribution. The application supports the W-2c for printing in accordance with the Evergreen pre-printed laser forms 5313 through 5316.

You can also run the Employee W-2c PDF Process that enables you to print employee W-2c copies in PDF format that can be printed on blank forms or paper. See: Running the Employee W-2c PDF Process, page 3-466

Oracle Payroll also includes a W-2c Audit Report in the Request Set with the W-2c Report. The audit report contains all information related to the W-2c(s) that you select. You open this comma-delimited report (.CSV) for easy searching (you can use this audit report to help you with the preparation of Form W-3c). The W-2c Audit Report only runs if the W-2c report completes successfully.

> **Note:** Prior to running the Employee W-2c Report, you must have completed the W-2c Pre-Process for the affected employees (or assignment set). Running the W-2c report locks the W-2c Pre-Process so you cannot retry employees until you roll back the report (with one exception noted below). You also cannot retry the W-2c Report. You must roll it back to rerun it.

Paper W-2c Report Parameters

The following parameters exist for the W-2c report:

Reporting Year (required)	Tax year of the W-2c Reports you are printing. This parameter defaults to the prior year. The List of Values(LOV) displays four tax years from the datetrack date. For example, if you datetrack to a date in 2007, the LOV displays 2007, 2006, 2005 and 2004. You cannot select a year prior to 2001.
GRE Archived by Year End Pre-Process (required)	GRE's processed by the W-2c Pre-Process
Print Options (required)	Defaults to only unprinted W-2c's. To print all W-2c's for the selected employee(s) (including those that were previously printed), select the Reprint All W-2c's option. **Note:** Selecting the Reprint All W-2cs option does not lock the W-2c Pre-Process.
Corrected W-2c (required)	Defaults to No. The first W-2c you issue, you do not print a "c" next to the W-2 in Box A. For all subsequent W-2c's for that employee, you print the "c". Choose No to not print the "c"; choose Yes to print the "c". **Note:** If you are printing W-2c's where you have initial corrections as well as subsequent corrections, process the report twice so that you can choose the appropriate print instruction.
Selection Criteria (optional)	Specific employee or assignment set.
Employee Name (optional)	If you selected Employee Name in the Selection Criteria field, choose an employee from the list. The list shows those employees archived by the W-2c Pre-Process.
Social Security Number (optional)	If you selected Social Security Number in the Selection Criteria field, choose an employee's Social Security Number from the list. The list shows those SSNs archived by the W-2c Pre-Process.

Assignment Set (optional)	If you selected an assignment set, select a set from the list. Only employees in the selected GRE appear on the report. **Note:** This report does not support dynamic assignment sets.

Sort Options for the W-2c

You can sort W-2c print jobs by one or more of the following options:

Organization	From archived data.
Location	From archived data.
Employee Name (last, middle, first)	From archived data (this is the default selection).
Social Security Number	From archived data.
Termination Reason	From archived data.
Zip Code	Use the Zip Code of the employee's primary address as of the session date (or as of termination date for terminated employees).

Generating a W-2c for an Individual

You may be required to generate a W-2c for an individual employee at any time. Using the Selection Criterion field in the Parameters Window, you can generate a single W-2c by selecting the employee's name or Social Security number. You can also specify an assignment set and generate a W-2c only for those employees in that set.

Note: This report does not support dynamic assignment sets.

Mark Paper W-2c and Exclude From Future Tapes

If you are filing more than 249 W-2cs in a tax year, you are required to file from the 250th W-2c onward on magnetic media. Since you may have filed the first 249 W-2cs on

paper, Oracle provides the Mark Paper W-2c and Exclude From Future Tapes request set to denote that some W-2cs have been filed on paper with the government while others are picked up by the W-2c Magnetic Media process.

This process locks all assignments pertaining to the Employee W-2c Report process. Once you have submitted an Employee W-2c Report, those assignments marked by the Mark Paper W-2c and Exclude From Future Tapes request set are not included in the report produced by the Federal W-2c Magnetic Media process.

> **Note:** You need to run this request set to define the end of reporting W-2 corrections on paper.

Federal W-2c Magnetic Media

You can report W-2 corrections on magnetic media (in EFW2C format) for all open assignments not marked by the Mark Paper W-2c and Exclude From Future Tapes process. You can only run this process after you have run the Federal W-2 Magnetic Media process and W-2c Pre-process.

The Employee W-2c Report Process needs to run for all corrections. Whenever you make a correction and submit the W-2c Pre-Process to create an assignment action for the corrected assignment, the Employee W-2c Report process needs to run to print the W-2c paper report. The Federal W-2c Magnetic Media process displays a message if the Employee W-2c Report process is not run after a W-2c Pre Process or W-2c archive process is complete.

> **Note:** The W-2c does not report any corrections to Employer level data

Federal W-2c Magnetic Media Output Files

The Federal W-2c Magnetic Media process creates the following output files:

.mf	Flat file to be sent to the government.
.a01	Totals for Tax withheld and Wages reported per Government Reporting Entity (GRE).
.a02	Exception File. View this CSV file in a spreadsheet. The Exception file includes all employees in error. The .mf file does not include these employees. A successful process with no errors results in an empty .a02 file.

.a03	Audit File. View this CSV file in a spreadsheet. If the file is large, you can split it into smaller files. This file contains the same records as reported on the .mf file.

Federal W-2c Magnetic Media Output File Naming Convention

The following naming convention applies to the Federal W-2c magnetic media output files:

- Maximum of 6 characters for the business group short name (embedded blanks will be ignored)
- FEDW2C (format specifier)
- Last two digits of the tax year (03, for example)
- Run sequence (not limited to 99)
- File suffix (.mf, for example)

Report Errors and Resolution

AccuW2C is a Social Security Administration application applicable for Federal W-2c magnetic media reports in the EFW2C format. You use AccuW2C to validate your magnetic media reports for correctness before you send them to the Social Security Administration.

Running the W-2c Pre-Process

Run the W-2c Pre-Process from the Submit Request window.

To run the W-2c Pre-Process:

1. In the Type field, select Single Request.
2. In the Name field select W-2c Pre-Process.
3. In the Run This Request region, click in the parameters field and select the parameters for the report. See: W-2c Pre-Process Parameters section, page 3-458
4. Click OK, and then Submit.

Note: If you have already run this process for an employee and subsequently changed information prior to running the W-2c Report, the employee in question is not archived a second time. The message An unprinted W-2c exists appears in the log file along with the employee's name and Social Security number. To correct this situation, retry the W-2c Report for the affected employees, or run the W-2c Report every time you change an employee's record.

Running the W-2c Report

Run the W-2c Request Set from the Submit Request window.

To run the W-2c Request Set:

1. In the Type field, select Set.
2. In the Name field, select W-2c Report.
3. In the Run This Request region, click in the Parameters field and select the parameters for the report. See: W-2c report Parameters section, page 3-459
4. Click OK to close the Parameters window.
5. In the Submit Request window, select the printer, number of copies, and style (Portrait for W-2c Paper) in the Print Options region.
6. Submit the report.

What's Next

The W-2c report prints on all four Evergreen pre-printed forms (5313 thru 5316). In order to reprint the W-2c run (to create the Employee copy for instance), you can navigate to the View Requests screen, select the request, and choose the Reprint option (Tools > Reprint).

Running the Mark Paper W-2c and Exclude From Future Tapes Request Set

Run the Mark Paper W-2c and Exclude From Future Tapes request set from the Submit Request Set window.

To run the Mark Paper W-2c and Exclude From Future Tapes request set:

1. Enter the tax year you filed the W-2c paper reports. This is a mandatory parameter.

It defaults to the prior tax year. You can select any valid year from the list of values.

2. Specify the file type for the output report. You can select SCV or HTML formats.

The output file is created in the same directory where the application generates other Oracle Payroll output. This output file indicates the GRE name, Employee Name, Social Security Number, and so on for each locked employee. It also indicates the tax year and system date (when the marking process was run).

> **Note:** If you do not run this process, assignments pertaining to the Employee W-2c Report process are potential candidates for the Federal W-2c Magnetic Media process.

Running the Federal W-2c Magnetic Media Process

Run the Federal W-2c Magnetic Media process from the Submit Request window.

1. In the Name field, select Federal W-2c Magnetic Media.

2. Select the tax year of the W-2c reports you are filing. This parameter defaults to the prior year. You cannot select a year prior to 2001.

3. Select the GRE you will use as Transmitter. This includes a list of all archived GREs in the business group. This list shows the GREs only if you have submitted the Federal Mag file for the business group.

4. Enter the SSA User Identification Number (USERID) assigned to the employee who submits the W-2c files in EFW2C format. This is the same USERID obtained from the SSA. This is an optional parameter.

5. Review the Resub WFID parameter. This is an optional parameter. Only enter if it is necessary to resubmit the W-2c magnetic media file. The government notifies you if you need to resubmit. This notice provides the WFID number. You must enter this value in the parameter when resubmitting the Federal W-2c Magnetic Media process.

6. Review the Create Audit Report parameter. This parameter defaults to Yes to create an audit report with .a03 extension. Typically you accept the default unless there are space constraints.

7. Select Yes or No in the Fold Output parameter field. If you select Yes, then the output flat files (.mf) are folded as per the necessary specifications. The appropriate line feeds or carriage returns are added to the magnetic file (mf) output without any manual intervention being required. If 'No' (default option) is selected, then the process will not fold the output file and all the records in magnetic file are generated in one continuous line.

Running the Employee W-2c PDF Process

The Employee W-2c PDF report enables you to print employee W-2c copies in PDF format that can be printed on blank forms or paper. This can be done using the delivered W-2c template or a custom template. For steps on creating custom W-2c templates, see: Setting Up Custom BI Publisher Templates for Payroll, page 3-405

Using the Employee Self-Service responsibility, employees can view W-2c PDF online or print the PDF.

Prior to running the Employee W-2c PDF, you must have completed the W-2c Pre-Process for the affected employees or the Assignment Set. Running the Employee W-2c PDF report will lock the W-2c Pre-Process so employees cannot be retried until the report is rolled back. You also cannot retry the Employee W-2c PDF report. You must roll the Employee W-2c PDF report back to rerun it.

You can use the Employee W-2c PDF process to reprint W-2c forms that had been generated previously for an employee. Select the 'Reprint All W-2c' option in the Print Options parameter.

Multiple W-2c Pre-Processes and Employee W-2 PDF reports can be run for an employee In this case the second W-2c Pre-Process for that employee will lock the first Employee W-2c PDF and the second Employee W-2c PDF action will lock the second W-2c Pre-Process action. If a second W-2c Pre-Process is submitted for an employee without printing the earlier corrected W-2s, this process will not archive any data for the employee and instead a message will be generated indicating unprinted data exists for them.

To run the Employee W-2c PDF Process:

1. Select Employee W-2c PDF Process in the Name field.

2. Enter the following parameters:

Reporting Year (required)	Tax year of the W-2c Reports you are printing. This parameter defaults to the prior year. The List of Values(LOV) displays four tax years from the datetrack date. For example, if you datetrack to a date in 2012, the LOV displays 2012, 2011, 2010 and 2009. You cannot select a year prior to 2001.

