Oracle® HRMS for Finland

Supplement

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

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

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

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

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

Preface

Intended Audience

Welcome to Release 12.1 of the *Oracle HRMS for Finland Supplement* .

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 x for more Oracle E-Business Suite product information.

Documentation Accessibility

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

Access to Oracle Support

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

Structure

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.

Oracle Application Framework Personalization Guide

This guide covers the design-time and run-time aspects of personalizing applications built with Oracle Application Framework.

Guides Related to This Product

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 Discoverer workbooks.

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 E-Business Suite Maintenance Guide

This guide contains information about the strategies, tasks, and troubleshooting activities that can be used to help ensure an Oracle E-Business Suite system keeps running smoothly, together with a comprehensive description of the relevant tools and utilities. It also describes how to patch a system, with recommendations for optimizing typical patching operations and reducing downtime.

Oracle E-Business Suite Security Guide

This guide contains information on a comprehensive range of security-related topics, including access control, user management, function security, data security, and auditing. It also describes how Oracle E-Business Suite can be integrated into a single sign-on environment.

Oracle E-Business Suite Setup Guide

This guide contains information on system configuration tasks that are carried out either after installation or whenever there is a significant change to the system. The activities described include defining concurrent programs and managers, enabling Oracle Applications Manager features, and setting up printers and online help.

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.

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Enterprise and Workforce Management

Organizations

Representing Organizations

In Oracle HRMS, the organizations you set up to represent your enterprise as an employer are the Business Group, and in the US and Canada, one or more GREs within the Business Group.

Below this level, you represent the groupings in which employees work, such as branches, departments or sections, by means of *internal organizations*. To enable the assignment of employees to an internal organization, you classify it as an HR Organization.

Korea users only You must also define an organization classification called Business Place. You assign your employees to the business place in Korea, and use this to store establishment information such as business registration number, health insurance number, and address.

You also maintain information in the system about various types of *external organizations* relevant to human resources and payroll management and administration. These can include training vendors, tax offices, benefits carriers, or certification bodies.

External organizations can appear in your organization hierarchies together with *internal* organizations and are defined in the same way.

> **Note:** You can never assign employees to external organizations, even those classified as HR Organizations.

Organization Classification

Whenever you create an organization you have to give it a *classification*, such as Business Group or HR Organization. The classification you give to an organization defines its purpose and functionality within Oracle HRMS.

Selecting a classification enables you to set up additional information about your organization. The classification you enter controls the additional information you can set up.

Classification are predefined, and each Oracle Product group is installed with the classifications and information types relevant to their application. For example, Oracle Financials has different classifications from Oracle HRMS.

> **Note:** Oracle HRMS enables you to install your own additional information types for classifications.

Organization Classifications

Organization classifications define the purpose of an organization and its functionality within Oracle HRMS. The classifications you assign to an organization control the additional information you can set up at the organization level. The Configuration Workbench automatically assigns the appropriate classifications to the organizations it creates.

For more information on the key organization structures you use to represent your enterprise, see: Key Concepts for Representing Enterprises, *Oracle HRMS Enterprise and Workforce Management Guide*

You can define one organization with multiple classifications or you can define separate organizations to represent different types of entity. For example, you can classify an organization as a legal entity as well as an HR organization if it's the same organization. If they are different, then you create two organizations.

> **Note:** Oracle HRMS enables you to install your own additional information types for classifications.

You can select the following classifications in the Organization window, depending on your legislation:

All Legislations

All legislations can use the following classifications:

- **Business Group**: Use this classification to group, manage, and control access to data in accordance with the rules and reporting requirements of a country.
- **Operating Company:** An operating company represents a division or line of business within your enterprise that is legally registered for reporting in at least one country.
- **GRE/Legal Entity:** Use this classification to represent the following organizations:
    - **Ultimate Legal Entity**: this represents the enterprise, and typically, the enterprise is the highest (global) level of a business organization.
    - **Legal Entity:** this represents the designated legal employer for all employment-related activities. The legal authorities in a country recognize this organization as a separate employer. In an organization hierarchy, a legal entity may report to an operating company or to the ultimate legal entity.
    - **Consolidated Legal Entity:** this organization acts on behalf of multiple operating companies that are not legally registered, or simply on behalf of the

enterprise in a country.

- **Employer:** Use this along with the GRE/Legal Entity classification to define an organization as a legal entity that is responsible for employing people in a particular country.

  For Chinese users only: Your organization hierarchy must contain at least one GRE with corporate and employer information. Statutory reporting requires this information.

  For Indian users only: Your organization hierarchy must contain at least one GRE with income tax, challan bank, tax declaration and representative details. This information is used for statutory reporting.

- **HR Organization**: Use this classification for all organizations to which you want to assign employees and contingent workers.

- **Payee Organization**: Use this when defining an external organization that is the recipient of a third party payment from an employee, for example a court-ordered payment. You can then select this organization on the Personal Payment Method window when entering a third party payment method.

- **Bargaining Association**: Use this when defining an organization that is involved in negotiating a collective agreement. A bargaining association could be any organization representing the employees in negotiations, for example a trade union. The UK legislation also enables you to select a bargaining association in the Union Processing window to set up a union element.

- **Representative Body**: Use this when defining a representative body. This may be a body defined in legislation, such as a European Works Council, or may be defined by the employer, such as a Sports and Social Club.

- **Disability Organization**: Use this when defining an external organization with which employee disabilities are registered.

- **Medical Service Provider**: Use this when defining an organization that provides any medical services, such as medical assessments, to the people in your enterprise.

- **Constituency**: Use this to define a constituency to group together workers eligible to vote for particular elections.

- **Company Cost Center**: Use this to define organizations in Oracle HRMS that map to cost centers in Oracle GL. You can set up your application so that whenever a cost center is defined in GL, a corresponding organization with this classification is defined automatically.

- **Professional Body Information**: Use this to define an organization that is a professional body. Organizations with this classification are available to assign to people in the Qualifications window.

US Legislation

The US legislation can use the following classifications:

- **Reporting Establishment**, **Corporate Headquarters**, or **AAP Organization**: Use these when defining reporting organizations, that is, organizations required for the production of certain reports for government agencies.

- **Parent Entity**: Use this when defining an organization to be included at the top level of an establishment hierarchy. You can then use the hierarchy when producing certain reports for government agencies.

  If you are assigning this classification to a Business Group, you must assign it to your default Business Group, that is the one defined in your security profile. If you do not, then your data will not be visible when you attempt to create your hierarchy in the Generic Hierarchy window.

- **Benefits Carrier**, **Workers Compensation Carrier**, or **Beneficiary Organization**: Use these when defining an external organization belonging in one of these classifications. You can then select the organization when defining a benefit, entering information for Workers Compensation calculations, or recording beneficiaries employees have named for certain benefits.

  The Federal legislation can also use the **Beneficiary Organization** classification.

UK Legislation

The UK legislation can use the **Education Authority** classification to define a Local Education Authority (LEA) that is responsible for education within that council's jurisdiction.

Canadian Legislation

The Canadian legislation can use the following classifications:

- **Provincial Medical Carrier**: Use this to define a medical carrier for a province.

- **Provincial Reporting Establishment**: Use this to represent employees in the province of Quebec.

French Legislation

The French legislation can use the following classifications:

- **Company**: records one or more companies in your business group. A company is a legal entity registered to "Registre du Commerce et des Societes". You must have at least one company.

- **Establishment**: identifies the organization that serves as the legal point of contact for settling any disputes and manages the personal details of the workforce.

  Note: Do not classify an organization as both a company and an establishment; create two separate organizations.

- **URSSAF Center** or **ASSEDIC Center**: specifies an external organization that is a Social Security organization. You can select the organization when entering additional organization information for an establishment. You can also select URSSAF organizations when entering additional organization information for a company.

- **Insurance Provider** or **Pension Provider**: defines an external organization that provides insurance or pensions. You can select the organization when entering additional organization information for a company or an establishment.

- **OPACIF** or **OPCA**: specifies an external organization that collects the company's yearly training contribution.

- **CPAM**: identifies an external organization as a CPAM office. You can select the organization when entering employment information in the People window.

- **Public Sector Other External Organization**: records details of the various types of external organizations with whom public-sector companies deal. Be sure to create organizations with this classification as external organizations.

- **Grouping of Employers**: identifies the employers (normally establishments) who have decided to group together to make it easier to lend each other workforce and also to list the employees, contingent workers, and employees on loan for an establishment from that grouping in the Personnel Registry report.

- **Tax Group**: defines an external tax office.

Dutch Legislation

The Dutch legislation can use the following classifications:

- **Dutch UWV Organization**: Use this to indicate if your organization is a social insurance provider. If you enable this classification, you can enter additional information such as the type of provider in the Dutch UWV Organization window.

- **Dutch Tax Office**: Use this to define an external tax office.

- **Dutch Private Health Insurance**: Use this to define an external organization that provides private health insurance.
- **Pension Provider**: Use this to define an external organization that provides pensions to your employees.

German Legislation

The German legislation can use the following classifications:

- **Budget Plan Unit**: Use this to define internal organizations for which you can use for the budget plan structure. The budget plan structure defines the different levels of positions in your enterprise, and the budget plan units represent the different levels as organizations. You select which budget plan unit the position belongs to in the Position window.
- **German Additional Second Pension Insurance**: Use this to record information about the contributions an organization makes to a second pension.
- **German Capitalized Life Insurance Provider**: Use this to indicate if your organization is a provider of German capitalized life insurance.
- **German Mandatory Health/Special Care Insurance Provider**: Use this to indicate if your organization is a provider of German mandatory health or special care insurance. If you enable this classification, you can enter additional information using the German Social Insurance Providers window.
- **German Mandatory Pension Insurance Provider**: Use this to indicate if your organization is a provider of German mandatory pension insurance. If you enable this classification, you can enter additional information using the German Social Insurance Providers window.
- **German Private Health/Special Care Insurance Provider**: Use this to indicate if your organization is a provider of German private health or special care insurance. If you enable this classification, you can enter additional information using the German Social Insurance Providers window.
- **German Public Sector**: Use this to indicate if your organization is a public sector organization. If you set this to yes then certain public sector specific windows and fields are made available to you.
- **German Tax Office**: Use this to indicate if your organization is a tax office. If you set this to yes then you can enter additional tax office information using the Others button.
- **German Unemployment Insurance Provider**: Use this to indicate if your organization is a provider of German unemployment insurance. If you enable this

classification, you can enter additional information using the German Social Insurance Providers window.

- **German Voluntary Pension Provider**: Use this to indicator if your organization is a provider of German voluntary pensions.

- **German Work Incident Supervising Office**: Use this to indicate if your organization is a work incident supervising office.

- **German Workers' Liability Insurance Providers**: Use this to indicate if your organization is a provider of German workers' liability insurance.

Hong Kong Legislation

The Hong Kong legislation can use the **MPF Trustee Organization** classification to set up and enrol employees in an MPF Trustee. This classification allows you to record details of the trustee and details of the scheme provided by the trustee.

Mexico Legislation

The Mexico legislation must use the **legal employer** classification to define the legal entity. You can add additional organization information for your legal employer, if needed.

Use the **GRE/Legal Entity** classification to define an organization that is recognized as a separate employer by Social Security or other legal authorities. When you assign a location to a GRE, and you have not already associated them with each other in the generic hierarchy, HRMS will make the association for you.

Saudi Legislation

The Saudi legislation can use the following classifications:

- **Saudi GOSI Office**: Use this to represent the General Office of Social Insurance (GOSI) which the employer is registered. The GOSI office requires employers to make deductions for eligible employees and send all payments and reports to this office.

- **Saudi Employment Office**: Use this to represent an office to which the employer reports the status of its disabled employees.

Hungary Legislation

The Hungary legislation can use the following classifications:

- **Draft Agency**: Use this to represent an external defense organization to which you send employee military service details.

- **Company Information**: Use this to represent the organization which is legally entitled to hire employees.

- **Pension Provider**: Use this to indicate an external organization that provides pensions to your employees.

Spanish Legislation

The Spanish legislation can use the following classifications:

- **Work Center**: Use this to define an internal organization that represents a facility within your enterprise. You use these organizations for statutory reporting purposes.

- **Section**: Use this to define an internal organization that represents the place where people work. You use these organizations for internal reporting purposes only.

- **Tax Office**: Use this to indicate if the organization is an external tax office.

- **Tax Administration Office**: Use this to indicate if the organization is an external tax administration office.

- **Social Security Office**: Use this to define a social security office as an external organization. If you enable this classification, you can record the social security office details.

- **Social Security Province Office**: Use this to define an organization as an external social security office. If you enable this classification, you can enter the social security province office details.

- **Health Care Organization**: Use this to define an organization as an external health care organization. If you enable this classification, you can enter the insurance company details.

Korea Legislation

The Korean legislation can use the following classification:

- **Business Place**: Use this classification to define an organization as an employer to which you assign employees. You set up information such as the registration number, representative information, and the health insurance number for the National Tax Service (NTS).

Indian Legislation

Your organization hierarchy should contain at least one GRE/Legal Entity (Tax Organization) and Registered Company.

The Indian legislation can use the following classifications:

- **Registered Company**: Records your company's Legal Name, Registration Number, Corporate Identity Number, Permanent Account Number (PAN) of the company and company's representative details.

- **Factory**: Records your factory's Registration Number, License Number, National Industrial Code, Production Commencement Date and factory's representative details.

- **Shops/Establishment**: Records your shops/establishment's registration number and representative details.

- **Contractor Details**: Records a contractor's details, work details, and representative details. A contractor supplies contingent workers to an enterprise and can be either an individual or an external organization.

- **ESI Organization**: Use this to define an external organization that provides Employee State Insurance (ESI) to your employees. Records your Employee State Insurance (ESI) organization's Challan Information, General Information and Representative Details. You can have multiple ESI organizations and select an employee's ESI organization in the Assignment window.

- **Provident Fund Organization**: Records your PF organization's PF challan information, PF information, and PF representative details. You can have multiple PF organizations and select an employee's PF organization in the Assignment window.

- **Professional Tax Organization**: Records your Professional Tax organization's information, Professional Tax Challan information, and Representative Details. information. You can have multiple professional tax organizations and select an employee's professional tax organization in the Assignment window.

Polish Legislation

The Polish legislation can use the following classifications:

- **PL SII Branch**: Use this classification to represent a local branch of the Social Insurance Institute (SII), a public organization that deals with the social insurance benefits, such as sickness allowance, maternity allowance, and rehabilitation benefits. You use the SII branch information for social insurance reporting.

- **PL Statistic Office**: Use this to represent a local statistic office. You use this information in reports sent to the statistic office.

- **PL Tax Office**: Use this to define the tax office bank accounts for the employer and for the tax collected from the employees. You use this information in statutory reports.

Norwegian Legislation

The Norwegian legislation can use the following classifications:

- **Local Unit**: Use this classification to identify and report on the different work centers, within your enterprise, to which you assign employees.
- **Social Security Office**: Use this to define external social security office organizations.

Finnish Legislation

The Finnish legislation can use the following classifications:

- **Local Unit**: Use this classification to identify and report on the different work centers, within your enterprise, to which you assign employees.
- **External Company**: Use this to record details of the various types of external organizations with whom your organization deals. Ensure to create organizations with this classification as external organizations.
- **Pension Provider**: Use this to record the basic information about pension insurance providers to which you transfer the appropriate pension insurance deductions.
- **Accident Insurance Provider**: Use this to identify organizations that provide accident insurance coverage, group life insurance, and unemployment insurance.
- **Finnish Magistrate Office**: Use this for identifying the authority responsible for processing the employee court orders.
- **Finnish Trade Union**: Use this to record the basic information about the employees' trade unions to process employee deductions.
- **Provincial Tax Office**: Use this to identify the legal employer's tax office.

Danish Legislation

The Danish legislation can use the following classifications:

- **Service Provider**: Use this classification to record details of the various types of external service providers with whom your organization deals.
- **Pension Provider**: Use this classification to define external pension providers.

Swedish Legislation

The Swedish legislation can use the following classifications:

- **Local Unit**: Use this classification to identify and report on the different work centers, within your enterprise, to which you assign employees.

- **Social Security Office**: Use this to define external social security office organizations with which you coordinate medical reimbursements for the employees.

- **Swedish Enforcement Office**: Use this to define external enforcement office organizations with which you coordinate the attachment of earnings deductions for the employees.

South African Legislation

The South African legislation can use the following classification:

- **Training Provider:** Use this to indicate if an organization is a training provider.