GRE Archived by Year End Pre-Process (required	List of all GREs in the business group that have been archived. This list displays the GREs only if the Federal W-2 Magnetic Media process was submitted for the business group.
Print Options (required)	Defaults to only unprinted W-2cs. To print all W-2cs for the selected employee or employees, including those that were previously printed, select the Reprint All W-2c's option. Note: Selecting the Reprint All W-2cs option does not lock the W-2c Pre-Process.
Corrected W-2c (required)	Defaults to No. The first W-2c you issue, you do not print a "c" next to the W-2 in Box A. For all subsequent W-2cs for that employee, you print the "c". Choose No to not print the "c"; choose Yes to print the "c". If you are printing W-2cs where you have initial corrections as well as subsequent corrections, process the report twice so that you can choose the appropriate print instruction.
Selection Criteria (required)	Select Assignment Set, Employee Name, Location, Organization, or Social Security Number.
Organization (optional)	If you selected Organization in the Selection Criteria field, select an organization from the list of organizations in the business group.
Location (optional)	If you selected Location in the Selection Criteria field, select a location from the list of locations in the business group.
Employee Name (optional)	If you selected Employee Name in the Selection Criteria field, choose an employee from the list. The list shows those employees archived by the W-2c Pre-Process.

Social Security Number (optional)	If you selected Social Security Number in the Selection Criteria field, choose an employee's Social Security Number from the list. The list shows those SSNs archived by the W-2c Pre-Process.
Assignment Set (optional)	If you selected an assignment set, select a set from the list. Only employees in the selected GRE appear on the report. Note: This report does not support dynamic assignment sets.
Template Group (required)	Select the appropriate template from the available template group to generate the W-2c PDF. The template group contains a list of delivered or predefined templates for the current (and applicable) prior years plus any custom templates that have been created. See: Setting Up Custom BI Publisher Templates for Payroll, page 3-405

Sort Options for the W-2c PDF

You can sort W-2c PDF print jobs by one or more of the following options:

Organization	From archived data.
Location	From archived data.
Employee Name (last, middle, first)	From archived data (this is the default selection).
Social Security Number	From archived data.
Termination Reason	From archived data.
Zip Code	Use the Zip Code of the employee's primary address as of the session date (or as of termination date for terminated employees).

Generating a W-2c PDF for an Individual

You may be required to generate a W-2c PDF for an individual employee at any time. Using the Selection Criterion field in the Parameters Window, you can

generate a single W-2c by selecting the employee's name or Social Security number. You can also specify an assignment set and generate a W-2c PDF only for those employees in that set.

W-2c PDF is not generated for an employee if the archived values are identical. When a W-2c Pre Process is submitted, new archived values will be created even if there is no difference between an employee's archived value and the live data or between the previous W-2c Pre process values and the live data. So the W-2c PDF process will not generate a W-2c PDF for an employee if there is no difference in the archived values and W-2c Pre process values. Only amounts that are entered by the customer as corrected will be reported, along with the previously reported balance.

Additional W-2c: If a single Form W-2c does not provide enough spaces for corrections, an additional Form W-2c is produced. Additional W-2cs will be printed in the following circumstances.

- State Level Information:

  There are 2 boxes in total for reporting state level information.

  State Name, State Wages, State Tax and State EIN.

  If an employee has 3 or more state level corrections to be reported, then a second form will be printed to accommodate the additional incorrect and correct state level information. A third form will be printed if the second form is not enough to print the incorrect state level information.

- Locality Level Information:

  Locality Name, Local Wages and Local Tax

  If an employee has more than two incorrect locality level items of information. then a second form will be printed to accommodate the additional incorrect and correct local level information. A third form will be printed if the second form is not enough to print the incorrect local level information.

Miscellaneous End Of Year Information

Printing Reports Using the PASTA Printer Driver

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/pasta_pdf.cfg driver file.

To use this functionality, change the printer type to "--PASTA Universal Printer Type" using the System Administrator responsibility.

You can print the following reports using PASTA:

- Employee W2 PDF
- Employer W2 to be filed with the state (PDF)
- Employee W-2c Report
- W2 Register
- W2 Exception
- 1099R Register
- 1099R Exception

Viewing Archived Data

Oracle Payroll provides the ability to view the data you archive through its many reporting features:

- 1099-R
- Balance Build
- FLS

- State Quarterly Wage Listing
- Mark W-2c
- W-2
- W-2c
- W-2c Pre-Process
- XFR Interface
- Year End Pre-Process

To view archived data:

To view data you have archived:

1. Select Assignment Process Result from the View menu.
2. Select the assignment.
3. Select the archive:

Archive Type	Archive Name
1099-R	<Federal/State>-1099R-<GRE Name> where: • <Federal/State> indicates if this is a Federal or State 1099-R archive. • <GRE Name> is the name of your GRE.
Balance Build	Balance Build
FLS	FLS
Mark W-2c	Mark W2C Paper
State Quarterly Wage Listing (Enhanced)	<State>-SQWL where <State> is the archived state.
W-2	W2

Archive Type	Archive Name
W-2c	<Federal/State>-W2C-<GRE Name> where: • <Federal/State> indicates if this is a Federal or State W-2c archive. • <GRE Name> is the name of your GRE.
W-2c Pre-Process	W2C Pre Process
XFR Interface	<Federal/State>-XFR_INTERFACE where <Federal/State> indicates if this is a Federal or State XFR Interface archive.
Year End Pre-Process	Year End Pre-Process

4. Click View Results.

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

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

This information is for display purposes only.

Producing Magnetic Tapes

This section is intended to assist Oracle Applications Payroll customers in preparing a nine-track magnetic tape on a UNIX system for annual state/1099-R/state quarterly wage reporting. Note the following:

- This procedure should be performed by an operator familiar with general UNIX system administration procedures.
- This is an example procedure that works on most UNIX systems with standard nine-track device drivers. Certain platforms or tape drives may require modifications or additional steps.

- Use this procedure to produce a first-article tape and submit that tape for approval. This procedure is not complete and correct for the customer's installation and platform until you have obtained this approval.

- Use this procedure for reporting of quarterly/year end and other tax data. Specific differences in reporting requirements for some states may require changing this procedure. (In general, such differences should be limited to altering the block size parameters described below.)

This example generates the flat file (flat file produced has a .mf extension). This flat file contains multiple logical records; each logical record is 275 bytes in length; EFW2 is 512 bytes. For this example, assume the working flat file is named "image.mf", with a size of 46200 bytes, or 168 logical records.

To Generate a Magnetic Tape (sample procedure only):

1. Identify the appropriate nine-track tape device name for your platform.

   Mag tape reporting supports two tape densities: 1600 BPI (bytes per inch) and high-density: 6250 BPI. Most nine-track physical devices are capable of supporting either density. Generally they use a name like "rmt0h" for high-density and "rmt0l" for low-density. This example uses the name "rmt0h" (high-density), with a full path of "/dev/rmt0h".

   > **Note:** Ensure that the density you select matches what was entered under the Reporting Rules for the specified GRE.

2. Calculate the output physical block size.

   The ICESA magnetic tape format documentation specifies that logical records for federal tax reporting are 275 bytes in length and that the size of physical blocks written to a nine-track should be a multiple of the 275 bytes, not to exceed 23375, or a maximum of 85 logical records per physical block. The documentation further states that 25 logical records per physical block is preferred for nine-track tapes: 25 * 275 = 6875. Therefore, this example will use 6875 bytes per output physical block.

   > **Note:** Ensure that the blocking factor you create matches what was entered under the Organization Classification/Other Information/W2 Reporting Rules for the specified GRE.

3. Plan to convert Oracle's ASCII data file to EBCDIC.

   ICESA's documents state the government will accept ASCII but EBCDIC format is preferred.

   > **Note:** Some UNIX systems tape write utilities support multiple

EBCDICs. On such platforms, be sure to specify "IBM EBCDIC".

Workforce Intelligence for Payroll Statutory Deductions and Reporting

Payroll Federal Tax Archive Summary (US)

You can view federal level balances by GRE and consolidation set using the Federal Tax Archive Summary Discoverer Workbook. You must run the Payroll Archive (formerly known as 'External Process Archive') prior to accessing the Discoverer workbook.

You must specify values for the following parameters:

- Effective Start Date
- Effective End Date
- Payroll Name
- Consolidation Set Name

> **Note:** The Payroll Process effective/ending dates can be different from the dates used to run the External Process Archive. Use the dates from the External Process Archive process when specifying the Effective Start and Effective End dates for the workbook.

Payroll State Tax Archive Summary (US)

You can view state level balances by GRE and consolidation set using the State Tax Archive Summary Discoverer Workbook. You must run the Payroll Archive (formerly known as 'External Process Archive') prior to accessing the Discoverer workbook.

You must specify values for the following parameters:

- Effective Start Date
- Effective End Date
- Payroll Name
- Consolidation Set Name
- State

> **Note:** The Payroll Process effective/ending dates can be different from

the dates used to run the External Process Archive. Use the dates from the External Process Archive process when specifying the Effective Start and Effective End dates for the workbook.

Payroll Local Tax Archive Summary (US)

You can view local level balances by GRE and consolidation set using Local Tax Archive Summary Discoverer Workbook. You must run the Payroll Archive (formerly known as 'External Process Archive') prior to accessing the Discoverer workbook.

You must specify values for the following parameters:

- Effective Start Date
- Effective End Date
- Payroll Name
- Consolidation Set Name
- State

Note: The Payroll Process effective/ending dates can be different from the dates used to run the External Process Archive. Use the dates from the External Process Archive process when specifying the Effective Start and Effective End dates for the workbook.

HRMS - Payroll Costing Summary (US)

Key Concepts

To accurately interpret the results of this workbook, see:

<Key Concept Name>

Worksheets

This workbook has the following worksheets:

- x
- x

- x

Parameters

You need to specify values for the following parameters:

- x
- x

Use the following optional parameters to further restrict the values in the worksheets:

- x
- x

<title> Worksheet

Business Questions

What business organizations have my employees been assigned to?

Worksheet Headings and Calculations

<name> column

Chart

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 4-54
- Retries, page 4-117
- Reversals, page 4-118
- Rollbacks, page 4-116
- RetroPay, page 4-68
- 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.

Can you make adjustments after a payroll run has completed?

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

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

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

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

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

Ensuring that Employees are Paid by the Correct Payment Method

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

Ensuring that Costing Information Can be Provided

On completion of a payroll run you may need to distribute the associated costs across particular cost centers. For information on this, see: Cost Analysis Overview, *Oracle HRMS Enterprise and Workforce Management Guide*

Can you run payroll processes and reports multilingually?

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

Can you verify that payments have been made?

Yes. Oracle Payroll is fully integrated with Oracle Cash Management. This enables you to use Oracle Cash Management to verify that payments have been cashed. Reconciliation can be applied to payroll checks (cheques), third party checks and EFT Payments (NACHA).. You can identify which checks have been cleared and the date on which they were cleared as well as EFT Payments (NACHA) and their dates of deposit. You can also view a reconciliation report which shows if voided checks appear to have been cashed.

Does Oracle Payroll Support Electronic Data Transfer to TIAA CREF?

If your employees contribute to a TIAA CREF retirement plan, you can use Oracle Payroll to track their TIAA CREF contributions, and generate an output file for direct submission to TIAA CREF. Oracle Payroll provides you with pre-defined balances for TIAA CREF contribution tracking and supports the TIAA CREF file format for electronic submission.

The Payroll Run

Process Part of a Payroll

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 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 predefined workflow incorporates the standard processes that your enterprise uses in its payroll processes. You can view the progress and results of the process through 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.

When the workflow performs parallel processes, it completes all the parallel processes before beginning the next process.