UAE Legislation

The UAE legislation can use the **Legal Employer** classification to define and enter additional organization information for your legal employer.

Irish Legislation

The Irish legislation can use the following classifications:

- **Legal Employer:** Use this classification to define and enter additional organization information for your legal employer.

- **Pension Provider:**Use this classification to define external pension provider.

Standard Employment Information

Standard employment information or employment defaults represent the employment information that is applicable for different levels in the enterprise. For example, you can set employment defaults for shift type, employee type, and payroll period, to name a few.

You can enter employment defaults at various organization levels depending on your enterprise's requirements or at the level to which the defaults most apply. For example, if the employment defaults apply to most of the people working for a legal employer, you can enter the information against the legal employer and make the relevant changes at the appropriate lower organization levels. The employment defaults entered at a lower organization level, such as assignment, override any information entered at a higher level, such as business group. It is recommended that you set the employment defaults at the highest level to which they most apply to minimize the maintenance of this information.

You can enter the employment defaults at the following organization levels:

- **Business Group** You enter the employment defaults at the business group level if this information is applicable to most people in your country. For example, if a majority of the people in your country work in the day shift, you can enter the shift information at the business group level.

- **HR Organization** You enter the employment defaults at the HR organization level if this information is applicable at the enterprise level. For example, if a majority of your employees are blue collar workers, you can enter the employee type information at the HR organization level.

- **Legal Employer** You enter the employment defaults at the legal employer level if this information is applicable to most of the employees working for that legal employer. For example, if most of the employees working for a legal employer are paid on a monthly basis, you can enter the payroll period information at the legal employer level.

- **Local Unit** You enter the employment defaults at the local unit level if this information is applicable to most of the employees working in that local unit. For example, if most of the employees working in a local unit are permanent employees, you can enter the employment type information at the local unit level.

  For Norwegian, Finnish, and Swedish users only: The local unit level is only available to Norwegian, Finnish, and Swedish users.

- **Assignment** You enter the employment defaults at the assignment level for various reporting purposes. For example, if there are five employees who have been assigned different shift timings from the rest of the employees, you can change the shift timing information for these five employees at the assignment level.

Setting Up Finnish Organizations

Set up your organizations in the order shown below. This structure forms the basis for defining the relationship between the employee and the employer – this is important in terms of both legal liability and identifying the breakdown for various statutory reports.

1. Set up a business group and any other non-Finnish specific organizations required by your enterprise. You can enter employment defaults for a business group or HR organization.

Important: Once you set up a new business group, you must link the place of residence to the regional membership.

See: Linking the Place of Residence to the Regional Membership, page 1-17

2. Create your local units and enter their additional information. A local unit is the location of the enterprise's branch. The employment defaults you enter here override the defaults entered at a higher level.

3. Create your legal employers and enter statutory information and employment defaults for them. The employment defaults you enter here override the defaults entered at a higher level.

4. Link each local unit to a legal employer. You can assign multiple local units to one legal employer.

5. Create your third party organizations, such as pension insurance providers, accident insurance providers, magistrate offices, trade unions, and provincial tax offices. You must add a further organization classification of Payee Organization to these third party organizations to process payroll and third party payments.

6. Create the external organizations (such as employer's association) of which your organization is a member. You use this information for various reporting purposes.

   For more information on how to create the organizations and additional information described in this topic, see: Creating an Organization, page 1-14 and Entering Additional Information, page 1-17

Creating an Organization

Use the Organization window to create:

- Business groups
- External organizations (for example, tax offices, pension providers, insurance carriers, disability organizations, benefit carriers, or recruitment agencies)
- Internal organizations (for example, departments, sections or cost centers)
- GREs/Legal Entities

If you use the Configuration Workbench to configure your enterprise structure, then you only need to create the additional internal and external organizations you require. For example, you can set up additional organizations to represent the internal divisions or departments, and external organizations for reporting or third party payments.

See: Extending the Enterprise Framework, *Oracle HRMS Enterprise and Workforce Management Guide*

To create an organization:

1. Navigate to the Organization window and click New to create a new organization.

   Note: For information about querying existing organizations, see: Finding an Organization, *Oracle HRMS Enterprise and Workforce Management Guide*

2. Enter a name for your organization in the Name field. A check is performed to see if organizations with the same name already exist.

   All Oracle applications you install share the information entered in the Organization window. Therefore organization names must be unique within a business group, and business group names must be unique across your applications network.

   You can create two organizations with the same name in different business groups but this can cause confusion later, if the HR: Cross business group profile option is set to Yes and you decide to share certain information across all business groups. If you decide to create two organizations with the same name, be sure that this will not cause you problems in the future.

3. Optionally, select an organization type in the Type field.

   Organization types do not classify your organization, you use them for reporting purposes only. The type may identify the function an organization performs, such as Administration or Service, or the level of each organization in your enterprise, such as Division, Department or Cost Center. You create the organization types you require by entering values for the Lookup Type ORG_TYPE.

4. Enter a start date in the From field. This should be early enough to include any historical information you need to enter.

   Note: You cannot assign an employee to an organization before the start date of the organization.

5. Enter a location, if one exists. You can also enter an internal address to add more details such as floor or office number.

   Dutch only: If you are setting up external organizations for a tax office, a social insurance provider or a private health insurance provider, you must enter the postal address and contact details using the NL_POSTAL_ADDRESS Location EIT.

   Mexico only: When defining a GRE/Legal Entity, if you select a location here, HRMS automatically associates it with this GRE in the Generic Hierarchy.

US only: If you are using Oracle Payroll in the US, every organization to which employees can have assignments, including business groups, must have on record a location with a complete address. This is because the system uses the location of the organization of the employee's primary assignment to determine employee work locations for tax purposes. This does not apply to GREs, because the assignment to a GRE exists in addition to the assignment to an organization.

India only: You can define an income tax organization and enter its location details. You can then select this organization at the GRE/Legal Entity Income Tax Office.

> **Note:** If you are an Oracle Inventory user, then you must not assign a location to more than one organization classified as an Inventory Organization.

6. Enter internal or external in the Internal or External field. You cannot assign people to an external organization.

   Examples of external organizations that may require entry are disability organizations, benefits carriers, insurance carriers, organizations that employees name as beneficiaries of certain employee benefits, and organizations that are recipients of third party payments from employees' pay.

7. Save the basic organization details.

Running Meta-Mapper

You need to run meta-mapper to support the uploading of tax card and postal code lookup.

To run meta-mapper:

1. Execute the following commands at the sql prompt:

   - sql> execute HR_PUMP_META_MAPPER.GENERATE ('PY_ELEMENT_ENTRY_API', 'INSERT_ELEMENT_ENTRY');

   - sql> execute HR_PUMP_META_MAPPER.GENERATE ('PY_ELEMENT_ENTRY_API', 'UPDATE_ELEMENT_ENTRY');

2. Place the file in a directory that is accessible to the database.

   > **Note:** The utl_file_dir parameter of the init.ora file should contain the directory in which you place this file.

3. Set the system profile, PER_DATA_EXCHANGE_DIR, to the same directory.

Linking the Place of Residence to the Regional Membership

Oracle HRMS for Finland references the Regional Membership table to identify the relationship between the place of residence and regional membership. The place of residence and regional membership affect income tax calculation and other statutory deductions.

Every time you create a new business group (to represent a country), you must run the Finland Populate Countries request and enter values into the FI_REGIONAL_MEMBERSHIP user table. You use this table to map the place of residence to any of the three regional memberships, Nordic, EU, or non-EU.

1. **To run the Finland Populate Countries request:**

   Important: You run the request after switching to the responsibility created for the new business group.

   1. Choose the Single Request option.
   2. Query the Finland Populate Countries request in the Submit Request window and click Submit.
   3. Ensure that Phase displays Completed and the Status displays Normal against the Finland Populate Countries request.
   4. Close the window.

2. **To enter values in the Regional Membership table:**

   1. Query the FI_REGIONAL_MEMBERSHIP table. In this table, the countries and territory codes appear as rows and the regional membership is the column. These countries were populated by the Finland Populate Countries request.
   2. Enter Nordic, EU, or non-EU against each country.
   3. Save your work.

Entering Additional Information

For each classification you set up you can enter additional information. This information can be different for each classification.

For business group see: Business Group, page 1-18

For HR organization see: HR Organization, page 1-19

For payee organization see: Payee Organization, page 1-20

For legal employer see: Legal Employer, page 1-20

For local unit see: Local Unit, page 1-20

For external company see: External Company, page 1-21

For pension insurance provider see: Pension Provider, page 1-21

For trade union see: Trade Union, page 1-21

For representative body see: Representative Body, page 1-22

For constituency see: Constituency, page 1-22

For bargaining association see: Bargaining Association, page 1-23

For company cost center see: Company Cost Center, page 1-23

For professional body information see: Professional Body Information, page 1-23

See Classification and Additional Information Types, page 1-3 if you need to check which classification to select.

To enter Business Group additional information:

1. Click on the organization classification for which you want to enter additional information.

2. Choose the Others button to open the Additional Organization Information window.

3. Select one of the following:

   - Business Group Information, see: Entering Business Group Information, *Oracle HRMS Enterprise and Workforce Management Guide*

   - Budget Value Defaults, see: Business Groups: Entering Budget Value Defaults, *Oracle HRMS Enterprise and Workforce Management Guide*

   - Employment Defaults, see: Entering Employment Defaults, page 1-25

   - Work Day Information, see: Business Groups and HR Organizations: Work Day Defaults, *Oracle HRMS Enterprise and Workforce Management Guide*

   - Benefits Defaults, see: Business Groups: Defining a Default Monthly Payroll, *Oracle HRMS Enterprise and Workforce Management Guide*

   - PTO Balance Type, see Business Groups: Selecting a PTO Balance Type, *Oracle HRMS Enterprise and Workforce Management Guide*

   - Recruitment Information, see: Business Groups: Entering Recruitment Information, *Oracle HRMS Enterprise and Workforce Management Guide*

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

- SOE Information, see: Business Groups: Entering SOE Information, page 1-24

- SOE Detail Information, see: Business Groups: Entering SOE Detail Information, page 1-24

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

4. Repeat these steps to enter further information.

To enter HR organization additional information:

1. Click on the organization classification for which you want to enter additional information.

2. Choose the Others button to open the Additional Organization Information window.

3. Select one of the following:

   - Reporting Information, see: Entering Reporting Information for an HR Organization or a Company Cost Center., *Oracle HRMS Enterprise and Workforce Management Guide*

   - Costing Information, see: HR Organizations: Entering Costing Information, *Oracle HRMS Enterprise and Workforce Management Guide*

   - Employment Defaults, see: Entering Employment Defaults, page 1-25

   - Parent Organization, see: HR Organizations: Entering Parent Organizations, *Oracle HRMS Enterprise and Workforce Management Guide*

   - Work Day Information, see: Business Groups and HR Organizations: Entering Work Day Defaults:, *Oracle HRMS Enterprise and Workforce Management Guide*

   - Payslip Information, see Entering Payslip Information, *Oracle HRMS Enterprise and Workforce Management Guide*

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

   - Related Organizations Information, see: Entering Related Organizations Information for an HR Organization, *Oracle HRMS Enterprise and Workforce Management Guide*

4. Repeat these steps to enter further information.

To enter payee organization additional information:

1. Click on the appropriate organization classification.
2. Click Others to open the Additional Organization Information window.
3. For entering third party organization details, see: Entering Third Party Information, page 1-28
4. Repeat these steps to enter further information.

To enter legal employer additional information:

1. Click on the appropriate organization classification.
2. Click Others to open the Additional Organization Information window.
3. Select one of the following:
   - Accident Insurance Org, see: Assigning Accident Insurance Providers to a Legal Employer, page 1-31
   - Employment Defaults, see: Entering Employment Defaults, page 1-25
   - Legal Employer Details, see: Entering Legal Employer Details, page 1-26
   - Local Units, see: Assigning Local Units to a Legal Employer, page 1-27
   - Pension Providers, see: Assigning Pension Insurance Policies to a Legal Employer, page 1-30
4. Repeat these steps to enter further information.

To enter local unit additional information:

1. Click on the appropriate organization classification.
2. Click Others to open the Additional Organization Information window.
3. Select one of the following:
   - Accident Insurance Orgs, see: Assigning Accident Insurance Policies to a Local Unit, page 1-31
   - Employment Defaults, see: Entering Employment Defaults, page 1-25

- Local Unit Details, see: Entering Local Unit Details, page 1-26

4. Repeat these steps to enter further information.

To enter external company additional information:

1. Click on the appropriate organization classification.
2. Click Others to open the Additional Organization Information window.
3. Select one of the following:
   - External Company Contact Details, see: Entering External Company Contact Details, page 1-33
   - External Company Information, see: Entering External Company Information, page 1-33
4. Repeat these steps to enter further information.

To enter pension insurance provider additional information:

1. Click on the appropriate organization classification.
2. Click Others to open the Additional Organization Information window.
3. Select one of the following:
   - Pension Department Codes, see: Assigning Pension Department Codes to Local Units, page 1-29
   - Pension Types, see: Assigning Pension Insurance Types to Pension Insurance Providers, page 1-28
4. Repeat these steps to enter further information.

To enter trade union additional information:

1. Click on the appropriate organization classification.
2. Click Others to open the Additional Organization Information window.
3. For entering trade union details, see: Entering Trade Union Information, page 1-32
4. Repeat these steps to enter further information.

To enter representative body additional information:

1. Click on the organization classification for which you want to enter additional information.

2. Choose the Others button to open the Additional Organization Information window.

3. Select one of the following:

   - Representative Body Information, see: Entering Representative Body Information, *Oracle HRMS Enterprise and Workforce Management Guide*

   - Constituency information, see: Entering Constituency Information for a Representative Body, *Oracle HRMS Enterprise and Workforce Management Guide*

4. Repeat these steps to enter further information.

To enter constituency additional information:

1. Click on the organization classification for which you want to enter additional information.

2. Choose the Others button to open the Additional Organization Information window.

3. Select one of the following:

   - Location, see Entering Location Information for Constituencies, *Oracle HRMS Enterprise and Workforce Management Guide*

   - Organization, see Entering Organization Information for Constituencies, *Oracle HRMS Enterprise and Workforce Management Guide*

   - Organization Hierarchy, see Entering Organization Hierarchy information for Constituencies, *Oracle HRMS Enterprise and Workforce Management Guide*

   - Grade, see Entering Grade information for Constituencies, *Oracle HRMS Enterprise and Workforce Management Guide*

   - Bargaining Unit, see Entering Bargaining Unit information for Constituencies, *Oracle HRMS Enterprise and Workforce Management Guide*

   - Job, see Entering Job information for Constituencies, *Oracle HRMS Enterprise and Workforce Management Guide*

   - Collective Agreement Grade, see Entering Collective Agreement Grade information for Constituencies, *Oracle HRMS Enterprise and Workforce Management Guide*

4. Repeat these steps to enter further information.

To enter bargaining association information:

1. Click on the organization classification for which you want to enter additional information.

2. Choose the Others button to open the Additional Organization Information window.

3. Select Trade Union Information, see: Entering Trade Union Information for a Bargaining Association, *Oracle HRMS Enterprise and Workforce Management Guide*

4. Repeat these steps to enter further information.

To enter company cost center information:

1. Click on the organization classification for which you want to enter additional information.

2. Choose the Others button to open the Additional Organization Information window.

3. Select one of the following:

   - GL Company Cost Center, see: Entering GL Company Cost Center Information for a Company Cost Center, *Oracle HRMS Enterprise and Workforce Management Guide*

   - Reporting Information, see: Entering Reporting Information for an HR Organization or a Company Cost Center., *Oracle HRMS Enterprise and Workforce Management Guide*

4. Repeat these steps to enter further information.

To enter professional body information:

1. Click on the organization classification for which you want to enter additional information.

2. Choose the Others button to open the Additional Organization Information window.

3. Select Professional Body Info, see: Entering Additional Information for a Professional Body, *Oracle HRMS Enterprise and Workforce Management Guide*.

4. Repeat these steps to enter further information.

Business Group: Entering SOE Information

You enter statement of earnings (SOE) information at the business group level to link the SOE element set to the business group. This enables Oracle HRMS to display the elements that are part of the element set, in the Information region of the SOE.

To enter SOE information:

1. In the organization window, query the business group if it does not already appear there. In the Organization Classifications region, select Business Group, click Others, and select SOE Information.

2. Click in a field of the Additional Organization information window to open the SOE Information window.

3. Select the SOE user category. You use this information to restrict the type of users who can view the SOE.

   See: Setting up the Statement of Earnings, page 5-12

4. Select the predefined element sets FI_SOE_EARNINGS_ELEMENTS and FI_SOE_DEDUCTIONS_ELEMENTS to display the predefined elements on the SOE.

5. Select the element set containing your information elements in the Information 1 field to display information elements on the SOE. You create this element set when you set up your statement of earnings. See: Setting up the Statement of Earnings, page 5-12

6. Select the predefined balance attribute FI_SOE_BALANCE_ATTRIBUTES to display balances on the SOE.

7. Save your work.

Business Group: Entering SOE Detail Information

Oracle HRMS enables you to determine the elements, balances, input values, and amounts that you want to display in the Information region of the statement of earnings. Use the SOE Detail Information extra information type to record the elements that are part of the element set you created and the balances attributes that you want the SOE to use.

Note: Oracle HRMS provides Finland SOE Balance Attributes to view the SOE report. You can use these predefined balance attributes or create your own balance attributes. See: Setting up the Statement of Earnings, page 5-12

To enter SOE detail information:

1. In the organization window, query the Business Group if it does not already appear there. In the Organization Classifications region, select Business Group, click Others, and select SOE Detail Information.

2. Click in a field of the Additional Organization information window to open the SOE Detail Information window.

3. Select the type of SOE details you want to record such as balance or element.

   - If you select Balance type, then select the balance, dimension, and balance display name that you want the SOE to display.

   - If you select Element type, then select the element name, input value, and element display name that you want the SOE to display.

4. Save your work.

Entering Employment Defaults

Enter the employment defaults from the Additional Organization Information window. You enter employment defaults to assist statistical reporting at the legal employer and local unit level.

Enter employment defaults at the level at which the defaults typically apply. For example, enter employment defaults at the business level if these defaults apply to most people in a country. Enter them at lower levels of the organizations if the defaults tend to differ at those levels. The defaults that you enter at a lower level in the organization overrides defaults entered at higher levels.

To enter employment defaults:

1. In the Organization window, query the organization if it does not already appear there. In the Organization Classifications region, select Business Group, HR Organization, Legal Employer, or Finnish Local Unit, click Others, and select Employment Defaults.

2. Click in the Employment Defaults field to open the Employment Defaults window.

3. Select the employment type.

4. Select the working time.

5. Select the shift work type and shift work type days.

6. Select the community price category or in simpler terms, the employee's working place or community. You use this information to define the salary category in some lines of business.

Entering Local Unit Details

Enter the local unit details from the Additional Organization Information window. Use the Local Unit Details window to record details about organizations classified as a local unit. The local unit represents the enterprise's particular industry or location.

To enter local unit details:

1. In the Organization window, query the organization if it does not already appear there. In the Organization Classifications region, select Finnish Local Unit, click Others, and select Local Unit Details.

2. Click in the Local Unit Details field to open the Local Unit Details window.

3. Enter the local unit's sub-disbursement number. Sub-disbursement unit number is the extension to the business identifier (Y-number) and used to identify local units within the legal employer for statutory reporting.

4. Enter the local unit number. Third-party organizations assign this number to the local unit for accident insurance reporting and employer's membership reporting.

5. Enter the employers organization membership. You use this information for reporting to third-party organizations.

6. Save your work.

Entering Legal Employer Details

Enter the legal employer details from the Additional Organization Information window. Use the Legal Employer Details window to record information about the legal employer, like the various identification numbers that your organization uses. You use this information for various statutory reporting.

To enter legal employer information:

1. In the Organization window, query the organization if it does not already appear

there. In the Organization Classifications region, select Legal Employer, click Others, and select Legal Employer Details.

2. Click in the Legal Employer Details field to open the Legal Employer Details window.
3. Enter the legal employer's Y-Number.
4. Select the tax municipality.
5. Select the social security category. You use this information to record the percentage you will contribute towards social security fee.
6. Enter the employers organization membership. You use this information for reporting to third-party organizations.
7. Select whether the legal employer pays out salary or hourly wages.
8. Select the tax day calculation method to process the payroll for the selected period
9. Select the provincial tax office to pay taxes correctly.
10. Indicate whether the legal employer is exempt from paying the social security fees.
11. Save your work.

Assigning Local Units to a Legal Employer

Assign local units to a legal employer from the Additional Organization Information window. Use the Local Units window to assign local units to legal employers. Linking the local units to the legal employer is essential for statutory reporting purposes. For example, for tax reporting, you must link sub-disbursement units to the legal employer as local units.

> **Note:** You can assign multiple local units to a legal employer. You must assign at least one local unit to a legal employer to create a full reporting hierarchy. If there are no local units within your legal employer, then create a local unit with the same name as your legal employer and attach it to the legal employer.

To assign a local unit to a legal employer:

1. In the Organization window, query the organization if it does not already appear there. In the Organization Classifications region, select Legal Employer, click Others, and select Local Units.

2. Click in the Local Units field to open the Local Units window.

3. Select the local unit to assign it to the legal employer.

4. Repeat steps 2 and 3 to assign more local units to the legal employer. You can assign a local unit to only one legal employer.

5. Save your work.

Entering Third Party Information

Enter third party information from the Additional Organization Information window. You require this information to make grouped payments to third party organizations.

> **Important:** You must create the source and destination organization payment methods before you enter the third party information.

To enter third party information:

1. In the Organization window, query the organization if it does not already appear there. In the Organization Classifications region, select Payee Organization, and click Others.

2. Click in the Third Party Details field to open the Third Party Details window.

3. Select the source bank account. This is your organization's payment method.

4. Select the destination bank account. This is the third party organization's payment method.

5. You can enter the payer and payee reference numbers. You can use this information during internal audits to keep track of your transactions with the third party organization.

6. Save your work.

Assigning Pension Insurance Types to Pension Insurance Providers

The employee's pension insurance type and pension insurance group affects the employee's pension insurance deductions and employer's payments to the pension insurance provider. Assign one or more pension insurance types to a pension insurance provider from the Additional Organization Information window. Use the Pension Types window to assign pension insurance types to pension insurance providers.

To assign a pension insurance type to a pension insurance provider:

1. In the Organization window, query the organization if it does not already appear there. In the Organization Classifications region, select Pension Provider, click Others, and select Pension Types.

2. Click in the Pension Types field to open the Pension Types window.

3. Select the pension insurance type to assign it to the pension insurance provider.

4. Enter the group code and group name, if applicable to your pension insurance. The pension insurance provider defines the pension insurance groups for each pension type it supports. Examples of pension insurance groups are salaried workers or managerial staff.

5. Repeat steps 2 to 4 to assign more pension insurance types to the pension insurance provider. You must ensure that the group code is unique for a pension insurance type and pension insurance provider combination.

6. Save your work.

Assigning Pension Department Codes to Local Units

Assign pension department codes to a local unit from the Additional Organization Information window, if applicable to your pension insurance. Use the Pension Dept Codes window to assign department codes to local units.

To assign a pension department code to a local unit:

1. In the Organization window, query the organization if it does not already appear there. In the Organization Classifications region, select Pension Provider, click Others, and select Pension Dept Codes.

2. Click in the Pension Dept Codes field to open the Pension Dept Codes window.

3. Select the legal employer to assign it to the pension insurance provider.

4. Select the local unit for which you want to assign the department code.

5. Enter the unique department code for the local unit.

6. Repeat steps 2 to 5 to assign more department codes to other local units. You must ensure that the department code is unique for a pension insurance provider.

7. Save your work.

Assigning Pension Insurance Policies to a Legal Employer

Assign one or more pension insurance policies to a legal employer from the Additional Organization Information window. You require this information for accurate pension insurance contribution processing. Use the Pension Providers window to assign pension insurance providers to legal employers.

To assign a pension insurance policy to a legal employer:

1. In the Organization window, query the organization if it does not already appear there. In the Organization Classifications region, select Legal Employer, click Others, and select Pension Providers.

2. Click in the Pension Providers field to open the Pension Providers window.

3. Select and enter the following pension insurance policy details:

   - Policy start and end dates
   - Pension insurance type
   - Pension insurance provider
   - User pension insurance type
   - Pension insurance number
   - Employer's pension insurance contribution percentage
   - Customer number
   - Reporting method

4. Repeat the steps 2 to 4 to assign more pension insurance providers to the legal employer.

5. Save your work.

   Note: If you have multiple pension insurance policies with the same insurance type, then you must add user pension insurance types in the user types and statuses to rename the pension insurance types with distinguishable names.

Assigning the Accident Insurance Providers to a Legal Employer

Assign an accident insurance provider to a legal employer from the Additional Organization Information window. The employer records the accident insurance provider details to pay the accident insurance, unemployment insurance, and group life insurance premiums correctly. Use the Accident Insurance Org window to assign accident insurance providers to legal employers.

> **Important:** You can assign only one accident insurance provider to a legal employer at any point of time. Specify start and end dates for each policy to prevent overlapping policies from different accident insurance providers.

To assign an accident insurance provider to a legal employer:

1. In the Organization window, query the organization if it does not already appear there. In the Organization Classifications region, select Legal Employer, click Others, and select Accident Insurance Org.
2. Click in the Accident Insurance Org field to open the Accident Insurance Org window.
3. Select and enter the following insurance policy details:
   - Policy start and end dates
   - Accident insurance provider
   - Accident insurance number
   - Accident insurance percentage
   - Group life insurance percentage
4. Save your work.

Assigning Accident Insurance Policies to a Local Unit

Assign an accident insurance policy to a local unit from the Additional Organization Information window, if applicable to your accident insurance. Use this window to record the local unit's accident insurance policy number when it differs from that of the legal employer. Use the Accident Insurance Org window to assign accident insurance policies to local units.

Important: You can assign only one accident insurance policy to a local unit at any point of time. Specify start and end dates for each policy to prevent overlapping policies from different accident insurance providers.

To assign an accident insurance policy to a local unit:

1. In the Organization window, query the organization if it does not already appear there. In the Organization Classifications region, select Local Unit, click Others, and select Accident Insurance Org.
2. Click in the Accident Insurance Org field to open the Accident Insurance Org window.
3. Select and enter the following accident insurance policy details:
   - Policy start and end dates
   - Accident insurance policy number
   - Accident insurance percentage
4. Repeat the steps 2 and 3 to assign more accident insurance policies to the local unit.
5. Save your work.

Entering Trade Union Information

Enter trade union details from the Additional Organization Information window using the Trade Union Details window. Typically, an employee joins only one trade union. You use this information for processing employee union dues accurately.

To enter trade union information:

1. In the Organization window, query the organization if it does not already appear there. In the Organization Classifications region, select Finnish Trade Union and click Others.
2. Click in the Trade Union Details field to open the Trade Union Details window.
3. Enter the trade union number.
4. Select the payment mode, fixed or percentage, for the union fee deduction and then enter the default fixed amount or percentage value.

5. Enter the union accounting ID.

6. Save your work.

Entering External Company Information

Enter the external company information from the Additional Organization Information window. External companies are third-party organizations with whom your organization interacts, for example, social security office or accident insurance institution. You require this information for reporting (such as accident reporting) to third-party organizations.

To enter external company information:

1. In the Organization window, query the organization if it does not already appear there. In the Organization Classifications region, select External Company, click Others, and select External Company.

2. Click in the External Company field to open the External Company window.

3. Enter the external company's Y-Number.

4. Enter the PIN if applicable.

5. Select the external company's visiting address.

6. Ensure that the electronic report method defaults to TYVI. You use this information during tax reporting.

7. Save your work.

Entering External Company Contact Details

Enter the external company contact details from the Additional Organization Information window. Use the Contact Details window to record information about the external companies (third-party organizations) with whom your organization interacts, for example, social security office or accident insurance institution. You require this information for reporting to third-party organizations, for example accident reporting.

To enter contact details for an external company:

1. In the Organization window, query the organization if it does not already appear there. In the Organization Classifications region, select External Company, choose the Others button, and select Contact Details.

2. Click in the Contact Details field to open the Contact Details window.

3. Select the type of contact, for example contact person or phone number. You can enter more than one contact for the external company.

4. Enter the description for the contact; for example, manager or home phone.

5. Enter further detail about the contact; for example, if the contact type is contact person, then you enter the name of the person.

6. Save your work.

2

Workforce Sourcing and Deployment

People

Windows for Maintaining Personal Information

Every enterprise must be able to record personal information for its employees, applicants, and contacts. HRMS enables you to enter and update this information using windows based on templates designed for your own working environment. Your system administrator can configure the predefined templates to match your people management processes.

If the template windows are not set up at your site, you can record personal information for all person types on the People and Assignment windows.

> **Note:** The template windows are an efficient way to perform most basic HR management actions, such as hiring, ending an application, and updating assignments. However, the template windows do not support all DateTrack options, so for complex retroactive changes to history, you may have to use the People and Assignment windows.

Your system administrator can set up task flows from the template windows or the People and Assignment windows to give you access to all the windows in which you can record personal and employment information. You can enter information about:

- New employees
- Employment
- Office location
- Applicants
- Background checks
- Re-hire recommendations
- Further names
- Medical details
- Address details
- Telephone numbers
- Picture record

- Dependents, beneficiaries and other contacts
- Contracts
- Supplementary role
- Elections
- Previous Employment
- Documents of Record

You can also use these windows to update people's statuses, for example, from applicant to employee.

> **Note:** The system administrator can create configured versions of the People window and the template windows so that you use each version for certain person types only or for certain functions only (entering employees, entering applicants, or hiring applicants).

Displaying Personal Information

Oracle HRMS enables you to easily access all the information you enter about people. There are lots of ways to view information about people held in Oracle HRMS. You can select the approach that best fits your needs. For example, you can:

- Use Employee Direct Access to view and update your own personal details using a web browser.
- Use Line Manager Direct Access to view information about people in your organization.
- Use the Find and Summary windows of the People Management templates to display the people who interest you, then 'drill down', by clicking on buttons, to the information you need.

  If the template windows are not set up at your site, you can display the same information using the Find Person window or a People folder.
- Use an inquiry window to view specific information about a person, such as employment or absence history.

  See: Using Inquiry Windows and Folders, *Oracle HRMS Configuring, Reporting, and System Administration Guide*
- Use QuickPaint to design a report incorporating personal, assignment, application, or compensation information.

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

Entering a New Person (People Window)

Use the People window to enter and maintain basic personal information for all person types, including employees and contingent workers.

> **Note:** You can also use one of the template windows such as Entering Employees or Entering Contingent Workers to enter new people.

The minimum information to enter for all categories of people is name and action type. In addition, for employees you must enter gender, employee number (if your enterprise uses manual number entry), and date of birth (for assignment to a payroll). Your localization may require additional mandatory information.

To enter a new person:

1. Set your effective date to the appropriate date for adding the person to the application. If you are entering an employee, this should be their hire date.

2. Enter the person's name and other details in the Name region. Only the last name is required for most legislations, but some legislations require a first name too.

   For UK users: The first name is a mandatory field. Ensure that the first character is an alphabet. The employee's last name is not a mandatory field, however, ensure that the first character is an alphabet.

   For Romanian users: First and last names are mandatory.

   - In the Title field, select a title such as Mrs. or Doctor.

   - You can use the Prefix field to enter the first part of the person's name, such as van der. In the case of someone whose last name is van der Zee, you can sort by the last word of the name, that is Zee. If the whole name van der Zee is entered in the Last Name field, the name is sorted under van.

     For Romanian users only: Prefix is not required in Romania, so this field is not available to Romanian users.

     For Russian users only: Prefix is not required in Russia, so this field is not available to Russian users.

     For UAE users only: Prefix is recorded as additional personal information. Therefore, this field is not displayed in the Name region.

   - The Suffix field holds part of the last name, such as Junior or II. You can report on the suffix separately, as required in some government-mandated reports.

For Romanian users only: Suffix is not required in Romania, so this field is not available to Romanian users.

For Russian users only: Suffix is not required in Russia, so this field is not available to Russian users.

For UAE users only: Suffix is recorded as additional personal information. Therefore, this field is not displayed in the Name region.

- **For Russian users only**: In the Genitive Last field, enter the genitive case of the person's last name. For example, Ivanovskogo is the genitive case of the last name Ivanovskii. The genitive last name is required for some statutory reports. If you do not enter the genitive last name, the application uses the nominative last name.