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 4-15

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
Retro Pay / RetroPay By Element	3
Payroll Process	4
US 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 Processed	5
Payroll Exception Report	5
Federal and State Tax Remittance Report	5

Process Name	Sequence in which it is run
Pre-Payments	10
NACHA	11
Payroll Archive	12
Check Writer	13
Third Party Check	14
Deposit Advice	15
Element Register Report	16
Payment Register Report	16
Third Party Payment Register Report	16
Costing	19
Costing Summary Report	20
Costing Detail Report	20

Parameters for Payroll Process Workflow

The common parameters for the Payroll Process Workflow are:

Sequence	Parameter Display Name
1	Batch ID
2	Payroll Name
3	Consolidation Set Name
4	Date Earned

Sequence	Parameter Display Name
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	Government Reporting Entity
15	Organization
16	Location
17	Select Report or Group
18	Exception Group Name
19	Exception Report Name
20	Override Variance Type
21	Override Variance Value
22	Payment Method Override
23	NACHA Payment Method
24	Deposit Date Override

Sequence	Parameter Display Name
25	File ID Modifier
26	Check Writer Payment Method
27	Check Writer Sort Sequence
28	Check Style
29	Start Check Number
30	End Check Number
31	Third Party Payment Method
32	Third Party Sort Sequence
33	Third Party Start Check Number
34	Third Party End Check Number
35	Deposit Advice Report Category
36	Deposit Advice Sort Sequence
37	Deposit Advice Assignment Set
38	Selection Criterion
39	Ele Reg Element Set
40	Element Classification
41	Element Register Element
42	Element Register Employee

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:

Notification Name	Comments	Sequence in Which It Occurs
BEE Batch Process (Transfer) Completed		1
Retro-Notifications Report Complete require reply	Send Retro-Notification and Wait for Reply	2
Retro Pay / RetroPay By Element Completed		3
Completion of Payroll Process		4
Reports Completed require reply	Reports Completed and Wait for Review	5
Pre Payments Completed		6
Payroll Archive Completed		7
Check Writer Completed		8
Third Party Check Writer Completed		9
Deposit Advice Complete		10
Register Reports Completed		11
Costing Notification		12
Process has Errored		13

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. In the Name field, select the name of your payroll run process.
2. In the Parameters window, which opens automatically, select the payroll.
3. Select the default consolidation set name for the payroll, then select the current payroll period display.
4. Select a new consolidation set for the run if required.

   Use the consolidation set to control post-run processing of the results.
5. Select the payroll period for the run.
6. Select an element set and assignment set if required.

   US only: Make sure that you have included the VERTEX seeded recurring element in your element set if you are using an element set.
7. Select a run type.
8. If your legislation supports Regular and Supplemental runs, then select R for a Regular run or S for a Supplemental run.

   India only: Select "Bonus" run type for paying bonus.

9. You can optionally enter a message to appear on the statements of earnings for this run if your SOE is designed to support such a message.

10. Choose 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 4-16

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.

US Payroll Processing

Changes to Earnings or Deductions Before a Run

Before running a payroll, you may need to make one-time changes to a recurring earnings or deduction. Such changes may be to:

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

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

To make these changes possible, Oracle Payroll includes a second, special inputs element for all predefined and user-initiated earnings, payments, and deductions elements. You can make entries to this nonrecurring element using BEE or the Element Entries window. Special inputs elements take the name of their original, with the words Special Inputs added (such as, Quarterly Bonus Special Inputs). They function as extensions to the original element.

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

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

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

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

The Special Input *Adjust Arrears*

Special inputs elements for deductions with arrearage include not only the input values

Replacement Amount and Additional Amount, but also the input value Adjust Arrears. When you enter an amount in this input value, the amount adds to or reduces the arrears balance for the deduction when the payroll run next processes the deduction.

Input Value Name	Purpose of Entry
Adjust Arrears	A positive or negative entry to add to or reduce the arrears balance.

Reviewing Earnings and Deductions Balances

To review earnings and deductions balances that accumulate for individuals after payroll runs, use the View Earnings and Deductions Balances window.

To view balances:

1. Set the effective date at which you want to see these balances and, if necessary, query the employee assignment for which you are reviewing balances.
2. Select the classification of the deductions or earnings types you are reviewing.
3. Choose whether to see balances at the assignment level or the person level. For employees with more than one current assignment, the person level balances show totals of the balances accumulated for each assignment.
4. The earnings types or deductions for the selected classification appear in the Balances region.

   The dimensions for which you see assignment-level balances are period to date, month to date, quarter to date and year to date. You also see person-level balances for these dimensions, except for period to date. No person-level balances exist for the dimension period to date.

Entering One-Time Changes Before a Run

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

Use BEE or the Element Entries window.

To enter one time changes:

1. Select the appropriate Special Inputs element (such as, Regular Wages Special

Inputs).

2. Enter an adjustment value in the Additional Amount field or a replacement value in the Replacement Amount field.

3. For deductions, you can also make an entry in the Adjust Arrears input value.

Assigning an Overtime Period to an Employee

You assign an overtime period to each employee eligible for overtime pay using the Element Entry window. The application uses the overtime period to determine the amount of overtime hours based on the amount of hours worked for the pay period and the length of the overtime period.

You can assign an overtime period to individual employees or to groups of employees using Batch Element Entry.

In the absence of an overtime period at the employee level, the application uses the overtime period entered at the payroll level. You can assign an overtime period to groups of employees using Batch Element Entry. See: BEE (Batch Element Entry), *Oracle HRMS Compensation and Benefits Management Guide*

1. Change your effective date to the start date for the FLSA Time Definition element entry.

2. Navigate to the employee Element Entry window and in the Element Name field, select the FLSA Time Definition information element.

3. Click Entry Values to open the Entry Values window.

4. Select the appropriate overtime period in the Time Definition input value.

5. Save your work.

Defining an Overtime Period

Use the Time Definition window to define an overtime period, which specifies the number of regular hours you work before the application begins to calculate overtime. You create overtime periods based on your specific business requirements. For example, if your overtime period is a standard five day work week, you would use Static Period in Time and select weekly for the period. If you have employees that work from Wednesday to Tuesday, you would use Point in Time to define the overtime period and specify the starting date and the length of time of the period.

Use the Static Period in Time to define a new overtime period for periods that are weekly, bi-weekly, semi-monthly, monthly or lunar month (28 days).

To define a new overtime period for a Static Period in Time:

1. Set your effective date to a date early enough to handle any historical information you want to enter.

2. Select Create Time Definition.

3. Enter the name of the overtime period, the short name of the overtime period and select Static Period as the Definition Type.

4. Enter a start date for the overtime period in the Start Date field.

5. Enter the number of years you want to create overtime periods for in the Years field. The application uses this number to generate overtime periods for the specified number of calendar years as of the start date provided.

6. Select the appropriate length for the overtime period in the Period Type field, select Element Allocation in the Time Usages region and click Apply.

Use the Point in Time to define a new overtime period for periods that are a specific number of days (for example 5 days) other than a weekly, bi-weekly, semi-monthly, monthly or lunar month (28 days) period.

To define a new overtime period for a Point in Time:

1. Set your effective date to a date early enough to handle any historical information you want to enter.

2. Select Create Time Definition.

3. Enter the name of the overtime period, the short name of the overtime period and select Point in Time as the Definition Type.

4. Enter the number of days in the FLSA overtime period in the Day Adjustment field and click Apply.

5. Select Create Time Definition.

6. Enter the name of the overtime period, the short name of the overtime period and select Static Period as the Definition Type.

7. Enter a start date for the overtime period in the Start Date field.

8. Enter the number of year you want to create overtime periods for in the Years field. The application uses this number to generate overtime periods for the number of calendar years as of the start date provided.

9. Select the Point in Time definition you created in the Definition for Next Start Date

field.

10. Select Element Allocation in the Time Definition Usages region and click Apply.

Employees Not Paid Request Set

The Employees Not Paid Request Set combines three reports to help you identify employees who have not received a paycheck in a time period you specify:

- Employee Assignments Not Processed
- Employees Without Payrolls
- Payroll Message

To Run the Employees Not Paid Request Set:

1. Open the Submit Processes and Reports window.
2. Choose Request Set and press OK.
3. Enter or choose Employees Not Paid in the Request Set field.
4. In the Program list, click in the Parameters field of each of the reports, and enter the parameters for each. For details, see the Employee Assignments Not Processed and Employees Without Payrolls report sections below or "Running the Payroll Message Report" in the *Running Your Payroll Using Oracle HRMS* guide.

   Note: You need to enter the beginning and ending dates only once, because they automatically propagate from the Employee Assignments Not Processed parameters.

5. Enter any desired options, and press Submit.

Running the Employee Assignments Not Processed Report

The Employee Assignments Not Processed report lists, for a given payroll or consolidation set, the employees who have not received regular payments to which they are entitled. This report covers primary assignments only.

Optionally, you can run the Employee Assignments Not Processed report for a single GRE, organization, or location.

You must enter either a payroll or a consolidation set in the Parameters window. If you want to run this report specifically for a consolidation set, do not enter a payroll.

Run the Employee Assignments Not Processed report from the Submit Requests window. You can submit this report alone or as part of a Request Set.

Running the Employees Without Payrolls Report

The Employees Without Payrolls report lists any employee or ex-employee (prior to their final processing date) whose primary assignment does not include a payroll.

Run the Employees Without Payrolls report from the Submit Requests window. You can submit this report alone or as part of a Request Set.

To run the Employee Assignments Not Processed report:

1. In the Name field, enter or select Employee Assignments Not Processed.
2. Click in the Parameters field and select the parameters for the report. See the Report Parameters section for more information.
3. Enter the printer information and number of copies that you want to print. The report is entitled Employee Assignments Not Processed.
4. Submit the report.

Report Parameters

The parameters window includes 10 fields:

Beginning Date (required)	Enter the first date you want to include in the report. The report includes information from all payroll runs and Quickpays that contain an end date on or between the dates specified.
Ending Date (required)	Enter the last date you want to include in the report.
Consolidation Set (required if not using a payroll)	Select from the List of Values to run this report for a consolidation set. If you select a payroll in the Payroll field that is associated with a consolidation set, this field automatically populates. You must choose either a payroll or a consolidation set to run the report.
Payroll name (required if not using a consolidation set)	Select from the List of Values to run this report for a specific payroll. You must choose either a payroll or a consolidation set to run the report.

Government Reporting Entity (US only)	Select from the List of Values to limit the report to a single GRE. If you leave this field empty the report will contain information for all valid GREs.
Organization	Select from the List of Values to limit the report to a single organization. If you leave this field empty the report will contain information for all valid organizations.
Location	Select from the List of Values to limit the report to a single location. If you leave this field empty the report will contain information for all valid locations.
Sort Options	Three fields allow you to sort the report output. See the Sort Options section for more information on how to properly use these parameters.

Sort Options

You can sort the report by up to three categories, using a list of sort options. Oracle Payroll does not require that you use sort options to generate your report, but they are the best way to tailor the report to your specific needs. You can sort reports by any of seven criteria:

- Assignment status
- Employee name
- Assignment number
- GRE
- Location
- Organization
- Payroll

If you select no sort options, Oracle Payroll uses Payroll and Employee Name to sort the report.

The sort options are hierarchical. Sort Option Two field enables only after you have made a selection in the Sort Option One field. Likewise, the Sort Option Three field enables only after you have made a selection in the Sort Option Two field.

Once you have selected any criterion as a sort option, it disappears from the LOV of the next sort option field. Once you have selected either employee name or number as a sort option, both criteria disappear from the LOV of the next sort option field.

> **Note:** The report does not break on Employee Name or Employee Number, so choosing one of those items for Sort Option One means that your report will not be subdivided.

Example

This example shows how to use sort options to customize the report.

If you want to create a report sorted by GRE, Organization, and Location:

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

Using the selected Sort Options, Oracle Payroll generates the report listing the employee assignments not processed for each location alphabetically by organization within each GRE for the selected payroll or consolidation set.

> **Note:** The sort options are nested. For example, if you change Sort Option Two from Organization to Location, Sort Option Three is automatically cleared.

Report Output

The report header includes the start and end dates, the payroll or consolidation set the report covers, and the sort options, if any. The columns list Assignment Number, Employee Name, Assignment Status, Absence Type, Salary Basis, and Period End.

> **Note:** The report displays Period End only when the Ending Date does not match the Period End date.

The report prints in landscape orientation and fits on 8.5" x 11" paper.

To run the Employees Without Payrolls report:

1. In the Name field, enter or select Employees Without Payrolls.
2. Click in the Parameters field, and select a Beginning Date and an Ending Date. See the following Report Parameters section for more information.

> **Note:** If you are running this report as part of the request set, you

do not need to reenter the dates, which automatically propagate from the Employee Assignments Not Processed parameters.

3. Enter the printer information and number of copies that you want to print. The report is entitled Employees Without Payrolls.

4. Submit the report.

Report Parameters

The parameters window includes two fields, both required.

Beginning Date	Enter the first date you want to include in the report. The report includes information for all employees within your business group on or between the dates specified.
Date	Enter the last date you want to include in the report.

Report Output

The Employees Without Payrolls report automatically sorts by Employee Name. If the system finds no one who fits the criteria, the report returns the message "No Data Found." The report header includes the starting and ending dates. Its columns are Employee Name, Assignment Number, Assignment Status, and Location. The report prints in landscape orientation and fits on 8.5" x 11" paper.

Managing the Payroll Archive

The Payroll Archive preserves payroll run information, so you can use it for accurate payroll reporting, producing payroll checks, deposit advices, third party checks or third-party tax filing. This is a mandatory part of payroll processing if you are using the Online Payslip functionality included with Oracle Self-Service HRMS, or if you are using one or all of the following processes: Check Writer (XML), Deposit Advice (XML) or Third Party Check Writer (XML). It is also required if you will be using the FLS tax filing interface.

> **Note:** You may see this processed, previously called External Process Archive process, referred to as the Payroll Archive or as the Payslip Archive process.

This process logs:

- Pre Payment process
- Reversals
- Balance adjustments

> **Note:** For reversals and balance adjustments, the Payroll Archive process includes the following amounts only: US Federal, US State, US County, US City, and US School District tax balances.

You must run the Payroll Archive after you have run Payroll, Pre-Payments, and NACHA but before running the Check Writer process. You run the Payroll Archive from the submit requests window.

> **Note:** You do not need to run the Payroll Archive if you implemented Online Payslip before 08-30-2001.

The Payroll Archive management process involves:

- Running the Payroll Archive, page 4-31
- Rolling back or reversing a Pre-Pay Process archive for a specific employee, page 4-32
- Rolling back or reversing a Pre-Pay Process archive if you don't know the employee's name, page 4-32

To run the Payroll Archive:

1. Select Payroll Archive in the Name field.
2. If the parameters window does not open automatically, click in the Parameters field to open it.
3. Enter a Start Date and End Date. Oracle Payroll archives information for payroll runs that have a check date between the user entered start and end dates.
4. Select the Payroll or Consolidation Set that you want to archive data for. If you select a payroll, the Consolidation Set automatically defaults.
5. Select OK, and then Submit.
6. After running the Payroll Archive, use the Payroll Actions Not Processed report to see any employees (and corresponding payroll processes) that were not archived but fell within the report's parameters.

To rollback or reverse a Pre-Pay Process archive for a specific employee:

Perform these steps if you want to rollback or reverse a Pre Pay Process that has already been locked and archived by the Payroll Archive process.

1. Open the Employee Assignment Processes window (View Assignment Process Results).
2. Specify the employee name.
3. Specify the pay period.
4. Click Find.
5. Locate the desired Payroll Archive.

   Its Type will include "XFR_INTERFACE".
6. To retry this archive, click Retry.

   To reverse this archive, select the row and click Delete.
7. Save your work.
8. Locate the Pre Pay Process in your query results.
9. To retry this archive, click Retry.

   To reverse this archive, select the row and click Delete.

To rollback or reverse a Pre-Pay Process archive if you don't know the employee's name:

Perform these steps if you want to rollback or reverse a Pre Pay Process that has already been locked and archived by the Payroll Archive process.

1. Open the Payroll Processes window (View | Payroll Process Results).
2. Specify the payroll name.
3. Specify the pay period.
4. Specify "Magnetic Report" as the type.
5. Click Find.
6. Locate your Payroll Archive/Payslip Archive process from the returned list, and select its row.
7. Click Assignment Process.

The Assignment Processes window opens, listing all actions according to employee name.

8. Select the desired row.

9. To retry this archive, click Retry.

   To reverse this archive, select the row and click Delete.

Running the Periodic Tax Filing Interface

The Periodic Tax Filing Interface creates a flat file (.mf) containing the archived data from the Payroll Archive in a format that you can directly submit for tax filing and reporting. Run the Periodic Tax Filing Interface from the Submit Requests window.

> **Note:** You must successfully run the Payroll Archive prior to running the Periodic Tax Filing Interface.

The Periodic Tax Filing Interface creates an audit report output file (.a01) that contains all of the information contained in the .mf file in a printable format.

After running the Periodic Tax Filing Interface, you can use the Payroll Actions Not Processed report to see any employees (and corresponding payroll processes) that were not included in the output file, but fell within the report's parameters.

To run the Periodic Tax Filing Interface:

1. Select Periodic Tax Filing Interface in the Name field.

2. If the parameters window does not open automatically, click in the Parameters field to open it.

3. Enter a Start Date and End Date. Tax information for the period selected are included in the output file.

4. Select a Payroll or Consolidation Set. If you Select a Payroll, the Consolidation Set automatically defaults. If you want to run this process for the entire Consolidation Set, make sure to leave the Payroll field blank.

5. You can also select a GRE. If you select a GRE along with a payroll or consolidation set, then all employees in that payroll or consolidation set in the selected GRE are included. If you want all assignments in the GRE included, then you do not need to select anything but the GRE.

6. Select OK, and Submit.

Naming Convention for Output Files

The files created by the Periodic Tax Filing Interface will be named accordingly:

File	Convention	Example
Flat File	FLSPDDMMYYYY.mf	FLS15072001.mf
Audit Report	FLSPDDMMYYYY.a01	FLS15072001.a01

Note: The date included in the name of the output file will always be the same as the Start Date report parameter.

Listing Assignments Not Picked Up by a Payroll Run

The Payroll Actions Not Processed report identifies assignments that were not included in the either the Payroll Archive or the Periodic Tax Filing FLS Interface. Once identified, you can use the information in the report to troubleshoot these exceptions and then rollback and rerun processes as appropriate.

You run the Payroll Actions Not Processed report from the Submit Request window.

To run the Payroll Actions Not Processed report:

1. In the Request field, select Payroll Actions Not Processed report.
2. Enter a Start Date and End Date.

   Note: If you are using this report to audit a particular run of the Payroll Archive or the Periodic Tax Filing FLS Interface, select the same dates as you did for the process you are auditing. You can expand the date range to audit multiple runs of these processes.

3. Select a Payroll or Consolidation Set. If you Select a Payroll, the Consolidation Set automatically defaults. If you want to run this process for the entire Consolidation Set, make sure to leave the Payroll field blank.
4. You can also select a GRE. If you select a GRE along with a payroll or consolidation set, then all employees in that payroll or consolidation set in the selected GRE are included. If you want all assignments in the GRE included, then you do not need to select anything but the GRE.
5. Select a Mode for the report to run in. Valid options are:

Payroll Archive	Lists employees who were not archived.
Periodic Tax Filing FLS Interface	Lists employees who have been archived but not included in the FLS output file.
Costing	Lists Run and Quick Pay Actions for which the Costing process has not been run.

6. Select OK, and Submit.

Payroll Actions Not Processed Report Output

The Payroll Actions Not Processed report is formatted to print in landscape fashion on 8.5 x 11 paper. For every employee, this report lists:

- Full Employee Name
- Assignment Number
- Action Type

  These include Payroll Runs, Quick Pays, Balance Adjustments, and Reversals.
- Effective Date of the Action Type
- Assignment Action ID of the Payroll Action
- GRE for the Assignment
- Payroll Name
- Consolidation Set Name

Earnings Audit

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

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

Run this report from the Submit Request window.

To run this report:

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

NACHA Process

The NACHA process creates the magnetic media of employee direct deposit information to be submitted to the bank. If you want to void a NACHA payment after you have run the NACHA process you can do this by running the Void Magnetic Tape Payment process. However, the Void Magnetic Tape Payment process only creates a record of the voided amount in Oracle Payroll. It does not create a revised magnetic tape. You must contact your bank to request a manual reversal of the voided amount.

Before you can submit the NACHA process, you must contact your bank and obtain the information required to complete the Further Payment Method Information in the Organization Payment Method window, including:

- NACHA Destination Code: Routing number of the bank where the file is sent
- NACHA Destination Name: Name of the receiving bank
- Reference Code: Optional field which if not used is filled with blanks or zeros
- Balanced NACHA File: The decision to submit a NACHA file where the debits and credits are balanced
- NACHA Origin Code: Your company's FEIN that is used when transmitting the file to the bank
- NACHA Origin Name: Name of your company
- Header 1 and 2: Other information your bank requires

You submit the NACHA process in the Submit Reports and Processes window.

1. In the Name field select NACHA.
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. Select the start and end dates of the time span the process should cover.
4. Select the name of a payment method of type NACHA to use for all payments the process generates.
5. Optionally, enter an override deposit date if the date of the deposit differs from the date of the payroll run.
6. Click OK and Submit.

NACHA Report

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

Run this report from the Submit Request window.

To run this report:

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

Setting up the TIAA CREF OPS Layout

To set up the TIAA CREF OPS layout:

1. Enter the PPG and Billing Code into the TIAA CREF Setup Codes window by navigating to the Additional Organization Information window for the appropriate GRE/Legal Entity and selecting TIAA CREF Setup Codes.

   Do this for each GRE that the TIAA CREF OPS layout will use.

   The PPG Code and Billing Codes are assigned to your institution by TIAA CREF. The Billing code is attached to the PPG code.
2. Enter the PPG and Billing Code for each assignment in the Assignment window by

clicking Others and then selecting TIAA CREF Setup Codes to open a window where you can enter the appropriate codes.

3. Enter the TIAA CREF Mode of Payment Code in the Payroll Window's Further Payroll Information Flexfield.

   Do this for each payroll that the TIAA CREF Interface will use.

   > **Note:** You can also enter a PPG and Billing Code in this Flexfield. If you do, it will override the code you entered in the Assignment window.

   All TIAA CREF mode of payment codes are defined in the List of Values for the TIAA CREF Mode of Payment Code field.

4. Set up the appropriate elements and balance feeds for each employee who will be making TIAA CREF contributions.

   - To enable Assignment and Element Extra Information Types for a responsibility the EITs: PAY_US_TIAA_CREF_CONT_TYPES, US_TIAA_CREF_CONT_TYPES and PQP_US_TIAA_CREF_CODES must be added, if not added previously, at: (N) Security -> Information Type Security.

   - There are no seeded elements or balances. The Amount reported in the flat file will be the pay value of the element which has Source and Sub Plan entered at its Extra Information.