3. Select a gender, if required. In the US, you must choose Male, Female, or Unknown Gender. In the UK, you must enter the gender of each employee. For Poland, the PESEL you enter supplies the gender information. For Finland, the PIN (Personal Identification Number) supplies the gender information.

4. In the Action field, select an action type (such as Create Employment) and a person type. The person type you select displays immediately in the Person Type for Action field before you save it. If only one user person type exists for the action type, it displays automatically in the Person Type for Action field.

   Note: If you enter a contingent worker who has a previous person type such as ex-employee, you can choose to revert the contingent worker back to the previous person type by using the Cancel Placement action.

   If you are a Finnish user and need to pay salary to a contingent worker through Oracle payroll, you need to enter the person as an employee. You then change the person as a not employed person by changing the employee status in the Additional Assignment Details window. See: Entering Additional Assignment Details (Assignment Window), page 2-17

   You create user person types in the Person Types window. If you want to change a person type to another person type with the same system person type you must use the Person Type Usage window.

   See: Changing Person Type Usage and Deleting OAB Person Type Usage, *Oracle HRMS Enterprise and Workforce Management Guide*

Entering Employee Information:

Enter the following information if the person is an employee.

1. If desired, change the Latest Start Date field.

- The Latest Start Date field displays your effective date.

- For employees who have previously worked for your enterprise, the Date First Hired field displays the start date of the employee's earliest, previous period of service. This date must be on or before the start date of the earliest period of service. The Date First Hired field is situated on the Benefits Tab.

If the latest start date and the date first hired are the same, when you amend the latest start date, the date first hired is set to the same date.

If you amend the latest start date to earlier than the date first hired, the date first hired is set to the same date.

> **Note:** In the US, before making a change to a latest hire date already entered for an employee, ensure that the start date of the employee's primary address is the same as or earlier than the new hire date. This preserves the integrity of the employee's tax records.

Entering Identification Information:

Enter the person's identification information in the Identification region:

1. If your enterprise uses a manual number generation scheme, enter an employee, applicant or contingent worker number. If your enterprise uses automatic number generation (including Use Employee Numbering for contingent workers), the employee, applicant, or contingent worker number automatically displays when you save your entries in this window.

   > **Note:** If you query a person who has a combination of employee, applicant, and contingent worker numbers, the employee number displays in the Number field. If the person lacks an employee number but has a contingent worker number and an applicant number, the contingent worker number displays. However, you can choose to view any of the identification numbers held for a person by selecting them from the list.

2. Enter the national identifier for your country. For example, enter the National Insurance number in the UK, the Social Security number in the US, the Fiscal Code in Italy, the IRD Number in New Zealand, the Social Security Code (TAJ) in Hungary, the Individual Tax Payer's Number (INN) in Russia or the ID number in South Africa.

   > **Note:** If you are an Australian user, leave the National Identifier field blank. For Finland, the PIN (Personal Identification Number)

supplies the values for gender, date of birth, and age.

Entering Personal Details:

Enter personal details in the Personal tabbed region.

1. Enter a date of birth. You must do this before you can assign an employee to a payroll. For Poland, the PESEL supplies the date of birth. For Finland, the PIN (Personal Identification Number) supplies the date of birth.

   For UK users only: If you have not entered the NI Number, the Date of Birth is a mandatory field.

2. Enter additional birth information into the Town of Birth, Region of Birth, and Country of Birth fields.

   For Hungarian, UAE, and Indian users only: Enter the place of birth instead of town of birth as this information identifies employees and appears in statutory reports.

   For Belgian users only: Region of birth information is not required in Belgium, so this field is not available to Belgian users.

   For Romanian users only: You must select the country of birth first. If the country of birth is Romania, then the Region of Birth field displays the counties and on selecting the county, the Town of Birth displays the localities. If the country of birth is not Romania, then the Region of Birth and Town of Birth are free text fields.

3. **For Russian users only**: Enter the place of birth code in the Place of Birth field. The application uses this information when generating tax and pension statutory reports. You can find this code in the document *All Russian Classification of Subjects of Administrative and Territorial Division (OKATO)*.

4. **For Finnish and Romanian users only**: Enter the place of residence. The place of residence influences the regional membership. You use the place of residence and regional membership to calculate income tax and other statutory deductions. Romanian users can optionally specify whether the person is a resident of Romania, a non resident non European Union, or a non resident European Union.

5. If the Work Telephone field is displayed, enter a work telephone number. Otherwise, use the Phone Numbers window to enter this information.

6. In the Status field, select a marital status.

7. Select a nationality.

   For UAE users only: Nationality is recorded as additional personal information. Therefore, this field is not displayed in the Personal tabbed region.

8. **For Russian users only**: Enter the employee's statutory Pension Insurance Fund identifier. It is the employee's ID in the Statutory Pension Insurance Fund.

9. **For Russian, Swedish, and Romanian users only**: Select the person's citizenship. In Russia, you require this information for some statutory reporting to migration authorities. In Sweden, you can use this information to track persons who are not Swedish citizens, since the taxation and pension insurance schemes differ from those for Swedish citizens. For Romania, you can optionally specify whether the person is a Romanian, European Union, or other citizen.

10. Select whether your employee, applicant or contingent worker is:
    - Registered disabled
    - Not registered disabled
    - Partially disabled
    - Fully disabled

    > **Note:** Whether employees are fully or partially disabled affects benefits eligibility calculations.

    In the US, the Americans with Disabilities Act (ADA) Report includes employees set up as registered disabled, partially disabled, and fully disabled.

    For Finnish, Danish, and Swedish users only: This field is not available.

11. **For Dutch users only**: Select Yes in the Work Abroad Exceeding One Year field, if your employee has worked abroad for more than a year.

12. **For Belgian users only**: enter the person's preferred correspondence language in the Other region.

13. Save your work.

Multiple Person Records:

1. If your data already includes a person with the same national identifier, or with the same surname and a first name and date of birth that is either the same or not entered, then a list of values shows all the people who share the details.

    > **Note:** People who are only entered with a person type of Other, that is someone external to your enterprise, are not shown in this list.

    If you have entered neither a first name nor a date of birth, then the list of values displays all the records that match the information you have entered.

> **Note:** The list of values displays only if your system administrator has set the HR: Cross Business Group profile option to Yes.

Do one of the following four tasks:

- If the person you are entering already exists, but in a different business group, then select that person from the list of values. The person you are entering is saved in your current business group and linked to the existing person record to indicate they are the same person. If your application has person synchronization enabled, then the personal information entered for the new person is copied across to existing records in other business groups. If existing records have values for fields that the new record leaves blank, then these values appear in the new record. See: Person Record Synchronization, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*
- If the person already exists in your current business group then select that person from the list of values. The application retrieves the existing record and cancels the save you were trying to make, as one business group cannot contain two records for the same person. Close the new record and scroll down to display the existing record.

  > **Note:** You cannot link to any entry in the list of values marked with an asterisk as these either belong to your business group, or are linked to a person in your business group.

- If the person already exists in TCA, but not in HRMS, then select that person from the list of values. The person you are entering is saved in your current business group and linked to the existing person record to indicate they are the same person. The information held for the person in TCA is updated with that entered in HRMS. See: People in a Global Enterprise, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*
- If the person you are entering does not match any of the records displayed, then select No Match in the lookup. Your new person record is saved.

What Next?:

Optionally, you can enter additional information for people in the tabbed regions.

> **Note:** The Background Information, Medical Information, and Rehire Information tabbed regions appear only if your system administrator has enabled them for you.

Entering Additional Personal Information (People Window)

Optionally, you can enter additional information for people in the tabbed regions of the People window described in the following steps.

To enter office information for a new hire, an existing employee, or contingent worker:

1. Choose the Office Details tabbed region.
2. Enter the office number.
3. Enter the internal location of this office.
4. Enter the office identifier for internal mail.
5. Enter the person's e-mail address.
6. In the Mail To field, select Home or Office to indicate the person's preferred mail destination.
7. Enter the secondary e-mail address.
8. Enter the E-Post address, for mailing the pay slips to employees.
9. Enter the speed dial number, such as an employee's extension or mobile phone number.

To enter information for an applicant:

1. Choose the Applicant tabbed region.
2. If the applicant's resume is on file, check the Exists check box.
3. If the applicant's resume is on file, select the date indicating when the resume was last updated.
4. Select a final date a file is to be maintained for this applicant.

To enter further name information:

1. Choose the Further Name tabbed region.
2. Enter one or more honors or degrees (BA, MBA, or JD, for example) that the person has earned.

3. Enter the name (perhaps a nickname) by which the person prefers to be known.

4. If the person was previously known by a different name, enter the previous last name.

To enter other information for a person:

1. Choose the Other tabbed region.

2. Select the type of schedule in the Availability/Schedule field; for example, the days of the week your employee works.

3. Enter the person's current full time/part time availability to work with your company.

4. Select the language the person prefers for correspondence. For example, select German if the person prefers to correspond or receive company information such as terms of pension plan in German.

    Note: The Correspondence Language list includes languages in the FND_LANGUAGES table. This table contains the languages that Oracle National Language Support Runtime Library (Oracle NLSRTL) supports. Check with your System Administrator for information on NLSRTL supported languages.

5. If the person has died, enter the date of death.

    Date of death defaults to the person's termination date if:

    - In the Terminate window you enter the termination reason of deceased, but
        - You do not provide the actual termination date, and
        - You have not yet entered a date of death

6. Select the current student status, if the person is a student.

7. In the Date Last Verified field, you can enter the date the person last checked this personal information for accuracy.

8. Select the mother tongue of the person.

9. Check the Military Service check box if the person is employed in a military service.

    The value of this field can impact benefits calculations.

10. Check the Second Passport Exists check box if the person possesses multiple

passports.

To enter benefits information:

1. Choose the Benefits tabbed region.

   Note: All fields in the Benefits tabbed region are optional. Most can help to determine plan eligibility or rates.

   Note: If necessary, you can add the Benefits Tab to the People window. Query the BEN_MANAGER menu in the Menus window and add the HR View Benefits function to the menu.

2. Enter a benefit group for your employee or applicant. Benefit groups help determine a person's eligibility for a plan or set benefit rates. For example, benefit groups can address mergers and acquisitions where eligibility is complicated, or assist in grandfathering a person into a very old plan.

3. Enter the date you received the death certificate of a deceased employee. You can enter this only after you have entered the date of death in the Other Information region. The receipt of the death certificate must be after or equal to the date of death.

4. Enter an adjusted service date for your employee. Benefits can use this date, rather than the date first hired, to determine the length of service for eligibility, enrollment, and rates. The adjusted service date can credit service for former employers, grandfathered benefits, or in the case of mergers and acquisitions.

5. Change the date first hired. For employees who have previously worked for your enterprise, the Date First Hired field displays the start date of the employee's earliest, previous period of service. This date must be on or before the start date of the earliest period of service.

6. Check the Other Coverage check box, if the employee or applicant has externally provided coverage.

7. Check the Voluntary Service check box, if your employee or applicant is volunteering, for example as a missionary.

8. Change the retirement date, if required. By default, the application calculates the retirement date by adding 65 years to the employee's date of birth.

To enter qualification information:

1. Choose the Qualification tabbed region.

2. Enter the employee's most recent educational qualification.

3. Select the level of education; for example, primary level of education or second stage of tertiary education.

4. Select the field of education; for example, science or agriculture.

   You use the educational qualification as a basis for salary increment as well as to evaluate the employee's overall eligibility to the job. You also use this information for statutory reporting.

   > **Note:** You can also enter the qualification information through the Qualifications window. See: Entering Qualifications, page 3-2

To enter trade union information:

You enter the trade union information to deduct the union dues from the employee's net salary. The information you enter here overrides the information entered for the trade union organization.

See: Entering Trade Union Information, page 1-32

1. Choose the Trade Union tabbed region.

2. Select the trade union name.

3. Enter the membership number.

4. Select the payment mode that is applicable to the trade union rules of which the employee is a member.

5. Enter the fixed amount or percentage, depending on the payment mode you selected.

6. Enter the membership start and end dates. You use this information while reporting membership details to the respective trade union.

To enter pension insurance information:

1. Choose the Pension Information tabbed region.

2. Select the pension insurance policy joining date.

3. Select the user pension insurance type. The user pension insurance type supplies the pension insurance number and pension insurance type.

4. Select the pension insurance group, if applicable, to the selected pension insurance.

5. Enter the planned retirement age.

6. Enter the termination date for terminated policies or for long-term absences to suspend pension insurance contributions during the absence.

7. Select the reason for termination or for a long-term absence.

Entering an Assignment (Assignment Window)

When you enter an employee or contingent worker, or hire an applicant, Oracle HRMS automatically creates a default assignment. You can view and update the default assignment in the Assignment window.

You can then enter additional assignments, if required, using the Assignment window.

To enter an assignment:

1. Set your effective date to the start date of the new assignment.

   Note: If you are a German user and want to link a contract to this assignment you should do so before completing any further fields as some fields in the Assignment window default to values defined on the contract and cannot be overridden here. Add contract details using the Contract field on the Employment Terms tabbed region. If you are assigning a contingent worker, the Employment Terms tabbed region does not display, preventing you from adding a contract.

2. Select the organization to which you want to assign the employee or contingent worker. By default, the employee has an assignment either to the business group, or to the organization to which he or she applied. Contingent workers have a default assignment connected to the business group.

   If you overwrite these defaults, a window appears asking if the change is an update or a correction. Select Correction.

   If you are creating an additional assignment, no default business group or organization is displayed.

3. Select the job or position for which this person has been assigned.

   Note: France only: For a public sector type organization, the Position field is read only. Oracle HRMS displays the position details you recorded using the HR Administrator Actions pages.

Note: Russia only: Click the Attachments Menu icon on the tool bar to enter the contingent worker's job description.

Note: India only: The position selected is displayed on the employee's Form 16.

4. For employee assignments, select a grade for information or to use grade rates or grade scales to determine the appropriate compensation levels for the employee.

5. If you defined a location for the business group or other organization, it appears as a default. Change this, if required.

   Mexico only: The assignment's location determines its GRE.

   - If you have assigned multiple GREs to a location (through the generic hierarchy), you must choose which one applies to this assignment. Navigate to the Statutory Information tabbed region and make a selection in the Government Reporting Entity field.

   - If you change your assignment's GRE, you must specify a Social Security Leaving Reason (under the Social Security Affiliation tabbed region).

     See: Transferring Employees, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

6. **France only**: Select the establishment as it serves as the legal point of contact for settling any disputes and manages the personal details of the workforce.

   Note: For a public sector type organization, the Establishment field is read only. Oracle HRMS displays the establishment details you recorded using the HR Administrator Actions pages.

7. Select the people group and enter information defined in your people group flexfield. This is optional.

8. Select a payroll if you are paying an employee using Oracle Payroll, or if you intend to record for the employee certain types of compensation and benefits (represented on the system by *nonrecurring elements*).

   Note: If Oracle Payroll is installed and you are an HR User, you cannot assign employees to payrolls. Ask your system administrator to change your HR:User Type profile option if you need to assign employees to payrolls.

9. Select a status for the assignment. By default a new assignment has the status Active Assignment (or an equivalent user status defined on your system).

   See: Assignment Statuses, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

10. **Korea Only**: Select the business place to which you assign your employee.

11. Enter an assignment number to uniquely identify the assignment. By default, this number is the same as the employee or contingent worker number, for the first assignment.

12. For employee assignments, select a collective agreement if the employee is covered by one.

    You can calculate values based on a collective agreement only for an employee's primary assignment.

13. Select an assignment category, for example part-time or full-time.

    For Hungarian users only: Select an employment category, for example part-time or full-time.

    For Mexican users only: Select the employee's Social Security employment type.

    For Dutch users only: If the Assignment Category is set to Dismissal Pay , then nothing will be sent in the Employment field of the CBS File. Ensure any assignments to be retrieved for the CBS file do not have this value selected in the Assignment Category.

    Change any assignments with the category Trainee to Fulltime-Trainee, to return a value of 1 in the Employment field of the CBS File.

14. For employee assignments, select the employee category, for example blue collar or white collar.

    For Mexican users only: Select the employee's Social Security employment category.

    For Spanish users only: Select the professional category, for example administration clerk or civil servant.

15. Enter the information you want to hold in the tabbed regions, for example, supervisor details, special ceiling progression points, or salary information.

    See: Entering Additional Assignment Details, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

    You can use the Oracle HRMS and Common application Components (CAC) integrated schedule features to assign a schedule to the worker's assignment. If you want the application to only display schedules the worker is eligible for, then run the Eligibility Engine process for the worker.