   - The Primary balance of the element is used to get the Run balance value (Amount) and it should be unique across element entries.

   - The .out file reports the set of records (01, 03,04, 05 and 33) at element entry level. i.e. for every element entry processed in the run will have a set of records generated in the flat file provided that element has the source and sub plan associated with it.

   - Source and Sub Plan for a direct element entry can be overridden at Assignment Extra Information.

   - The Precedence for Plan number is Element, Assignment, Payroll and Organization level. If it is not present at any of these level then an error will be generated for the assignment in the Exception Report.

Once you have set up Oracle Payroll to use the TIAA CREF interface, you can run the TIAA CREF OPS Layout Report.

See: Running the TIAA CREF OPS Layout Report, page 4-39

Running the TIAA-CREF OPS Layout Report

The TIAA-CREF OPS Layout concurrent process produces the following outputs:

File Name	File Type	Description
<request id>_1.pdf	PDF	TIAA-CREF Exception Report The TIAA CREF OPS Layout Exception report shows the error out records. If there are no errors, then the report will show 'No data found.' Exceptions will be raised for the following anomalies: • Plan number is null. • Source or Sub Plan is null. • Primary Balance is null for the element. • Mode is null. • Primary Balance not unique across element entries.
<request id>_2.pdf	PDF	TIAA-CREF Transmission Report
<request id>_3.eft	Fixed Format	File to be submitted to the TIAA CREF
<request id>_4.xml	XML	The XML file containing all the information

Run the TIAA-CREF Open Plan Solutions (OPS) Layout report from the Submit Request Set window.

To run the TIAA-CREF OPS Layout report:

1. Select TIAA-CREF OPS Layout in the Name field.

2. Click in the Parameters field.

3. Enter a value into both the Start Date and End Date fields. These dates define the period you want represented in the TIAA-CREF output file.

4. Select the Government Reporting Entity that you want to run this report for. Leave this field blank to run this report for all GREs.

5. Select the Payroll that you want to run this report for. Leave this field blank to run this report for all Payrolls.

6. Select the Consolidation Set for the TIAA-CREF report.

7. Click OK, then Submit.

> **Note:** The plan number can be entered at the payroll level, but if the plan number is different across elements it can be entered at the element level in Element Extra Information. If the TIAA CREF plan contribution and other related values (like sub plan, source and primary balance) are being entered in Element Extra Information, then these values are NOT required for system-generated elements such as the Special Inputs, Special Features, or Taxable by JD elements (etc). They are just required for the base element(s). However, if any of these values are entered in the system-generated elements, ALL related input values need to be entered and a primary balance must be defined; otherwise the TIAA CREF OPS Layout Report will error and report these missing values as exceptions.

Use the View Requests window to see the progress of the report and view the audit report produced. You can then submit the file created by the TIAA-CREF. Oracle Payroll produces the file in Open Plan Solutions (OPS) format.

Running the Payments Register Reports

The Payments Register Detail report shows for each employee:

- Assignment number
- Payment type
- Deposit advice or check number
- Payment amount
- Bank name, account number and account type

The Payments Register Summary report shows total amounts paid for a payment type

by GRE.

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

Run these reports from the Submit Request window.

To run the Payment Register reports:

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

Listing Voided Payments

The Void Payments report shows details of voided payments. Currently, the report shows details of cancelled check payments only.

You run this report in the Submit Request window.

To run the Void Payments report:

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

Calculating Alien Retroactive Benefits

The Alien Retro Benefits Projection report identifies employees who are earning alien tax treaty benefits that could be subject to a retroactive loss at some point in the future.

This report is customizable: You can identify employees who are very near their maximum benefit amount, or you can configure the report to display all employees who have only earned a small portion of their maximum benefit amount. You can also configure this report to display employees who are nearing their benefit end date, regardless of the amount they have earned.

To Run the Alien Retro Benefits Projection:

1. Select Alien Retro Benefits Projection in the Name field.
2. If the parameters window does not open automatically, click in the Parameters field to open it.
3. In the Government Reporting Entity Name field, select the GRE that you want to run this report for.

   If you do not select a GRE, the report runs for all GREs in your business group.
4. Select an Effective Date for the report.

   The report includes all employees who meet the selected criteria from the start of the tax year (January 1) up until the effective date.
5. If you want to restrict this report by Maximum Benefit Amount Remaining, enter a dollar amount in this field.

   The report includes all employees who have less than or equal to this amount remaining in unearned treaty benefits.
6. If you want to restrict this report by Maximum Benefit Percent Remaining, enter a percentage in this field.

   The report includes all employees who have less than or equal to this percent remaining in unearned treaty benefits.
7. If you want this report to include employees whose benefits will be expired on a certain date, enter a date into the Benefit End Date field.

   > **Note:** The Maximum Benefit Amount Remaining, Maximum Benefit Percent Remaining, and Benefit End Date parameters can work in unison. The report will display only those employees that meet any or all of the report criteria.

   The report displays all employees who will loose benefits on or before that date.
8. Select OK, and Submit.

What's Next

Report Output

The Alien Retro Benefits Projection is formatted to print in landscape fashion on 8.5 x 11 paper. Each page of the report contains the name of the business group, as well as the selected report parameters. The report lists information alphabetically by employee last name. The following information appears on the report for each employee listed:

- Income Code - An employee may have treaty benefits for more than one income code
- Amount Earned
- Maximum Benefit Amount allowed
- Date Benefit Ends

Calculating Alien Retroactive Benefits Losses

The "Alien Retro Benefits Loss" report identifies employees who have earned treaty benefits that are then revoked. Treaty benefits can be subject to a retroactive loss when an employee has resided in the country for a certain amount of time, or when earnings exceed a certain amount. It is important to identify these employees so you can properly tax the income they have earned.

To Run the Alien Retro Benefits Loss report:

1. Select Alien Retro Benefits Loss report in the Name field.
2. If the parameters window does not open automatically, click in the Parameters field to open it.
3. In the Government Reporting Entity Name field, select the GRE that you want to run this report for.

   If you do not select a GRE, the report runs for all GREs in your business group.
4. Select an Effective Date for the report.

   The report includes all employees who have retroactively lost benefits from the start of the tax year (January 1) up until the date selected.
5. Select OK, and Submit.

What's Next

Report Output

The Alien Retro Benefits loss report is formatted to print in landscape fashion on 8.5 x 11 paper. Each page of the report contains the name of the business group, as well as the selected report parameters. The report lists information alphabetically by employee last name. The following information appears on the report for each employee listed:

- Income Code - An employee may have treaty benefits for more than one income code
- Amount Earned
- Maximum Benefit Amount allowed
- Date Benefit Ends
- Reason for Retroactive Loss - An employee may retroactively loose a benefit either because they cross the benefit end date, or cross the maximum benefit amount.

Post Processing for a Payroll

Post-Processing for a Payroll

PrePayments Process

Within Oracle Payroll the PrePayments process enables you to select a payment method to pay your employees. You can distribute employee pay over more than one method using either a percentage or monetary split.

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

Cheque/Check Writer Process

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

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

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

Oracle Payroll provides automatic cheque/check numbering for the Check Writer process. You can keep track of cheque/check numbers when you process multiple cheques/checks per day.

> **Note:** Your System Administrator can enable the HR: Default Check/Cheque Number Method profile which enables you to use the automatic check/cheque numbering process.

See User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Void Cheque/Check Payments Process

Run the Void Cheque/Check Payments process when you want to void cheques/checks you have issued using Oracle Cheque/Check Writer. You may want to do this if there is

a printing error or if the cheques/checks you print are afterwards lost. The process cancels the cheques/checks issued, records details of the cancellation, and enables you to give a reason for cancelling.

Check Writer - Override Payment Date Process

When you reissue a check after voiding it using the Void Check Payments process, the Check Writer process prints the check with the original Payment Date by default. Using the Override Check Date feature, you can replace the original check date with a check date of your choice. For reporting purposes, the Payment Register Report captures the replacement date from the reprinted check.

External/Manual Payments Process

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

Data Locks for Payroll Processes

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

Deductions Reporting

Deductions Reporting is used to show payroll deduction details such as:

- Actual deduction amount

  This includes any arrears deducted for the run.

- Scheduled deduction amount

- Not taken amount

  This is the amount of deduction that could not be taken for the run.

- Current arrears

  This is the amount of deduction put into arrears for the run.

- Arrears taken

  This is the amount of arrears taken for the run.

Deductions with a total owed will also show:

- Accrued balance

  This is the running balance of the amount deducted to be applied to the total owed amount.

- Total owed

  This is the total amount that will be deducted. Once this amount has been deducted, the deduction will stop.

- Remaining amount

  This is the total owed less the accrued balance.

The Deductions report always shows details for each run within the selected time frame by deduction classification, deduction type, and employee information. This information can be sorted by GRE, Location, or Organization (see below).

Note: The report lists the totals for each deduction classification and deduction element, as well as for each selected sort option.

Sort Options

The Deductions report is organized according to user-defined criteria, or sort options. You can sort reports by any or all of the following options:

- GRE
- Location
- Organization

Note: The report lists the totals for the selected sort options.

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

Deductions Report Parameters

The following parameters exist for the Deductions report:

Parameter	Description
Payroll	Select from the List of Values to run this report for a specific payroll. Either a payroll or a consolidation set is required to run the Deductions report.
Consolidation Set	Select from the List of Values to run this report for a consolidation set. If you select a payroll in the Payroll field that is associated with a consolidation set, this field will automatically populate. Either a payroll or a consolidation set is required to run the Deductions report.
Payment Start Date (required)	Select the beginning date for report selection. This date represents the payment date or date paid for the payroll runs/quick pays that are to be included in the report.

Parameter	Description
Payment End Date (required)	Select the end for the report selection. This date represents the payment date or date paid for the payroll runs/quick pays that are to be included in the report.
Government Reporting Entity	Select from the List of Values to limit the report to a single GRE. If nothing is entered in this field the report will contain information for all valid GREs.
Deduction Classification	Select from the List of Values to limit this report for a specific Deduction Classification. If nothing is entered in this field the report will contain information for all deduction classifications.
Deduction Type	Select from the List of Values to run this report for a specific deduction of the class in the List of Values for the Deduction Classification field. If Deduction Classification is selected then all deduction elements will display in the List of Values.
Organization	Select from the List of Values to limit the report to a single Organization. If nothing is entered in this field the report will contain information for all valid Organizations.
Location	Select from the List of Values to limit the report to a single Location. If nothing is entered in this field the report will contain information for all valid Locations.
Employee	Select from the List of Values to limit the report to a single employee. If nothing is entered in this field the report will contain information for all valid employees.
Sort Options	There are three fields for sort options. See the Sort Options section for more information on how to properly use these parameters.

Deductions Report Output

The Deductions report will be printed according to the parameters that you select. This report is printed in landscape fashion and is designed to fit on 8.5" x 11" paper.

Running Post-Run Processes for QuickPay

To run PrePayments and other processes from the QuickPay window:

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

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

2. When a status of Complete displays, do *one* of the following:

   - Choose the External Payment button to make payment by cash or cheque/check from the External/Manual Payments window.

   - Leave the payment to be made by a batch Cash or Cheque/Check Writer process for the consolidation set.

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

Viewing Payroll Process Results

To view, retry or roll back payroll processes:

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

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

2. Choose Find.

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

3. To mark a payroll process for 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.

Deposit Advice Process

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

To run the Deposit Advice process:

1. Select "Deposit Advice" in the Name field.

2. Select the Report Data Type:

   - Archive Deposit Advice (uses multi assignment processing archived data)

   - Deposit Advice

3. Select the name of the payroll or consolidation set to run the process for. When you select a payroll name, its default consolidation set displays.