See: Setting Up Availability, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

Entering Additional Assignment Details (Assignment Window)

Once you have set up basic assignment details, you can enter additional information, such as supervisor details, special ceiling progression points, and salary information, in the tabbed regions of the Assignment window. The tabbed regions that appear in the Assignment window vary according to person type and localization.

> **Note:** For countries other than the US or UK, your Oracle localization team may have created additional fields in a tabbed region to hold legislatively required additional information.

To enter salary information for an employee:

Use the Salary page to enter a proposed salary change for an employee, associate this change with a performance review, and accept or revise the change later. To administer an employee's salary in this way, you first assign the employee to a salary basis in the Salary Information region.

1. Choose the Salary Information tabbed region.

2. Select a salary basis for the employee.

3. You can also enter the frequency of salary and performance reviews.

   > **Note:** When you change salary basis for an assignment, the application end dates the existing proposal and creates a new salary proposal. The new proposal updates the salary element entry automatically. When you remove a salary basis from an assignment, the application end dates the existing salary element entry, enabling you to manually create a new salary element entry effective from the date of the salary basis change.

   For more information about salary administration, see: Salary Administration, *Oracle HRMS Compensation and Benefits Management Guide*

To enter supplier information for a contingent worker:

You use the Supplier tabbed region to record information about the supplier providing the contingent worker to your enterprise. The procedure depends on whether you are using Oracle Services Procurement to provide purchase order information for contingent worker assignments.

If you are not using Oracle Services Procurement:

1. Choose the Supplier tabbed region.
2. Select the names of the supplier and the supplier site for the contingent worker.
3. Enter supplier IDs for the contingent worker and the assignment, if available. These values identify the worker and the assignment to the supplier.

If you are using Oracle Services Procurement:

1. Choose the Supplier tabbed region.
2. Select a purchase order number for this assignment.
3. If only one purchase order line exists, it appears in the Purchase Order Line field. Otherwise, select a purchase order line. Note that the Purchase Order Line field is enabled only when you select a purchase order.
4. Information from the purchase order appears automatically in the Supplier Name and Supplier Site fields. If the purchase order line includes a job value, it replaces any value in the Job field.
5. Enter supplier IDs for the contingent worker and the assignment, if available. These values identify the worker and the assignment to the supplier.

To enter supervisor information for an employee or contingent worker:

1. Choose the Supervisor tabbed region.
2. Select the name and number of the worker's personal supervisor. If your organization uses assignment-based supervisor hierarchies, also enter the assignment number for the supervisor assignment. If you have already entered the supervisor name, the application displays a context-sensitive list of available assignments for the supervisor.

   You can select a contingent worker as a supervisor only if the HR: Expand Role of Contingent Worker user profile option is set to Yes.

   You can select a supervisor from another Business Group if the HR:Cross Business Group user profile option is set to Yes at your site.

   > **Note:** The application does not update this information. Use organization and position hierarchies to show management reporting lines.

To enter probation period and notice information for an employee:

The probation period defaults from the employee's position.

1. Choose the Probation and Notice Period tabbed region.

2. Amend the default probation period for your employee's assignment, if required.

3. Enter the notice period for the assignment, if required.

To enter standard conditions information for an employee or contingent worker:

The standard work day information (apart from the Hourly/Salaried field) defaults from the position. If standard conditions are not defined for the position, they default from the organization or Business Group.

1. Choose the Standard Conditions tabbed region.

2. Amend the standard work day information for your employee or contingent worker assignment, if required.

3. This step is for employees only. For benefit administration, enter whether the assignment is hourly or salaried.

   > **Note:** If you are setting up benefits based on salaried or hourly pay you must set up the Hourly/Salaried field in addition to the Pay Basis. The Pay Basis identifies how pay is quoted within Salary Administration and enables an employee to have their pay quoted as hourly, but be paid a salary. Therefore, for benefits, you need to set up whether your employee is paid hourly or receives a salary.

To enter statutory information:

1. Choose the Statutory Information tabbed region.

2. Select the local unit. You must assign an employee to a local unit.

   > **Note:** If, later, you assign the employee to a different local unit that is attached to a different legal employer, this will be a significant change. It may affect your payroll balances.

3. Indicate whether you use the assignment for reporting or not. You must only indicate one assignment for reporting.

To enter primary or secondary assignment and miscellaneous information for an employee or contingent worker:

1. Choose the Miscellaneous tabbed region.

2. Enter the internal address details (such as the floor or office number), if required. The system adds the details to the location address.

3. Select a reason for adding or changing the assignment. For example, you can use the Reason field to record promotions for your employees. You define valid reasons as values for the lookup types Reason for Change to Employee Assignment (EMP_ASSIGN_REASON) for employees and Contingent Worker Assignment Reasons (CWK_ASSIGN_REASON) for contingent workers.

4. Select the Manager box if the assignment is at manager level and you want to include this worker in the Organization Hierarchy Report as a manager. (You can select Manager for a contingent worker assignment only if the HR: Expand Role of Contingent Worker user profile option is set to Yes.)

5. By default, the first assignment entered is the primary assignment, and the Primary box is automatically checked. If you are now entering a secondary assignment, you must ensure that the Primary box is unchecked.

   Check the Primary check box to update a secondary assignment to Primary.

   See: Changing Primary Assignments, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

6. If you use Oracle Services Procurement to provide purchase order information for contingent worker assignments, the purchase order line may include the projected assignment end date. In this case, the date appears in the Projected Assignment End field. Otherwise, enter the projected end date of the assignment.

To enter special ceiling information for an employee:

A special ceiling progression point is the highest point to which the Increment Progression Points process can automatically progress the employee.

1. Choose the Special Ceiling tabbed region.

2. Enter a special ceiling only if the employee is assigned to a grade, and if a grade scale is defined for this grade. This special ceiling overrides the ceiling defined for the grade scale.

To enter a billing title for an employee or contingent worker (Oracle Projects only):

1. Choose the Project Information tabbed region.

   > **Note:** The Project Information tabbed region displays only if you have installed Oracle Projects.

2. Enter a billing title. The information you enter in the Billing Title field serves as the default title on project customer invoices. You can override this information using Project Accounting.

3. Enter a project title.

To enter grade ladder information for an employee:

You must enter grade ladder information to use the Grade/Step Progression process.

1. Choose the Grade Ladder tabbed region.

2. Select the grade ladder for this assignment. If you selected a grade for this assignment previously, all the grade ladders that use that grade are available. If you have not selected a grade, all the active grade ladders in your enterprise are available.

To enter bargaining unit and union membership information for an employee:

1. Choose the Bargaining Unit tabbed region.

2. Enter a bargaining unit code for your employee's assignment. This is usually the legally recognized collective negotiating organization.

   > **Note:** You set up your different bargaining units as values for the Lookup type BARGAINING_UNIT_CODE

3. Select whether the employee associated with the assignment is a member of a union.

To enter employment terms for an employee:

1. Choose the Employment Terms tabbed region.

2. Select the contract to be referenced by the assignment. The list of contracts is limited to those entered for the employee that have start dates on or before the assignment start date.

3. Select the agreement grade structure for the collective agreement. A window shows the grade factors for that grade structure.

4. Enter values for the grade factors. Or, choose the Combinations button and enter search criteria for one or more grade factors to display the reference grades that meet those criteria.

   If you enter values directly into the grade factor fields, they must correspond to an existing reference grade unless the Override Allowed check box in the Agreement Grades window is checked.

> **Note:** Any new combinations of values that you enter are unavailable for reuse with other assignments. To reuse a combination, you must define it as a reference grade in the Agreement Grades window.

To enter employment information:

You use the employment information for statistical reporting and during payroll processing. You capture the following information for the assignment record:

1. Choose the Employment Information tabbed region.
2. Select the employment type.
3. Select the employee status. Some employees, such as board members, are not on the organization payroll. This information helps you identify such employees.
4. Select the working time.
5. Select the personnel group.
6. Select the shift work type.
7. Select the insurance occupational group. You use this information for reporting employee salaries and accidents to the accident insurance company.
8. Select the community price category. You use this information to define the salary category in some lines of business.
9. Select the union occupational group. You use this information for reporting to employers' associations of which your organization is a member.
10. Enter the extended yearly overtime applied from the Health & Safety Authority and is agreed upon by the employee and the employer. The application checks this value against the maximum yearly overtime value and raises and error if the value is greater than the maximum yearly value.

    Note that there is also a value for quarterly overtime limit in global values but there is no validation against the yearly overtime maximum. Extended yearly overtime and quarterly overtime values can be set up and used for calculation, auditing and reporting purposes. Make sure that you have uploaded the global values for Finnish overtime.

To enter tax information:

This information affects the amount of tax deducted for an employee assignment.

1. Select the employee status.
2. Select the tax category.
3. Select whether the employee is liable to pay social security.

Entering Previous Employment Details

You enter previous employment information in the Previous Employment Information window.

> **Note:** If your localization currently uses the Employment History window see: Entering Employment History, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

The Previous Employment Information window is divided into three regions with each region recording separate information about an employee's previous employment. The three regions in the Previous Employment Information window are:

- Previous Employer
- Previous Job
- Assignment - Previous Job Mappings

To enter previous employment details:

1. Enter the previous employer name.
2. Enter an address.
3. Select a country.
4. Select the type of business.
5. Select a subtype for the business type selected at step 4.
6. Enter a description for the employer.
7. Enter start and end dates for the employee's period of employment. The dates entered automatically calculate the period of service in years, months and days.
8. You can override the period of service calculation by entering your own period of

service in the Years, Months, and Days fields.

9. Use the Further Information flexfield to enter any additional information defined by your localization team.

   For Norwegian users only: To record absence details, record the number of child minder days and holidays that the employee has availed in the previous organization.

10. Select the All Assignments check box to specify that the service period is taken into account for all assignments.

    > **Note:** The All Assignments check box can only be selected if there are no further previous job usages defined in the Assignment region. Once the All Assignments check box is selected no further previous job usages can be defined.

11. Save your work.

To enter previous job details

12. Select an empty row in the Previous Job region or place you cursor within an existing row and choose the New button to add a new row.

13. Enter start and end dates for the previous job. The job entered must be associated with the employer and period of service entered at steps 1 to 11. The dates entered automatically calculate the period of service in years, months and days.

14. Enter a job title.

15. Select an employee category.

16. You can override the period of service calculation by entering your own period of service in the Years, Months, and Days fields.

17. Enter a description for the previous job.

18. Select the All Assignments check box to specify that the previous job period is taken into account for all assignments.

    > **Note:** The All Assignments check box can only be selected if there are no further previous job usages defined in the Assignment region. Once the All Assignments check box is selected no further previous job usages can be defined.

19. Choose the Extra Information button to open the Previous Job Extra Information

window.

For Norwegian users only: Record the number of seniority months that the employee has worked for previous employers. You use this information to manually calculate the employee's period of service with their current employer.

For Finnish users only: Select the job experience classification; for example collective agreement level or current employment level. You use this information to calculate salary increments as well as pension.

See: Entering Extra Information, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

20. Save your work.

To map previous jobs to an assignment:

21. Select an empty row in the Assignment region or place your cursor within an existing row and choose the New button to add a new row.

22. Select an assignment to map to a previous job specified at steps 12 to 19.

23. Select a job to map to the assignment selected at step 21. Selecting a job automatically displays the Start Date and End Date fields as specified for the job in the Previous Job region.

24. You can override the period of service calculation by entering your own period of service in the Years, Months, and Days fields.

25. Use the Further Information flexfield to enter further previous job usage details.

26. Save your work.

Contact Information

Contact Information Overview

Oracle HRMS enables you to record the ways in which you communicate with the people in your enterprise and the people whom they have a relationship with, such as an employee's partner.

Entering People as Contacts

You enter people as contact records to identify:

- People to contact in an emergency
- Dependents of the employed person
- Beneficiaries of certain benefits, such as insurance policies or stock purchase plans
- Individuals who receive a wage attachment payment

Entering Contact Information

Entering contact information includes entering contact details for the people in your enterprise, such as their home address. As an employer, you need to record contact details so that you can contact people either by email, phone, fax or post, and for reporting purposes. For example, in the Netherlands you must record a person's house number for social insurance reporting.

Uploading Postal Code

The postal code in Finland contains the information of the post office. The application displays the post offices in both Finnish and Swedish. You require the correct post office information to identify the employee's tax municipality. You need to upload the post office information you receive from the Finnish authorities to display the address correctly.

> **Note:** You can only complete the following steps if you have the post office file, provided by your tax authority.

To upload the postal code:

1. Convert the post office file that you receive from the Finnish authorities to a text file

(with extension .txt).

2. Place the converted file in a directory readable by the database. This is a system administration task.

   See: Additional Implementation Steps for Finland, page 6-1

3. Choose the Single Request option.

4. Query the Finnish Postal Code Upload request in the Submit Request window.

5. Enter the name of the file that contains all the post office details.

6. Submit the request.

7. Ensure that Phase displays Completed and the Status displays Normal against the Finnish Postal Code Upload request.

8. Close the window.

Entering Addresses (Address Window)

You can enter as many addresses as necessary for each person, using the Address window.

> **Note:** You cannot enter or update address information in the Address window for a contact who is also an employee or contingent worker. Instead, update the relevant employee or contingent worker record.

To enter an address for a person:

1. Select a national address style and click in the Address field.

   If a local address style exists for your country, it is displayed as the default. Otherwise, the international style is displayed.

   Australia Users: There is a choice of Australia address style and Australia (International) address style. If you want change from Australia (International) address style to Australia address style, you can by running the Upgrade Australia Address Style process. This is an optional step.

   Finnish Users: To display the postal code and post office on the same row in line with the Finnish Address standard, the application displays them in the same field, separated by a space. If you are not using Finnish postal codes upload functionality, you must enter postal codes and post offices manually. See: Entering Postal Codes, page 2-26

   Dutch Users: When you record foreign addresses, ensure you use the Dutch

International address style. This address style enables you to report the address in the wage report in the required format.

US and Canadian users: There is a choice of US address style and International address style if you have Vertex geocode data installed. If you are not maintaining DTW4 data and do not want to enforce the strict tax validation, then you can disable this using the HR:Enable DTW4 Defaults profile option.

Singapore Users: When you record addresses for local employees, ensure you use the Singapore (Formatted) address style. This address style enables you to report the Primary address in the IRAS reports in the required format.

> **Note:** You can change existing address styles or create new ones if required. See: Changing Default National Address Styles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

A window opens with the address format for the country you select.

2. Enter your address information in this window.

> **Note: India Users**:If the city is Delhi, New Delhi, Mumbai, Bombay, Kolkata, Calcutta, Chennai, or Madras, the application sets the metro status to Yes, else it is set to No.

> **Note:** Use the Phone Numbers window instead of this window to record telephone numbers otherwise you will be maintaining two lists of numbers.

Kuwaiti users: You must select the Governorate (Muhafazat) for payroll processing.

UK users: If you enter the employee's address, then the first line is mandatory and the remaining lines are optional. If you enter the post code, then you must also enter the first line of the employee's address. If you enter the country in the first line, then you must enter the employee's address.

Romanian users: If you enter the county name, then you must ensure to enter the street information.

See: Adding Telephone Information, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

Russian users: Ensure you enter the zip code for the Residential address category so that the code appears in statutory reports.

3. Choose the OK button. This returns you to the Address window.

4. Select an address type, such as home, or weekend, or business. You can only have

one address of each type at any time.

Singapore Users: If you use company quarters, be sure to choose this address type, so it appears in the A8A report.

5. Check the Primary checkbox to identify the person's main address. Otherwise, leave blank. By default, the first address you enter is the Primary address.

   Dutch users - Use the Population Register Address type to record an additional address. The NSI reports use this information to report to the Dutch population register.

   Only one address at any time can be a person's Primary address.

   Singapore Users: If you use the Singapore (Formatted) address, you must enter the block number or address number, the street name, and the postal code values within the address to ensure that the IRAS process validates correctly. If you enter the Unit Number, you must enter the Level (Floor) number in the XXX-XXXXX format.

6. Save your work.

To update the primary address:

1. Enter an end date for the existing primary address.

   Do not save.

2. Create the new primary address starting the next day and check the Primary Checkbox.

   > **Note:** An employee must always have a primary address, but you cannot enter more than one primary address for the same time period.

3. Save the new primary address.

To change from an international to a local address style:

1. To change from a global (international) address style to a local address style, choose Change Global Style to Local. This button appears only when the current style is international.