4. Enter the start and end dates of the time span for the deposit advice to cover.

5. A default sort sequence of Organization, then Person, displays. To add more sort sequences, your MIS staff can modify the Deposit Advice process.

6. Select an assignment set if required.

7. Choose OK, then submit.

Deposit Advice (XML) Process

The Deposit Advice (XML) process produces deposit advices in PDF format with attached statements of earnings.

US only: For deposit advices produced by running the Deposit Advice (XML) process, you can choose the way annual salary is calculated and displayed using the HR: Base Annual Salary Display on Standard Work Conditions profile option. See: Defining the

Profile Option for Pay Annualization, page 4-56

Use the Submit Request window.

To run the Deposit Advice (XML) process:

1. Select "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.
5. Select an assignment set if required.
6. Select your Deposit Advice Style from the available list of values. You can either select the seeded Deposit Advice template or your own custom template. To create your own custom template group for use with the Deposit Advice (XML) report, please see Setting Up Custom BI Publisher Templates for Payroll, page 3-405 for detailed instructions. Click OK.
7. Choose OK, 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, *Oracle HRMS Enterprise and Workforce Management Guide*

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

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.

Running the Cheque/Check Writer Process

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

To run the Cheque/Check Writer process:

1. In the Name field, select the appropriate process.

Irish Payroll: Select IE Cheque Writer

Mexican Payroll: Select Cheque Writer (Mexico).

US Payroll: Select Check Writer.

All others: Select Cheque Writer.

2. In the Parameters window, select the name of a payroll or consolidation set. When you select a payroll, the default consolidation set is displayed.

3. Enter the start and end dates for the process.

4. Enter your cheques/checks payment method.

5. Enter the sort sequence for the cheques/checks This defaults to Organization, then to Person.

6. Enter your cheque/check style.

   If you enter Default, this selects the PAYRPCHQ sample cheque/check report.

7. Enter the first cheque/check number of your cheque/check sequence in the Start Cheque/Check field. If required, you can enter the last cheque/check number in the End Cheque/Check Number field.

   > **Note:** If your system administrator has enabled the automatic cheque/check numbering process, Oracle Payroll automatically provides the cheque/check number. (US and Canadian payroll only).

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

8. Choose Submit.

Running the Check Writer (XML) Process

You run the Check Writer (XML) process from the Submit Requests window. Please note in order to run the Payroll Check Writer (XML) process, you need to have run the Payroll Archive process. The Check Writer (XML) process produces payroll checks in PDF format.

US only: For checks produced by running the Check Writer (XML) process, you can choose the way annual salary is calculated and displayed using the HR: Base Annual Salary Display on Standard Work Conditions profile option. See: Defining the Profile Option for Pay Annualization, page 4-56

Use the Submit Request window.

To run the Check Writer (XML) process:

1. Select Check Writer (XML).
2. In the Parameters window, select the name of a payroll or consolidation set. When you select a payroll, the default consolidation set is displayed.
3. Enter the start and end dates for the process.
4. Enter your checks payment method.
5. Enter the sort sequence for the checks This defaults to Organization, then to Person.
6. Enter the first check number of your check sequence in the Start Check field. If required, you can enter the last cheque/check number in the End Check Number field.

   Note: If your system administrator has enabled the automatic check numbering process, Oracle Payroll automatically provides the check number.

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

7. Click Submit.

Running the Third Party Check Writer (XML) Process

The Third Party Check Writer (XML) process uses an RTF based template to generate data for the payments to be made to any third party in the PDF format.

Prerequisites:

Before you run the Third Party Check Writer (XML) Process:

- Ensure that the Payment Method parameter is provided as an Organization Payment Method defined with the Payment type as 'Check' for Third Party Payment.
- Run the Payroll Archive before running this program, so that checks are produced. The Payroll Archive process archives data that is specific for check generation provided in the Action Information DF, US THIRD PARTY CHECKS context.

You run the Third Party Check Writer (XML) process from the Submit Requests window.

To run the Third Party Check Writer (XML) process:

1. In the Name field, select the Third Party Check Writer (XML) process.
2. In the Parameters window, select the name of a payroll or consolidation set. When you select a payroll, the default consolidation set is displayed.
3. Enter the start and end dates for the process.
4. Enter the check payment method.
5. Enter the sort sequence for the checks. This information defaults to Organization, then to Person.
6. Enter the first check number of your check sequence in the Start Check field. If required, you can enter the last check number in the End Check Number field.

   If your system administrator has enabled the automatic cheque/check numbering process, Oracle Payroll automatically provides the cheque/check number. See: *User Profiles, Oracle HRMS Configuring, Reporting, and System Administration Guide*
7. Select your Check Style from the available list of values. You can either select the seeded XML Third Party Check Writer template or your own custom template. To create your own custom template group for use with the Third Party Check Writer (XML) process, please see Setting Up Custom BI Publisher Templates for Payroll, page 3-405 for detailed instructions. Click OK.
8. Choose Submit.

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/Check

If you void a cheque/check you reissue either with the same amount, or with a different amount. You can also reissue the cheque/check with a different date from the original check date.

See:Reissuing Voided Cheques/Checks with a Different Check Date, page 4-61

To reissue a voided cheque/check with the same amount:

1. To verify that the void has been processed, select the employee in the Employee Assignment Processes window. For the process that originally produced the cheque, VOID will appear in the Status Column.

2. Run the Cheque/Check Writer process again. A new cheque/check will be produced with a new number.

3. If you want to verify the process, select the employee in the Employee Assignment Processes window. The number of the original prepayment will be in the Applied Column of the latest process.

4. Run the Void Payments Report any time after the void has been processed. See: Running the Void Payments Report, page 4-62

To reissue a voided cheque/check with a different amount:

1. Reverse the cheque/check that you have voided in the Reverse Payroll Run window. See: Correcting Run Results: Reversals, page 4-120

2. Enter the new amounts to be paid in the Salary Administration, or Element Entries window as appropriate.

3. Run QuickPay for the new amounts that is to be paid to the employee. See: Running QuickPay, page 4-17

4. Run the PrePayments process. See: Running Post-Run Processes for QuickPay, page 4-50

5. You can now do one of the following:

   - Manually issue the cheque/check. See: Making External/Manual Payments, page 4-64

- Run the Cheque/Check Writer process again.

6. If you want to verify the process, select the employee in the Employee Assignment Processes window. The number of the original prepayment will be in the Applied Column of the latest process.

7. Run the Void Payments Report any time after the void has been processed. See: Running the Void Payments Report, page 4-62

Reissuing Voided Checks with a Different Check Date

You use the override check date feature to override the cheque/check date and print a cheque/check with a cheque/check date of your choice. You run the Void Cheque/Check Payments process prior to running the Check Writer (XML) - Override Payment Date process.

Use the Submit Request window.

To run the Check Writer (XML) - Override Payment Date process:

1. In the Name field, select Check Writer (XML) - Override Payment Date.

2. In the parameters window, select the name of a payroll or consolidation set.

   When you select a payroll, the default consolidation set is displayed.

3. Enter the start and end dates for the process.

4. Enter your checks payment method.

5. Enter the sort sequence for the checks. The default for the sort sequence is organization, and then person.

6. Enter the first check number of your check sequence in the Start check field. If required, you can enter the last check number in the End check Number field.

   Note: If your system administrator enabled the automatic check numbering process, Oracle Payroll automatically provides the check number.

7. Enter the overriding check date.

8. Select the applicable Check Style from the available list of values. (You can either select the seeded XML Check template or your own custom template.) Click OK.

9. Click Submit.

Running the Void Payments Report

Run the Void Payments report when you want to show the details of cancelled cheque/check payments.

Run this report in the Submit Requests window.

To run the Void Payments report:

1. In the Name field, select Void Payments Report

   Irish Payroll: Select IE Void Payments Listing

2. In the Parameters window, enter a start date and an end date for the report.

3. Select a payroll and/or consolidation set if you want to restrict your information by these parameters.

   US Payroll: You can optionally select a GRE.

   If you leave these fields blank, the report returns information on all payrolls for the period chosen.

4. Click 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.

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.

Making External/Manual Payments

You can use the External/Manual Payments window to:

- Make check/cheque payments to employees.
- Make cash payments to employees from external sources or petty cash.
- Complete the voiding of a payment to ensure that no one can reissue a payment once you have voided it.

You distinguish between each of these three uses by selecting one of three methods of

handling the external/manual payment. Your selection of the handling method determines which type of external/manual payment you can make:

Method	Effect of Selecting this Method
Check Payment from Same Bank Account	Your check/cheque for the manual payment is drawn on the same bank account that you used for the original payment.
Other Form of Payment	Your manual payment is not made by a check/cheque drawn on the same bank account that you used for the original payment. Always select this method when you make manual payments in cash.
Cancel Payment	Your payment cannot be reissued. Always select this method when you want to identify cancelled payments so that you can exclude them from reconciliation.

You access the External/Manual Payments window from either the Assignment window or the QuickPay window. However:

- If you enter from the Assignments window, you see the source type and its effective date. The source type is either PrePayments or QuickPay.
- If you enter from the QuickPay window, you see only the QuickPay source types. The Effective Date does not display because it is the same date as the QuickPay run. The Type does not display either because it is, by default, QuickPay.

  Note: External/manual payments for child assignment actions are not visible when you first open the QuickPay window. For example, if you attempt to view existing external/manual payments for a supplemental run, it initially appears that no external manual payments exist. However, the external payments are held as a child assignment action. To view such payments in the QuickPay window, the full sequence is:

  1. From the assignment, navigate to the QuickPay window..
  2. Select the run date.
  3. Navigate to the QuickPay Pre-payments field.

4. In the empty field, click the down arrow.

5. Click External Payments. You can now see any external/manual payrments for the child assignment action.

To make a cheque/check payment to an employee:

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

2. Check the Pay check box for the payment methods you intend to pay manually. Enter the value of the payment and the cheque/check number.

3. Supply a Reason for requesting manual payment. We recommend that you record your reason in the field provided rather than appending it to the cheque/check number details.

4. Select Check Payment from the Same Bank Account as the Method. This selection ensures that your External/Manual payment is from the same bank account as the original payment method. Also, if you intend to reconcile this payment in Oracle Cash Management, you must select Check Payment from the Same Bank Account.

5. Save your entry.

To make a cash payment to an employee:

1. Query the Payment Method to see a list of any unpaid cash, cheque or EFT payments for the current assignment.

2. Check the Pay check box for the payment methods you intend to pay manually. Enter the value of the payment, and the cheque/check number for check/payments. However for all other types of payment, leave the cheque/check number blank.

3. Supply a Reason for requesting manual payment. We recommend that you record your reason in the field provided rather than appending it to the cheque/check number details.

4. Select Other Form of Payment as the Method. You must use this method for cash payments and for cheques/checks that do not originate from the same bank account as the initial payment method.

5. Save your entry.

To prevent a voided payment from being reissued:

1. Query the Payment Method to see a list of any unpaid cash, cheque or EFT payments for the current assignment.

2. Check the Pay check box for the payment methods you intend to pay manually. Enter the value of the payment.

3. Supply a Reason for requesting manual payment. We recommend that you record your reason in the field provided rather than appending it to the cheque/check number details.

4. Select Cancel Payment as the Method. The external payment prevents the payment from being reissued. You should then reverse the payroll run to complete the voiding of the payment.