   The Personal Address Information window appears showing the new address structure. Values in fields common to both styles appear in the new structure.

   If you choose Change Global Style to Local when there is no local style, Oracle HRMS displays an explanatory message and the style remains unchanged.

2. Complete the address definition, as appropriate.

3. Choose OK.

4. Save your work.

Entering Next of Kin and Other Contacts

Use the Contact window to hold information about contacts, for example:

- People to contact in an emergency.
- Dependents.
- Beneficiaries of benefits such as insurance policies or stock purchase plans.
- Individuals receiving payment of a wage attachment/third party payment deducted from the employee's salary.

A person entered as a contact can be one, some, or all of the above.

The coverage start date for an employee contact, is the employee hire date or the contact relationship start date, whichever is later. This can be important in benefits processing, where eligibility for certain benefits starts from the start date of a contact relationship.

Creating The Same Contact Relationship More Than Once

You can set up the same relationship more than once between the same two people. However, these relationships must not occur in the same time period. For example, you can set up that Person A married Person B from 01-Jan-1990 to 01-Feb-1991. Person A could then marry Person B again, starting from the 02-Feb-1991. However, you cannot enter that the couple remarried on 01-Jan-1991, as this would mean that they were married twice in the same time period.

Updating a Contact Relationship Start Date to Make it Earlier

You can update the contact relationship start date between two people, creating a supplementary record to cover the additional period.

For example, Person A exists on the application as an employee with a hire date of 01-Apr-1990. Person B exists on the application as a contact, with a creation date of 01-Jun-1990. Person A then marries Person B on 01-May-1990. As the application holds a contact coverage start date of 01-Jun-1990, a new contact record is entered to cover 01-May-1990 and 31-May-1990.

To enter a contact:

1. Do one of the following:

- Enter the name of a new person.
- Select from a list of people already entered on the system.

2. If you enter a new person:
   - Enter their gender and date of birth.

     For UAE users only: Additionally, you must enter the father, grandfather, and family name.

     For Romanian users only: Enter the Numerical Person Code (NPC/FRN) as the identification information.

   - Select the user person type.

     You can only select user person types which are set up for the system person type of Other, for example contact.

3. Enter details about the different contacts for your employee in the Contact Relationship fields.

To enter contact relationships:

1. Select the contact relationship, for example child or spouse.
2. Enter the start and end date (if known) of the relationship.

   > **Note:** For Dutch users only, if you set up a spouse as a contact for an employee, whose full name format includes partner's prefix and surname, the full name of the employee changes automatically based on the spouse's name, if the contact relationship covers the employee's full period of employment. If it does not cover the full period the changes to the full name of the employee must be set manually on all datetrack records.

3. If you use Oracle Advanced Benefits or Standard Benefits, select a start and end reason for the relationship.
4. Select whether the contact:
   - Is the primary contact.
   - Is the recipient of a third party payment (for example, from a court-ordered deduction/wage attachment).

     This enables you to select this person on the Personal Payment Method window when entering a third party payment method for the employee.

- Shares the same residence as the employee.
- Has a personal relationship with the employee. This identifies whether the third party should be considered as a possible dependent and/or beneficiary.
- Is a beneficiary or dependent. You can only enter these fields if you do not use Standard or Advanced benefits.

5. You can enter a sequence number for the contact relationship. This must be a unique number for each contact the employee has. However, because sequence numbers are employee based, these numbers only need to be unique within the employee's record.

   For example, Person A has a relationship type of spouse with Person B. This is given the sequence number of 1. Person A also has a relationship type of father to Person C. This is given the sequence number of 2.

   Person A also has a relationship type of emergency contact with Person B. This must also have the sequence number of 1 as a relationship between these two people is already recorded against Person A.

   Person B is also an employee and therefore has her own set of contacts recorded against her. She has a relationship type of spouse with Person A. However, this relationship does not have to have the same sequence number as the relationship recorded against Person A, that is, this relationship has a sequence number of 5.

6. Select whether you want to create a mirror relationship and enter the mirror relationship type.

   > **Important:** You can only enter a mirror relationship and type when you first create the contact. Once the mirror relationship is saved, the relationships are maintained independently of each other, except for mirror relationships that are created automatically.

   Oracle HRMS automatically creates a mirror relationships when you enter a spouse, parent or child. For example, if you create the spouse relationship from person A to person B, when you query person B in the Contact window, a mirror relationship of spouse to person A is automatically created.

   Furthermore, if you update a relationship that has had a mirror relationship automatically created, the mirror is also updated accordingly. For example, if you end date the relationship of spouse for person A, the spouse relationship for person B is also ended. If the relationship type is changed the relationships become independent.

7. Enter further information about the contact if your localization team has setup the configuration of the further information field.

For Spanish users only: Record if the contact (disabled dependant or a dependant) is financially dependent on the employee. The application uses this information to calculate the tax reductions the employee may be eligible for. You can also record if the employee is a single parent as this affects the employee's the tax-withholding rate.

For Russian users only: If the contact type is child, indicate whether the child is in full-time education. The application uses this information to calculate the employee's tax reductions. You must also record any disability information for the child contact, as this affects an employee's social security contributions, tax, and leave benefits.

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

8. Save your work. If a person already exists on your application with the same surname and a first name that is either the same or not entered, then a list of values is displayed that shows all the people who share the details. See: Multiple Person Records, page 2-8

What Next?

If you want to enter addresses or phones for the contact, choose the Contact Details button.

3

Talent Management

Defining Qualification Types

Use the Qualification Types window to define the qualifications that your enterprise recognizes.

Before you start this task, your system administrator must define generic qualification types (such as Degree, Diploma, and License) in the PER_CATEGORIES lookup.

To define qualification types:

1. Enter the name of the qualification.

2. In the Category field, select the qualification type.

3. If required, rank the qualification.

Entering Qualifications Framework Details

> **Note:** This section applies only if you are defining a Qualifications Framework qualification.

4. Enter the Qualifications Framework identifier for the qualification.

5. Select the Qualifications Framework qualification type (for example, Diploma, Bachelor of Arts, or School Certificate).

6. Select the main and subsidiary fields of learning to which the qualification belongs.

   The main field of learning identifies the industry or sector to which the qualification belongs (for example, Management Studies or Nursing).

   The subsidiary field identifies the subject area within the field of learning to which the qualification belongs (for example, Marketing or Neonatal Care).

7. Select the level type and level.

   Qualifications Framework levels indicate the extent to which knowledge and skills have been advanced by learning. For example, a qualification could be at Level 3 on a scale ranging from Level 1 through Level 5.

   The level type identifies the category to which the Qualifications Framework level belongs (for example, NQF, NVQ, or HND).

8. Select the credit type and enter the total number of credits for this qualification.

   The credit type identifies the unit of measure for unit standard credits. For example, the credit type could be notional hours of work or study required to achieve a Qualifications Framework qualification.

9. Select the qualification provider.

10. Select the Quality Assurance (QA) organization that registered the qualification provider.

Entering Qualification Competencies

> **Note:** This section applies only if you are defining a Qualifications Framework qualification.

11. Click Competencies to open the Qualification Competencies window.

12. In the Unit Standard Competency Links region, select the name of a unit standard competency that contributes to this qualification.

    The Unit Standard ID appears automatically.

13. Select the unit standard type. This value specifies the relevance of the unit standard competency to the qualification (for example, core or optional).

14. Enter the dates between which the link is valid. You must enter a start date, but you can leave the end date blank.

15. Repeat Steps 12 through 14 for additional unit standard competencies.

16. Save your work.

Entering Qualifications

You can enter your workers' completed and in-progress qualifications when they first join the enterprise. You may need to update a worker's qualifications record after completion of a training course, for example.

Note: If the worker for whom you are entering qualifications has qualifications records in other business groups, then you will be able to see, but not update, qualifications entered for the worker in those other business groups.

Workers and managers can use these SSHR functions to enter and update worker qualification records:

- Education and Qualifications
- Other Professional Qualifications

In the forms-based interface, use the Qualifications window, accessed from the People window, to enter and update qualifications.

To enter qualifications:

1. Select the qualification type, and enter its title.

   For information about defining qualification types, see: Defining Qualification Types, page 3-1

2. Select the qualification status, for example, ongoing or completed.

3. Enter the grade at which the worker holds the qualification, if appropriate.

4. Select the establishment at which the worker gained the qualification. The list comprises establishments you recorded the worker as having attended.

   See: Entering Schools and Colleges Attended, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

5. Enter the name of the body that awards the qualification. If you record this value in the qualification types record for a Qualifications Framework qualification, it appears here automatically.

6. Enter the dates between which the worker studied for the qualification. Leave the end date blank if the qualification is in progress.

7. Enter the worker's ranking in the study group, if relevant.

8. Save your work.

9. Click on the Further Information field to open the Further Qualification Information window.

To enter further qualification information

10. Enter the education code. You use this information for statutory reporting.

11. Indicate whether this is the employee's most recent education.

12. Save your work.

To enter license details:

1. Click the License tab.

2. Enter the license number, for example, a driver's license number.

3. Enter any restrictions on the license. For example, the license may not be valid in certain states.

4. Enter the license expiry date.

To enter tuition fees:

1. Click the Tuition tab.

2. Enter the fee amount, and select the currency.

3. Select the tuition method, for example, day release.

4. Specify how the worker's tuition fees will be reimbursed (for example, bank transfer when the qualification is awarded).

To enter training details:

1. Click the Training tab.

2. Enter the amount of training completed. For example, enter 30 days completed of a training program that lasts 60 days.

3. Enter the total amount of training required to deliver the qualification (for example, 60 days).

4. Enter the units in which the training is measured, for example, days.

To enter professional membership details:

1. Click the Professional Membership tab.

2. Select the professional body to which the person belongs. The list comprises

organizations with the classification Professional Body.

3. Enter the worker's membership number and category.

   The available membership categories depend on the table used to calculate subscription rates for the professional body. Oracle Payroll uses this table when calculating the amount to deduct from a worker's salary during the payroll run.

4. Select the method by which the subscription is to be paid. This is optional and for information only.

To view Qualifications Framework details:

> **Note:** This section applies to Qualifications Framework qualifications only.

1. Click the Qualifications Framework Details tab.

2. Details of the selected qualification appear. For example, you can see its ID, the field of learning to which it belongs, and the number of credits earned. You cannot update this information.

To enter subject details:

1. Save your work.

2. Select the first subject the qualification comprises.

3. Select the subject status, for example, passed or ongoing.

4. Enter the dates between which the subject is studied. You must enter a start date, but you can leave the end date blank.

5. If the subject forms a major part of the qualification, select Major.

6. Optionally, enter the grade at which the worker studies the subject.

7. Enter further subjects, as appropriate.

8. Save your work.

4

Compensation and Benefits Management

Elements

Predefined Elements

The following table shows the predefined elements for Finland.

Predefined Elements

Element Name	Description
Accident Insurance	This recurring element initiates the accident insurance calculation.
Car Benefit	Enter this non-recurring element to capture all the relevant information regarding the employee's car benefit.
Court Order	This recurring element for each assignment initiates the main formula that processes the court order deductions.
Court Order Information	Enter this recurring element, for the employee's primary assignment, to record the details required to process court orders.
Daily Allowance Domestic	Enter this recurring element to record the value for domestic daily allowance.
Daily Allowance Foreign	Enter this recurring element to record the value for foreign daily allowance.
Employer Pension Insurance	This non-recurring element holds the employer deduction for pension insurance.
Employer Unemployment Insurance	This non-recurring element holds the employer deduction for unemployment insurance.
Exempt Social Security	This non-recurring element holds the exempted deduction for social security.

Element Name	Description
Group Life Insurance	This recurring element initiates the group life insurance calculation.
Half Day Allowance	Enter this recurring element to record the value for half-day allowance.
Insurance Salary	This non-recurring element holds the deduction for employer insurance salary.
Lunch Benefit	Enter this non-recurring element to capture all the relevant information about the employee's lunch benefit.
Meal Compensation	Enter this recurring element to record the value for meal compensation.
Mileage	Enter this non-recurring element to capture information about the mileage logged by a person availing the car benefit.
Net to Gross	Enter this non-recurring element to perform the net-to-gross calculation.
Other Tax Free Allowance	Enter this recurring element to record the value for other tax-free allowances.
Pension Insurance	This recurring element initiates the pension insurance calculation.
Pension Insurance Arrears	This non-recurring indirect element feeds the Pension Insurance Arrears balance.
Pension Insurance Arrears Payment	Enter this non-recurring direct element to initiate the negative payment calculation for pension insurance arrears.
Social Security	This recurring element initiates the employer's social security calculation.

Element Name	Description
Tax	Enter this recurring element for each assignment to indicate whether it is the primary employment and to initiate the tax calculation.
Taxable Expenses	Enter this recurring element to record the value for taxable expenses.
Tax Arrears	This non-recurring indirect element feeds the Tax Arrears balance.
Tax Arrears Payment	Enter this non-recurring direct element to initiate the negative payment calculation for tax arrears.
Tax at Source	This non-recurring element holds the deduction for tax at source.
Tax Calculation Basis	This non-recurring element can manage the tax days and resets the tax calculation.
Tax Card	Enter this recurring element, for the employee's primary assignment, to record the details required to process tax.
Tax Days Override	Enter this non-recurring element for the primary assignment when you want to override the tax days.
Tax Free Mileage	Enter this recurring element to record the value for tax-free mileage.
Trade Union Membership Fees	This recurring element initiates the main fast formula FI_TRADE_UNION_FEES_CALC. You can process this element only once per period.
Unemployment Insurance	This recurring element initiates the unemployment insurance calculation.
Unemployment Insurance Arrears	This non-recurring indirect element feeds the Unemployment Insurance Arrears balance.

Element Name	Description
Unemployment Insurance Arrears Payment	Enter this non-recurring direct element to initiate the negative payment calculation for unemployment insurance arrears.
Withholding Tax	This non-recurring element holds the deduction for the withholding tax.

Survey of the Classifications

The survey of the classification identifies:

- The function of elements within each primary classification, page 4-5
- The processing priority range, default priority, and cost type for each classification, page 4-7
- A list of the predefined secondary classifications within each primary classification, page 4-9

Primary Element Classifications

The application supplies primary element classifications as startup data and you cannot delete or update them.

Classification	Meaning
Information	Use Information elements to represent information items that are not used in payroll processing. They can also be set up to hold information for use in other elements, and to trigger the processing of other elements.
Absence	Use Absence elements to hold information related to employee absences.
Salary in Money	Use Salary in money elements for calculating salary, overtime payments, bonuses, and any other salary payment subject to tax.

Holiday Pay	Use Holiday Pay elements for holding information related to holiday pay.
Holiday Bonus Pay	Use Holiday Bonus Pay elements for holding information related to holiday bonus pay.
Holiday Compensation	Use Holiday Compensation for holding information related to holiday compensation.
Taxable Expenses	Use Taxable Expenses elements for holding expense payments that exceed the legal tax-free limit and which are subject to tax.
Notional Salary	Use Notional Salary elements for calculating the employer's social insurance contribution for employees who are on foreign assignments.
Benefits in Kind	Use Benefits in Kind elements to calculate the monetary value of non-monetary benefits like car, lunch, and other taxable benefits.
Deductions before Tax	Use Deduction before Tax elements to hold the compensations paid to the employees but which are not taxed by the employer.
Compensation for Work	Use Compensation for Work elements to compensate people who are paid for their work but not officially employed by the employer.
VAT	Use VAT elements to include the VAT amount along with the compensation to people who are not employed and to exclude the VAT amount from the withholding tax calculation.
Compensation for Use of Item	Use Compensation for Use of Item elements to cover compensation for the use of copyright work, such as literary work, art, and photographs and the use of immaterial rights, such as industrial and intellectual property rights, for example, patent on designs, brands and trademark.

Capital Income	Use Capital Income elements to cover compensation for the use of copyright work, such as literary work, art, and photographs and the use of immaterial rights, such as industrial and intellectual property rights, for example, patent on designs, brands and trademark, where it has been received through inheritance.
Other Payments Subject to Tax	Use Other Payments Subject to Tax elements to calculate payments that are taxable but not considered as salary income.
Statutory Deductions	Use Statutory Deductions elements to calculate statutory deductions like tax, social security, and other similar deductions.
Direct Payment	Use Direct Payment elements to hold payments made directly to the employee.
Employer Charges	Use Employer Charges elements to hold the payments made by the employer to various third party organizations.
Involuntary Deductions	Involuntary Deductions elements are for compulsory deductions, such as court orders.
Voluntary Deductions	Voluntary Deductions elements are for deductions that employees authorize the employer to make on their behalf.
External Expenses	Use External Expenses elements to hold tax-free expenses that are not processed through payroll such as travel expenses.

Primary Classification Processing Priorities and Cost Types

The following table shows the default processing priority and costing details for the primary classifications supplied.

Primary Classification	**Priority Range**	**Default Priority**	**Cost Type**

Information	0 - 22000	500	Debit
Absence	1001 - 2000	1500	Debit
Salary in Money	2001 - 3000	2500	Debit
Benefits in Kind	3001 - 4000	3500	Debit
Taxable Expenses	4001 - 5000	4500	Debit
Notional Salary	5001 - 6000	5500	Debit
Deductions before Tax	6001 - 7000	6500	Debit
Compensation for Work	7001 - 8000	7500	Debit
VAT	8001 - 9000	8500	Debit
Compensation for Use of Item	9001 - 10000	9500	Debit
Capital Income	10001 - 11000	10500	Debit
Other Payments Subject to Tax	11001 - 12000	11500	Debit
Holiday Pay	12001 - 13000	12500	Debit
Holiday Bonus Pay	13001 - 14000	13500	Debit
Holiday Compensation	14001 - 15000	14500	Debit
Statutory Deductions	15001 - 16000	15500	Credit
Direct Payment	16001 - 17000	16500	Debit
Employer Charges	17001 - 18000	17500	Debit
Involuntary Deductions	18001 - 19000	18500	Credit

Voluntary Deductions	19001 - 20000	19500	Credit
External Expenses	20001 - 21000	20500	Debit

Predefined Secondary Element Classifications

This table shows the predefined secondary classifications supplied. You cannot update or delete these predefined classifications.

An element automatically receives any default secondary classifications defined for its primary classification.

Primary Classification	Secondary Classifications	Default
Information	(None)	N/A
Absence	(None)	N/A
Salary in Money	Subject to Union Membership Subject to Pension Insurance Subject to Holiday Pay Subject to Unemployment Insurance	N/A
Holiday Pay	Subject to Union Membership Subject to Pension Insurance Subject to Unemployment Insurance	N/A
Holiday Bonus Pay	Subject to Union Membership Subject to Pension Insurance Subject to Unemployment Insurance	N/A

Primary Classification	Secondary Classifications	Default
Holiday Compensation	Subject to Union Membership Subject to Pension Insurance Subject to Unemployment Insurance	N/A
Taxable Expenses	Subject to Union Membership Subject to Pension Insurance Subject to Unemployment Insurance Subject to Holiday Pay	N/A
Notional Salary	(None)	N/A
Benefits in Kind	Subject to Union Membership Subject to Pension Insurance Subject to Unemployment Insurance Subject to Holiday Pay	N/A
Deductions before Tax	(None)	N/A
Compensation for Work	(None)	N/A
VAT	(None)	N/A
Compensation for Use of Item	(None)	N/A
Capital Income	(None)	N/A
Other Payments Subject to Tax	(None)	N/A
Statutory Deductions	(None)	N/A
Direct Payment	(None)	N/A
Employer Charges	(None)	N/A

Primary Classification	Secondary Classifications	Default
Involuntary Deductions	(None)	N/A
Voluntary Deductions	(None)	N/A
External Expenses	(None)	N/A

Defining an Element

Use the Element window to create an element to represent compensation and benefit types or earnings and deductions.

This procedure describes how to define elements using a Payroll responsibility (that is, a responsibility with the HR User Type profile option set to *Payroll User* or *HR with Payroll User*). If you are an HR-only user, you will not see certain fields relating to element processing information. You can just ignore the steps that apply to these fields.

> **Note:** Depending on your localization and the types of element you want to create, you may not need to start from scratch in the Element window. Check which earnings and deductions are available in the template library in the Configuration Workbench. If these template elements do not meet your requirements, you may be able to generate earnings and deductions using Earnings and Deductions windows or the Element Design Wizard. You can use the Element window to further configure template elements and generated elements.
>
> - For the United States and Canada, see: Earnings and Other Payments Overview, *Oracle HRMS Compensation and Benefits Management Guide* and Deductions Overview, *Oracle HRMS Compensation and Benefits Management Guide*
> - For Mexico, see: Element Design Wizard, *Oracle HRMS Compensation and Benefits Management Guide*
> - For UAE, see: Element Design Wizard, *Oracle HRMS Compensation and Benefits Management Guide*
> - For Norway: For each element, you must enter the End of Year codes using the list of values provided in the Further Information field.

To enter dates, names, and a classification for the element:

1. Set your effective date early enough to handle any historical element entries you want to make. Note that an element cannot be linked or entered until its start date.
2. Enter a unique:
   - Name
   - Reporting name

   Start the names with a letter of the alphabet (not a number or symbol). The reporting name is a short identifier for reports and pay advices.
3. Enter a description for the element.
4. Select a Primary Classification.

   This controls an element's processing priority and the balances it feeds. If you are defining a salary element for Salary Administration, you must select the classification Earnings.

Processing Information

To enter processing information for the element:

1. Select the processing type. Select *Recurring* if an entry of this element applies in every period until the entry is ended, or *Nonrecurring* if an entry applies in one pay period only. The dates of the pay period are determined by the payroll to which the employee is assigned.

   > **Note:** If you are defining a salary element for salary administration, you must select the type Recurring. If you are defining a net-to-gross element you must select the type Nonrecurring.

2. Select a termination rule to determine how entries of the element are processed after termination of the employee:

   > **Note: UK only**: Always select Actual Termination for UK proration.

   - *Actual Termination* if you want recurring entries to close down on the date the employee leaves. For a nonrecurring element, select Actual Termination if you want the entries to close down at the end of the pay period in which the employee leaves, or on the date the assignment ends (the final process date) if this is earlier.

- *Final Close* if you want the entries to stay open beyond the employee's leaving date so that you can continue to pay the employee.

If you are a Payroll user, you can also select:

- *Last Standard Process* for all recurring and nonrecurring elements if you want their entries to close down on the Last Standard Process date or on the date the assignment ends (the final process date) if this is earlier. The Last Standard Process date defaults to the last day of the pay period in which the employee is terminated, but you can set it to a later period when you terminate an employee.

3. Select the Multiple Entries Allowed check box if you want to give an employee more than one entry of the element at the same time. If you are creating a net-to-gross element, you must select Multiple Entries Allowed.

4. Select the Additional Entries Allowed check box if you want to make occasional one-time entries of a recurring element (instead of, or in addition to, a normal recurring entry).

   US and Canada only: The Additional Entry Allowed rule is not applicable for US and Canadian installations.

5. Select the Closed for Entry check box if you want to prevent any new entries being made for the element, either temporarily or permanently. This does not affect any existing entries of the element.

   > **Important:** Use this feature with caution. When you perform certain important tasks in Oracle HRMS, the application may automatically create or delete element entries. These tasks include hiring and terminating people, and updating assignments. Therefore, if you check Closed for Entry on an element, this might prevent users terminating employees and updating assignments. If there are standard links for the element, it will also prevent users hiring people who are eligible for the element.

HR-only users: Go to Currency.

Oracle Payroll Users:

6. Select the Process in Run check box if you want the element to process in payroll runs.

7. Select the Once Each Period check box to ensure that only the first payroll run of

each period processes entries of this element.

> **Note:** If this check box is not available for your localization, you can select a ONCE_EACH_PERIOD skip rule for the element instead.

8. Select the Indirect Results check box if you want the element only to accept entries from indirect formula results. Leave the check box unchecked if you want to accept entries both from indirect formula results and from manual entries in the Element Entries window.

9. Select the Adjustment Only check box if you want to use the element only for creating balance adjustments.

10. Select the Third Party Payments check box if you want to use the element only for creating third party payments.

11. Overwrite the default priority number in the Priority field if you want to determine the order in which the element processes within its classification range. Lower numbers process before higher ones.

    If the order of processing within the element classification is not important, you can accept the default priority number, which is the midpoint of the range.

12. Select a formula in the Skip Rule field if you have written a skip rule formula to determine the circumstances in which the element should be processed.

    UK only: If you are using different run types, select the ONCE_EACH_PERIOD skip rule for all earnings, to ensure they are not processed by each child run type.

    #### Currency

    The default currency for element entry values is the currency defined for the Business Group. You can select a different currency for the element if required.

Advanced Processing Information

Oracle Payroll users only: Use the Advanced tab to enter further processing information if you are defining:

- An earnings type, such as a bonus, that is to be taxed separately from the normal payroll run. The element can also be paid separately.

- An earnings type that requires a net-to-gross calculation. For example, this applies to bonus payments that are a fixed net amount. Oracle Payroll calculates the gross amount needed to meet the net pay.

- **UK:** A pre-tax deduction that you want to reduce if there is insufficient pay to cover the deduction along with taxes and court orders. This requires iterative processing.

Note: The Advanced tab may not be available for some localizations.

To define an element as a separate payment:

1. On the Advanced tab, select the Separate Payment check box.

   The Process Separate box is checked automatically.

   UK users: Do not select this check box. This functionality is not currently available for UK Payroll.

To define an element to process separately:

1. On the Advanced tab, select the Process Separate check box.

To define an element for net-to-gross calculation:

1. On the Advanced tab, select the Gross Up check box.

   The Iterative Flag and Process Separate boxes are checked automatically.

2. Select DEFAULT_GROSSUP in the Iterative Formula field. This formula controls the iterative calculation of the pay value, adjusting an input value as necessary to get a result that is defined to be close enough to the required net payment.

   Note: After saving your element, choose the Iterative Rules button to specify how to use the formula results. Also choose the Exclude Balances button to select which balances are grossed up for the element (meaning that these deductions are paid by the employer).

3. Optionally, enter a value in the Iterative Priority field to determine the sequence in which elements are adjusted during iterative calculations. Elements with lower iterative priority values are adjusted first.

4. Select the Separate Payment box if you want the payment to be made separately from the regular payment. **UK Payroll, Irish Payroll**: Do not select this check box.

5. Save your work.

To set up iterative processing for a pre-tax deduction (UK):

1. Check the Iterative Flag box.

2. Select PQP_GB_ITERATIVE_ARREARAGE in the Iterative Formula field.

3. Enter an Iterative Priority number in the range 1 to 1500. The element with the

lowest iterative priority number is reduced first. If this deduction is reduced to zero and net pay is still insufficient to cover taxes and court orders, the element with the next lowest priority number is reduced, and so on.

> **Important:** Iterative priority numbers must be in the reverse sequence of the processing priority numbers. This means that the element that is processed first is reduced last.

4. Choose Iterative Rules, and select the L_stopper rule.

Advance Pay Processing Information

Oracle Payroll Users only except Ireland. If Advance Pay by Element is enabled in your legislation, use the Advance Pay tab to:

- Indicate that an element may be processed as an Advance Pay element
- Establish the processing conditions for your Advance Pay element.

To define an element as an Advance Pay element:

1. On the Advance Pay tab, check the Mark as an Advance Pay Indicator check box.

   This marks the element as an Advance Pay indicator. This means that when you run the Advance Pay by Element process, it will identify this that this element can be potentially processed as an Advance Pay element according to the processing conditions that you define.

To set the processing conditions for an Advance Pay element:

On the Advance Pay tab:

1. Check the Include as an Advance Element check box if you want to process this element as an Advance Pay element.
2. If you want to specify a separate Advance Pay element, select this element from the list of available elements in Use Advance Element. If you leave Use Advance Element blank and do not specify an element, then you do not select a separate advance pay element. You can still process advance payments, but all the entries are held within your current earnings element rather than reported separately in an advance pay element.
3. Check the Deduct Advance Amount check box if you want to show the deduction for the advance in the current payroll period. Every advance payment has a deduction associated with it to bring the overall payroll amounts back into balance. You can use this check box to control the point at which the deduction should be applied.

4. If you want to specify a separate Deduction element, select this element from the list of available elements in Use Deduction Element. If you leave Use Deduction Element blank and do not specify an element, then you do not create a separate deduction element. You can still process deductions for advance payments, but all the entries are held within your current earnings elements rather than reported separately in a deduction element.

   Note that when you create either an Advance Pay element, or a Deductions element, you must ensure that it exists for the same period of time as the underlying earnings element, and that the input values match those on the underlying element.

5. Check the Process Advance Entry in Run check box if you want to include this element in a payroll run, If you do not check this box, then the element does not process in a payroll run and is reported as information in your Statement of Earnings report.

Continuous Calculation

For prerequisite steps to set up continuous calculation, see: Setting Up Continuous Calculation, *Oracle HRMS Payroll Processing Management Guide*

To set up an element for continuous calculation:

1. Choose the Recalculation tab and select a RetroPay element. This is an event group that defines the events that trigger proration for this element.

Proration

In some localizations, Oracle Payroll can calculate proportionate earnings amounts whenever payroll-relevant data changes during a payroll period. The Payroll Earnings and Deductions section describes the full setup steps for the relevant localizations. To enable proration for an element, choose the Proration tab.

To set up an element for proration:

1. Choose the Proration tab and select a proration group. This is an event group that defines the events that trigger proration for this element.

2. Optionally, select a proration formula. Alternatively you can edit the element's payroll formula to handle proration.

Further Information

1. Enter the Further Information field if:

   - Your Oracle localization team has set up additional fields for element definition

   - You are in the UK, and you use Oracle SSP/SMP

French Payroll

- Select a group, which is the name by which this element, and the others in the group, appears as one line on the pay advice.
- On the pay advice, most earnings and deductions are shown as a base, a rate, and an amount. Select the base unit if you want this displayed on the pay advice.

South African Payroll

- Enter a clearance number for Statutory Information and Deduction elements, if applicable. This number appears on the tax certificate.

Kuwait Payroll

- Select a deduction type for the Deductions elements. This information is used by the PIFSS report.

New Zealand Payroll:

- If you want to display custom elements with the classification of Employer Charges in the Online Payslip, SOE form, and Statement of Earnings under Employer Superannuation Contribution section, select Yes in the Super Section Display field.

2. Choose Input Values to define input values for the element

   See: Defining an Element's Input Values, page 4-21

Oracle Payroll Users:

3. Choose Balance Feeds to select balances you want this element to feed

   See: Creating Balance Feeds for Individual Elements, *Oracle HRMS Compensation and Benefits Management Guide*

4. Click Balance Feed Control to add or remove secondary element classifications for this element.

   Mexico only: Click this button to attach sub-classifications to your element.

   See: Creating Classes of Balance Feeds, *Oracle HRMS Compensation and Benefits Management Guide*

5. Choose Frequency Rules to enter frequency rules to determine when the element should be processed.

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

6. For a net-to-gross element, choose Exclude Balances to select the deductions to be paid by the employer.

7. For a net-to-gross element, or any other element that is processed iteratively, choose Iterative Rules to specify how to use the Iterative Formula results.

Extra Information

Choose the Extra Information button to enter extra attribution for the element. You can link as much attribution as you need to an element.

> **Note:** You can only access Extra Information types if your system administrator has set them up for your responsibility.

If Payslip Modeling feature has been enabled for your localization, you can specify whether to enable the element for payslip modeling. If you select No, the elements will not be available for the users during payslip modeling process.

Payslip Modeler

If Payslip Modeler has been enabled, then you can specify whether to enable the element for payslip modeling. If you select No, the element will not be available for the users during payslip modeling process.

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 select input values of this element which are to be made available for simulation. Only user enterable input values are available for Payslip modeling. Ensure to select all mandatory input values to be made available for simulation, if the element is available for simulation.

If the Multiple Entries checkbox 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.

> **Note:** Please note that there is a restriction for predefined elements being used for payslip modeling. For predefined elements, if you setup the details 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 another 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.

Usages

To exclude the element from a run type:

1. Choose the Usages button if you want to exclude this element from a run type, or

combination of run types.

2. Select the run type or combination of run types from which you want to exclude this element.

   Note: For Norway: You must select the Employer Contributions run type to exclude the elements.

3. Select the effective dates for your exclusions.

4. Save your work.

Defining an Element's Input Values

Use the Input Values window to define the input values for the element. You can define up to 15 input values for an element.

Depending on the type of element you have defined, Oracle HRMS may have applied one or more default input values.

North America users: All elements must have the default Jurisdiction input value.

Norway users: All elements that feed the Holiday Pay Base classification must have the Tax Municipality input value. This input value must have the HR_NO_TAX_MUNICIPALITY valueset attached to it.