5. Save your entry.

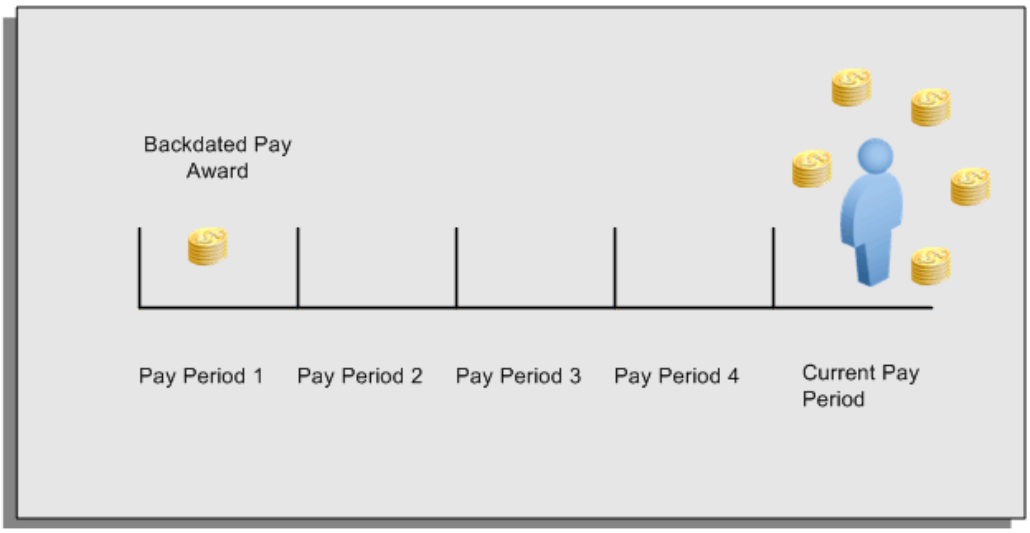
RetroPay Processing

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

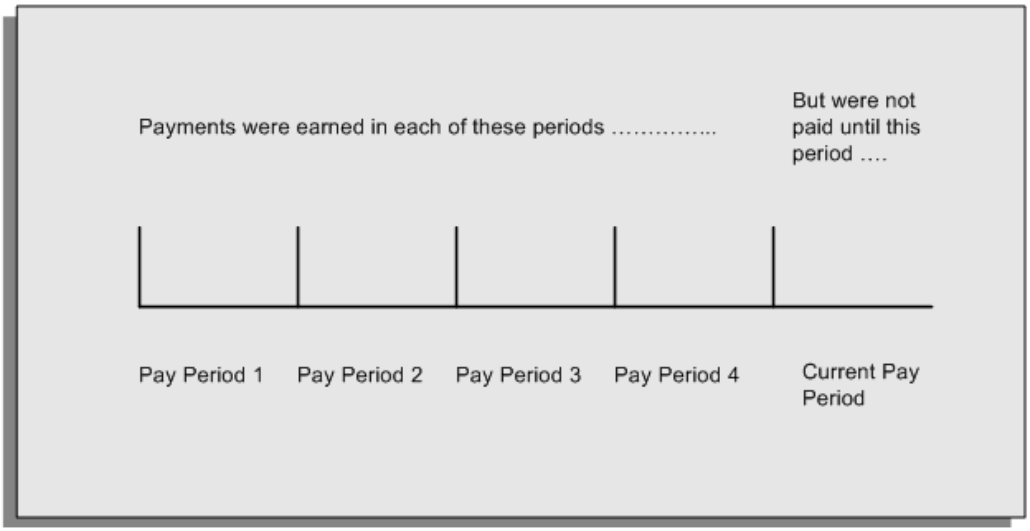


For example, at the start of the current pay period, this employee has a pay award backdated to pay period 1. The employee has not yet received any payments for this award. In the current pay period the employee is entitled to payments that represent the backdated amounts for:

- Each of the preceding payroll periods (pay periods 1 to 4)
- The current pay period

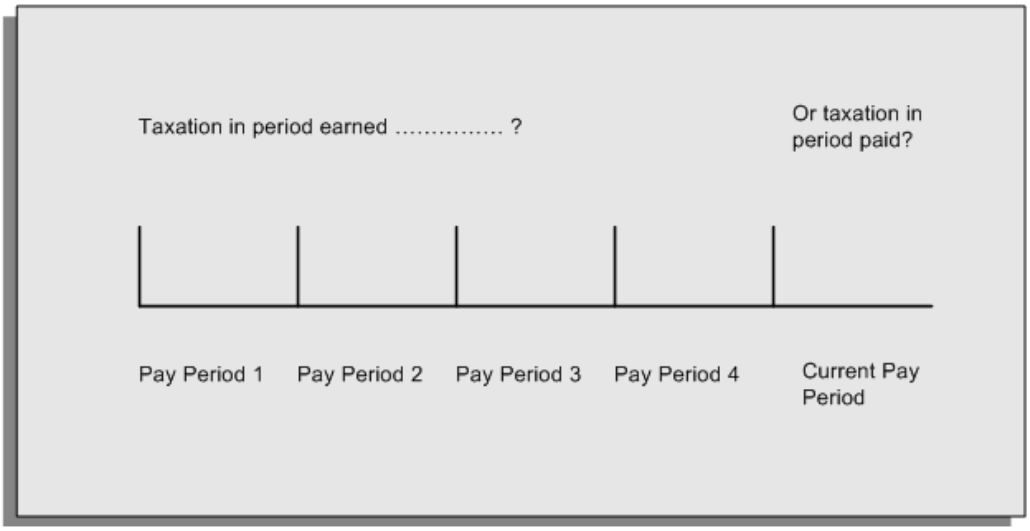
You run your RetroPay process to ensure that the employee receives correct payment when you next run the payroll.

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

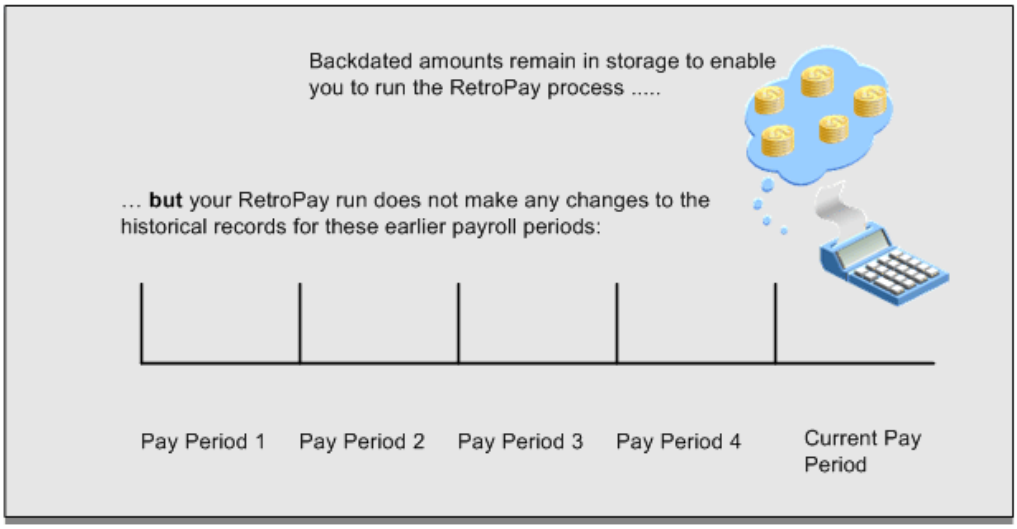


For example, the taxation implications are different for:

- 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.

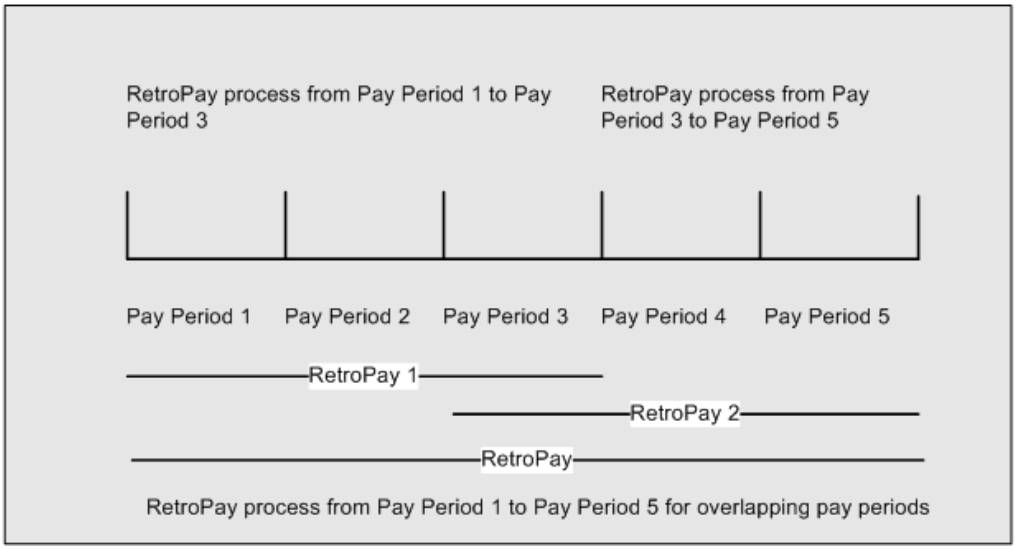
Process RetroPay with Overlapping Periods

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 .

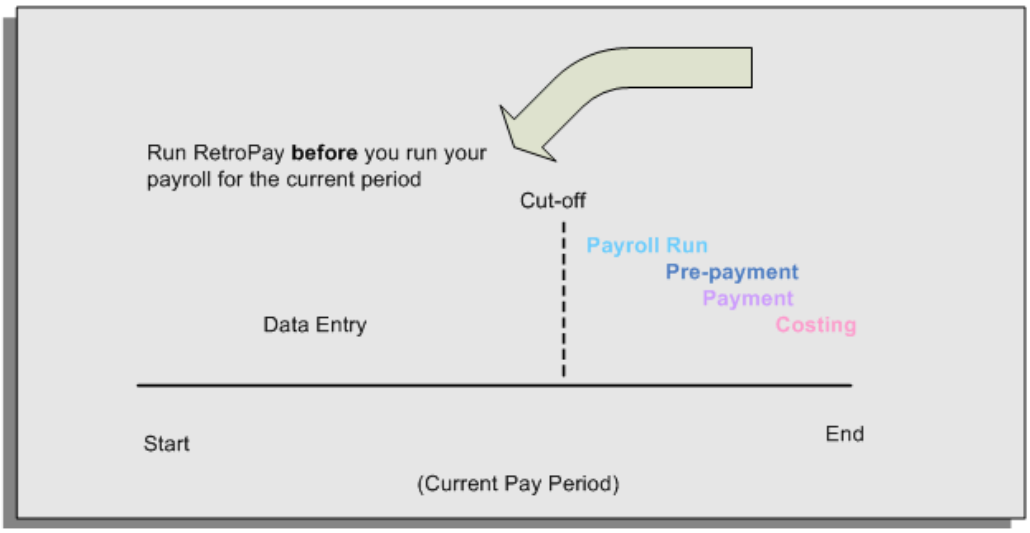
RetroPay Process	Distinguishing Features
Enhanced RetroPay	Enables you to • Identify the reasons for backdated changes to individual elements, • Reprocess an assignment from the exact point at which a change occurred rather than reprocessing the entire pay period because it contains a backdated change.
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.

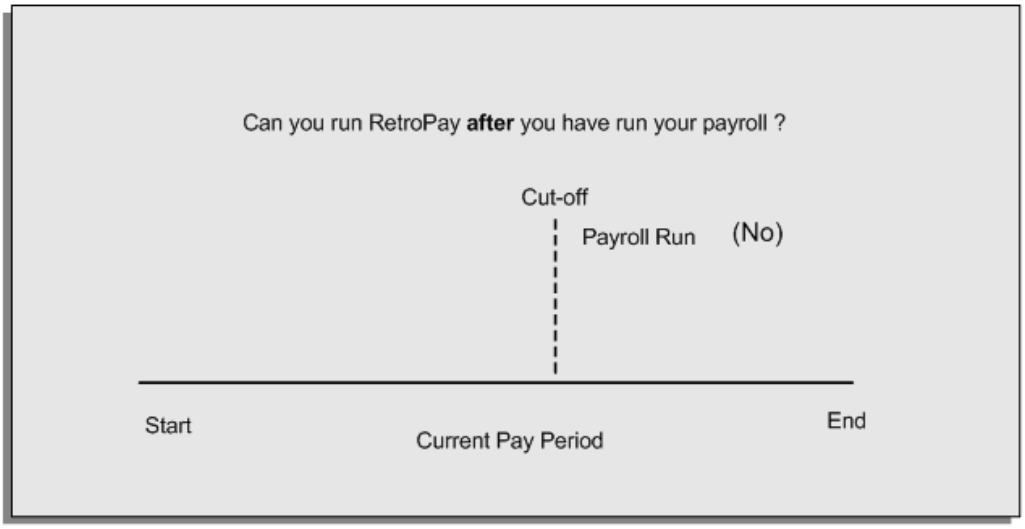
When to Run the RetroPay Process

The RetroPay Process and the Payroll Cycle



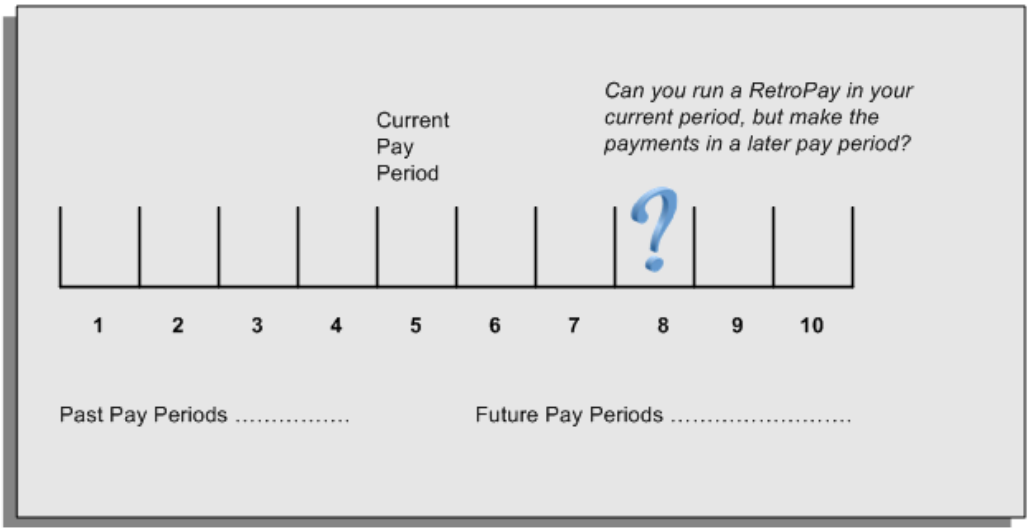
It is important to run your RetroPay process at the correct point in the payroll cycle. Always run RetroPay immediately before you run a payroll, and, for greatest accuracy, as close to the cut-off date as possible. The cut-off date is the point at which all data entry for the payroll is complete.

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 4-75
- Troubleshooting Earlier Versions of RetroPay, page 4-76

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 4-77

Problem Description	What To Do
Unexpected value returned.	Check your RetroPay setup., page 4-78
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 4-82

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 4-84

   See: Setting Up RetroPay by Run and RetroPay (by Aggregate), page 4-84

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 1-5

   - 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 4-97

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 1-5

   - 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 4-97

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 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
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:

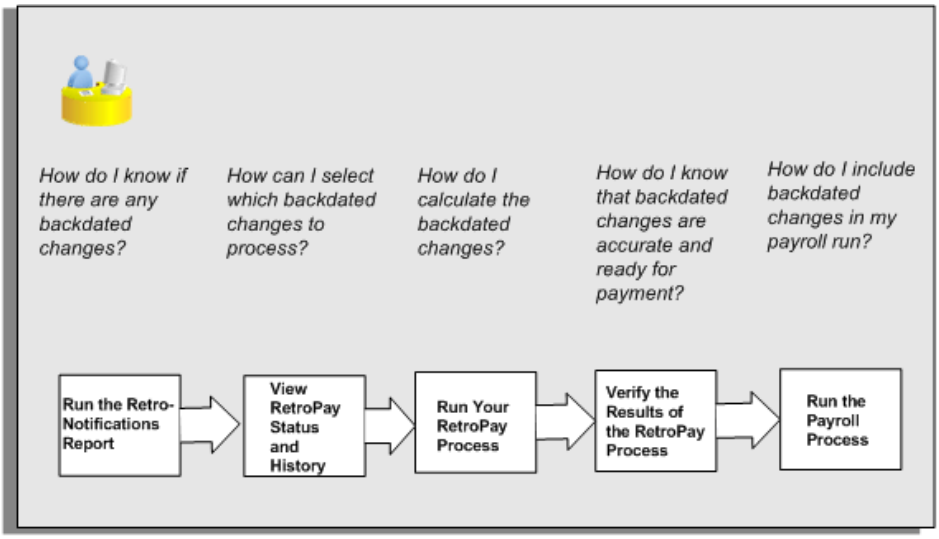
1. Run the corresponding concurrent program to enable the retro overlap feature for your localization, for e.g. Enable Retro Overlap for all UK Business Group.

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.

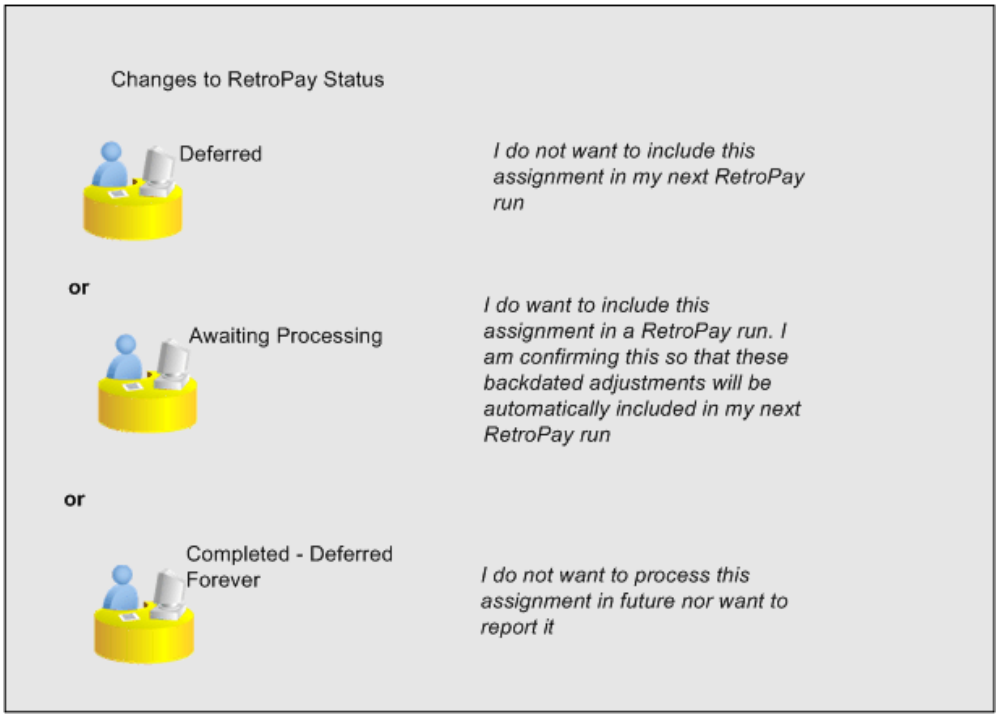
The Enhanced Retro-Notifications report uses the Payroll Events Model to identify what changes have occurred to your underlying data. If these changes correspond to the retrospective types of change that you want to be notified about, then these changes appear on the Retro-Notifications report.

See: Setting Up Retro-Notification and RetroPay, page 4-79

See: Running the Retro-Notifications Report, page 4-97

2. **View RetroPay Status and History**

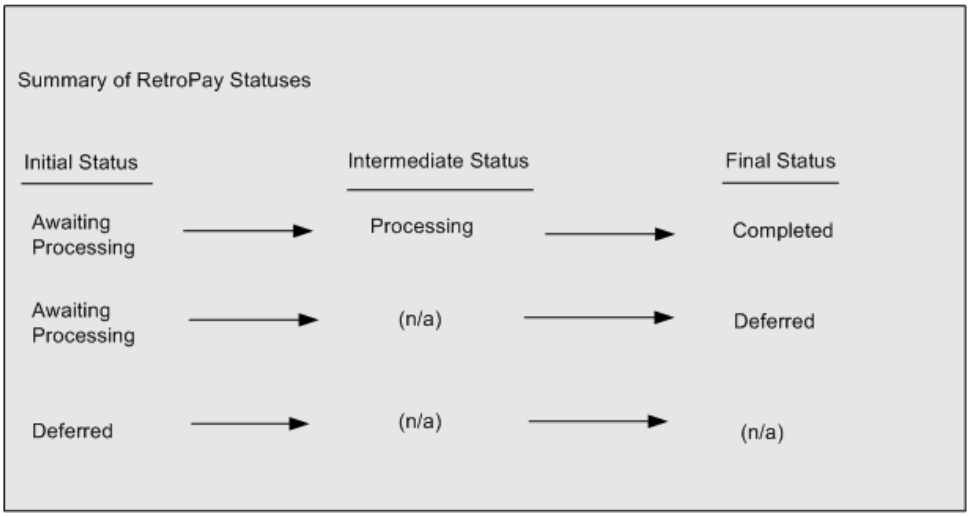
Once you have identified unprocessed retrospective payments, you can determine how you want to process these changes.



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 4-95

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 4-100

See: Running RetroPay by Element, page 4-100

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 4-79

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.

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 4-97

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.

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.

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 4-110

See Variance Operators and How You Can Use Them, page 4-112

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 4-50

   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 1-5

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 4-121
Roll back processes for many employees (defined as an assignment set)	Rolling Back a Process from the Submit Requests Window, page 4-122
Roll back an assignment process for an individual employee	Rolling Back a Process from the Assignment Processes Window, page 4-122

Rolling Back a Process from the Payroll Processes Window

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

To roll back a process from the Payroll Processes window:

1. Select the process record.

2. Select Delete Record from the Edit menu.

Rolling Back a Process from the Submit Requests Window

Use the Submit Requests window when you want to roll back a process for many employees. If you do not want to roll back the process for all employees originally processed, you must create an assignment set. See: Creating an Assignment Set, page 1-5.

To roll back a process from the Submit Requests window:

1. In the Name field, do *one* of the following:
   - Select Rollback to roll back all processes except a payroll run.
   - Select Rollback Run to roll back a payroll run.
   - **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 4-123

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 4-123

4. Run the Purge Deletion Phase if all the balances in Preparation Phase are correct.

   See: Running the Purge Deletion Phase, page 4-124

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.

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