Payroll users: If you are creating balance feeds for individual elements, ensure you define an input value of the same unit of measure as the balance. Money units must be the same currency.

You can add new input values to a saved element only if you have not entered the element for any employees. To add an input value, you must set your effective date to the element's start date.

To define input values:

1. Set your effective date early enough to handle any historical element entries you want to make.

2. Enter or query the element in the Element or Element Link window and choose the Input Values button.

3. Enter the name of the first input value. Remember that if you want to define a *pay value* to hold run results, you must name it Pay Value.

4. Select the unit type of your input value (money, hours, character, date, number, or time). A Pay Value must have the unit type Money if the element is in a Payments type classification.

5. You can enter numbers in the Sequence field to change the order in which the input values appear in the Entry Values window.

6. Check the Required check box if all entries of the element must have a value for this input.

   Note: When you have saved an input value, you cannot change it to be Required. If you have saved it as Not Required by mistake (or you have generated an element that has an input value you want to make required), delete the input value and re-enter it with the correct values. If you are re-entering a generated input value, be careful to enter exactly the same name. You cannot delete the input value if you have made any entries of the element for employees.

7. Check the User Enterable check box if users can enter a value for this input. Uncheck it if you want to ensure that the default value is entered for all employees.

8. Check the Database Item check box if you want the value to be available to formulas or QuickPaint inquiries.

   Database Items are simple identifiers that the system uses to find specific items of information in the human resources database. Any spaces in the input value name are converted to underscores in the Database Item name.

Entering Element-Level Defaults

If you enter defaults at the element link level, these override the defaults at element level. If you update an element-level default, remember to check the values on the element links too.

To enter a default for an input value:

1. Enter the value in the Default field.

2. If you want existing entries to be updated whenever the default is changed, check the Hot Default check box. The input value must be required if you want to use this option.

   A hot default appears in the Entry Values window in quotation marks.

   Important: If a user overrides a hot default in the Entry Values window, subsequent changes to the default will *not* affect the entry. For this reason, you may prefer to use BEE to change defaults for large groups of employees, rather than the hot default feature.

Defining Entry Validation

To enter validation for an input value:

1. Do *one* of the following:
   - Enter maximum and minimum values for the input.
   - Select a Lookup Type to act as a lookup supplying a list of valid values.
   - Select a formula to validate entries for this input value. Formulas can return messages to users about the success or failure of the validation.

2. Select Warning or Error to determine whether the system warns users that an entry is invalid or prevents them from saving an invalid entry. You cannot select a value if you chose a Lookup because a user cannot enter an invalid value for an input value validated by lookup.

Defining Element Links

Use the Element Link window to define groups of assignments that are eligible for an element.

> **Note:** When you define a link for a benefit or for an entitlement item in a collective agreement, do not select any eligibility criteria. Instead use participation eligibility profiles to restrict eligibility for the benefit or entitlement item.

> **Note:** When querying data the Element Link window returns values for Payroll, Location and Position and Organizations, irrespective of the security profile restrictions set, enabling you to view the links already created. You cannot create links for data outside your security profile.

To define an element link:

1. Set your effective date to the date you want the eligibility criteria to come into effect.

2. In the Element Name field, select the Element for which you are defining a link.

3. Check the Standard check box if you want all employees who are made eligible by the link to receive the element automatically.

   You can only create a standard link if the element is recurring and multiple entries are *not* allowed by the element definition.

4. In the Eligibility Criteria region, select the assignment components that constitute this eligibility rule. If you want to link to all employees, do not enter any eligibility criteria.

   You can link to all payrolls or to a specific payroll. Do one of the following:

   - Leave the Payroll field blank and check the Link to all Payrolls check box if you want employees assigned to *any* payroll to be eligible. This rule excludes employees who are not assigned to a payroll.

   - Select the name of a specific payroll if you want only employees on that payroll to be eligible for the element. Do not check the Link to all Payrolls check box.

   - Leave both fields blank if assignment to a payroll is irrelevant to eligibility for the element.

Costing

To enter costing information for the link:

1. Select the Costable Type. The default is *Not Costed*, meaning that the system maintains no costing information for the element.

   - To allow entry of costing information at all levels, including the assignment and element entry levels, select *Costed* This is the appropriate selection for most elements representing earnings types.

   - If you do not need to cost the element at organization and assignment levels, select *Fixed Costed*. This is appropriate for some deductions, which are irrelevant to labor distribution analyses.

   - If you want to distribute overhead costs (such as employer contributions to a pension plan) over other elements, select *Distributed*.Then select a Distribution Set.

     Note: Some element classifications for your legislation may be predefined as Not Costed and you cannot override this.

2. Check the Transfer to GL check box if the payroll run results from this link should be transferred to the general ledger.

3. Use the Costing field to select a GL account code and, if present, account codes of labor distribution or other systems in which to collect the run results of this element. Then use the Balancing field to select the GL account that balances this one.

   For deductions elements:

- Select the code for the GL account to credit in the Costing field, and the code for the account to debit in the Balancing field.

For elements in all other classifications:

- Select the code for the GL account code to debit in the Costing field, and the code for the account to credit in the Balancing field.

> **Note:** Depending on your set up of the Cost Allocation flexfield, the Balancing field may not be enabled.

Batch Creation of Element Links

You can use a batch process to create multiple links more efficiently than creating each link individually.

To create element links in a batch operation

1. Check the Create in Batch Mode check box to specify that you want to defer creation of this element link until later when you run the Generate Element Links process. Alternatively, leave the box unchecked if you want to create this element link immediately.

2. View the Link Status to confirm the status of your link:

   - Unprocessed - you have selected this element link for creation as part of a batch, but the Generate Element Links process has not started yet.

   - Processing - the Generate Element Links process is now attempting to create this link.

   - Complete - the Generate Element Links process has completed, and you have successfully created this element link.

   - Incomplete - the Generate Element Links process has completed, but this element link was not included in the processing and you have not yet created the element link. Correct the link definition before rerunning the Generate Element Links process.

   - Error - the Generate Element Links process failed to complete, and you have not yet created the element link. Correct the link definition before rerunning the Generate Element Links process.

3. Run the Generate Element Links process to complete the creation of those links that you selected for batch processing.

   See Generating Element Links, page 4-26

Qualifying Conditions

To enter qualifying conditions for the link:

1. Go to the Qualifying Conditions region. Here you can add or change age or length of service requirements for this particular eligibility rule.

   The system checks these conditions when you make an entry of the element. If the employee does not meet the qualifying conditions, you receive a warning.

Input Values

To adjust input values for the link:

1. Save your link definition and choose the Input Values button to display the Link Input Values window.

   Use this window to:

   - Enter a new default or change one entered at the element level
   - Check the Costed box to maintain costing information for an input value.
   - Change the maximum, minimum or both for an input value. Logically, the new values should be within the range you defined for the element as a whole. However the system does not enforce this.

Generating Element Links

Use the Generate Element Links process to create element links quickly. You must first select the links for batch creation when defining them on the Element Links window. Then, run the Generate Element Links process from the Submit Requests window to link to the element entries created.

To generate element links:

1. Select one of the following Generate Types to determine whether you want to process:

   - All element links that are not completed and are not processing currently.
   - A single element link. If you make this selection, go on to select the particular element link that you want to create. Note that you are selecting one element link from the range of links that are awaiting processing. You cannot change the characteristics of the link at this point, but you can return to the Element Links window to make changes.

2. Click OK

3. Click Submit

Making Manual Element Entries

You enter compensation and basic benefits for employee assignments in the Element Entries window. If employees are assigned to a salary basis, you enter their salaries in the Salary Administration window.

You can use the Element Entries window to make entries or to query existing entries. Use the Period field, Classification field, and Processing Types option buttons to restrict the entries you see when making inquiries.

The Processed check box shows if Oracle Payroll has processed the entry in the current pay period. Notice that you can change an entry that has been processed. This enables you to correct entries for retropay processing. Changing the entry does not alter the payroll run results so you can consult these for a complete record of payroll processing and payments.

See: Setting Up RetroPay, *Oracle HRMS Payroll Processing Management Guide*

> **Note:** Your system administrator might have restricted the elements you can enter in this window by element set, classification or processing type.

To enter an element for an employee assignment:

1. If necessary, change your effective date to:

   - The correct start date for a recurring element entry
   - Any date in the correct pay period for a nonrecurring element entry

   If the pay period is closed at your effective date, you cannot enter any nonrecurring elements that process in payroll runs. If a current or future pay period is closed, you cannot enter any recurring elements that process in payroll runs.

2. To reduce the list of elements to choose from, select a classification, a processing type, or both in the first region.

3. In the Element Name field, select an element.

   > **Note:** Elements this employee is eligible for by means of a standard link appear automatically.

   The system displays a warning message if the employee fails to meet any qualifying conditions of age or length of service.

4. If the Costing field is enterable, you can enter cost codes, for example to indicate the cost center the employee's time should be charged to.

5. You can select a reason for an element entry you make or update. As part of your system setup, you can enter valid reasons for the Lookup Type ELE_ENTRY_REASON.

6. You can check the Override check box to create an entry that overrides all other entries of this element in the current period. You cannot create an override entry if one already exists, or if any of the entries of this element have been adjusted.

7. If you want to create a one-time entry of a recurring element, check the Additional check box.

   An Additional entry is valid only for the current pay period, shown in the Effective Dates fields.

   You can only check Additional if:

   - The element definition allows additional entries, and

   - An additional entry does not already exist for the assignment in this period, and

   - The employee is assigned to a payroll

   - There is a payroll period defined at your effective date

8. Choose the Entry Values button to open the Entry Values window.

9. Enter values in the Entry Values fields. Notice that:

   - Entry to some fields may not be permitted.

   - Some fields may be required.

   - Some fields may have a list of values; others may be validated as you leave the field. You will receive a message if your entry is not a valid value.

   - Some fields may contain default values. If the default value is in quotation marks, it is a "hot default".

     Important: You should consider carefully before overriding a hot default. If you override it, then any subsequent changes to the default value on the element or element link definition will *not*affect the element entry. However, you can clear your entry if you want the default value to come back into effect.

For Kuwait users only: To enter information about the elements with deduction classification, click on Further Entry Information and enter the following:

- Reference number, which is the sequence number used while setting up the deduction type
- Authority for the deduction account
- Select the type of deduction
- Total deduction amount for the element
- Start and end date for the deduction. The deduction process depends on the start and end dates that you select for the element. Oracle HRMS uses these dates for reporting purpose.

10. For a non-recurring element, optionally select a date within the current payroll period in the Date Earned field. The entry will not be processed until this date (that is, the Date Earned of the Payroll Run must be on or after this date).

11. To enter information about a third party recipient of a payment resulting from a deduction element, use the Payee Details field. Select the name of the third party payment method set up for this payment.

12. To determine the processing sequence of multiple entries in the payroll run, enter a subpriority number in the Processing Priority field. Lower priority numbers process first.

    Note: The Processing Priority field is not available to HR-only users. For more information on user types and the HR:User Type profile option, see: User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*.

13. Save your work.

Additional Element Setup for Payroll Solutions

Proration

Oracle HRMS enables you to calculate proportionate earnings amounts whenever payroll-relevant data is changed during a payroll period, for example, if an employee joins or leaves the company during a payroll period or if an employee's pay grade changes during a payroll period. Oracle HRMS performs a proration calculation to ensure that the employees' earnings are calculated correctly after taking account of these changes.

If you want to prorate an earnings element, such as basic salary, assign an event group to it. An event group is a collection of proration points that share similar characteristics. You can create an event group to group together all proration points that affect an employee's salary, for example. This event group could contain proration points such as salary increases, assignment changes, and pay rate changes.

You then process the element using a formula that handles proration. You can either use a payroll formula that handles proration, or create a separate proration formula that runs after the main payroll formula only in payroll periods when a proration event occurs.

See: Sample Payroll Formulas Enabled for Proration (UK), *Oracle HRMS FastFormula User Guide*, Sample Proration Formula, *Oracle HRMS FastFormula User Guide*, and Writing Proration Formulas, *Oracle HRMS FastFormula User Guide*

When you define the event group, you select the events that will activate proration calculation, such as:

- An employee joining or leaving the enterprise
- Changes to pay grades or grade rates
- Changes to pay scales and progression points
- Changes to hourly or annual pay rates
- Changes to working hours
- Changes to allowances or deductions

> **Note:** The proration unit can be periods, days, or hours. Proration can be applied to a monetary, time-based, or numeric amount.

Net-to-Gross Processing of Earnings

You can define a bonus or other payment, which is a fixed net amount, using Net-to-Gross Processing. Oracle Payroll calculates the gross amount needed to meet the net pay. You define which taxes and other deductions the employer is willing to pay by selecting the balances that can be used in the net-to-gross processing.

The following formulas are used in net-to-gross processing:

- DEFAULT_GROSSUP

  This iterative formula calculates the amount that the employer must pay in addition to the desired net amount.

- CALC_GROSSUP_PAY_VALUE

  This formula adds the additional amount returned by the iterative formula to the desired net amount to return the payment amount. Create a formula result rule to return this payment amount as a direct result to the element's pay value.

Net-to-gross elements always process separately, after you process the main payroll.

For details of how to set up a net-to-gross element, see Setting Up Elements for Net-to-Gross Processing, page 4-42

Balances for Net-to-Gross Processing

When you define the element for net-to-gross processing, you select which balances to exclude from the gross-up calculations. The employer pays all deductions *except* the ones you exclude.

Processing for Net-to-Gross Calculation

The formulas for net-to-gross processing do the following:

- The iterative formula takes as input the desired net amount (Amount input value), the amount by which net can diverge from the desired amount (To Within input value), and the method of calculation (Method input value).

- In the first run the formula sets the lower gross limit to the desired net amount, and the higher gross limit to twice the desired amount. Then it runs a function to provide the first guess of the gross. The formula returns three values--low gross, high gross, and additional amount--to the element's input values.

- The element's payroll formula runs (CALC_GROSSUP_PAY_VALUE). It adds the additional amount to the desired amount to create the gross and returns this value to the element's pay value for the payroll run to process.

- In the next iteration, the iterative formula compares the additional amount to the total value of the balances that are available for grossup for this element entry. The additional amount must not differ from this balance total by more than the amount you specified in *To Within* field.
  - If the additional amount equals the balance total, then the iterative processing ends.
  - If the additional amount is above or below the balance total by an acceptable margin, then the processing ends and the formula returns the remainder (additional amount - balance) to the element's Remainder input value.
  - Otherwise, the formula runs the function to generate a better estimate for gross, using the remainder to determine by how much to change the guess. The formula checks the results in another iteration.

Setting Up Proration or Retro-Notification

Follow these steps if you want to set up your system for proration or retro-notification.

To complete basic setup for proration or retro-notification:

1. In the Table Event Updates window, ensure that the events you want to use are already included in the required tables. Enter the table name. The lower half of the screen displays the fields that trigger proration or retro-notification if their values are changed.

   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 row or column to which the event refers. You can only enter a column name if you are creating an Update event. Select the change type defined by the event.

   > **Note:** The Table Event Update window is not available in all localizations.

   See: Making Table Event Updates, *Oracle HRMS Payroll Processing Management Guide*

2. If the events you require have not been defined in the Table Event Update window, set up the dynamic triggers for proration or retro-notification in the Dynamic Trigger Generation window. The triggers you need depend on the method you use to compensate your employees. For example, the tables required for compensation using Salary Administration are different from those required for compensation using pay grades. The tables you are likely to use are:
   - PER_ALL_ASSIGNMENTS_F

- PER_ALL_PEOPLE_F
- PAY_ELEMENT_ENTRIES_F
- PAY_ELEMENT_ENTRY_VALUES_F
- PER_SPINAL_POINT_PLACEMENTS_F
- PER_GRADE_RULES_F

See: Defining Dynamic Triggers, *Oracle HRMS Payroll Processing Management Guide*

> **Note: French users**: Ensure you enable the dynamic triggers for PAY_ELEMENT_ENTRIES_F and PER_ALL_ASSIGNMENTS_F.

3. Create an event group for your proration or retro-notification events. You must create the event groups before you can create your elements.

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

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

   You must also activate the triggers according to legislation or business group. For more information, see: Grouping Dynamic Triggers into Legislative Functional Areas, *Oracle HRMS Payroll Processing Management Guide*

   Setup for retro-notification should now be complete, meaning you can proceed to running the appropriate report. However, if you are setting up proration continue with the next steps.

   See: Running the Retro-Notifications Report, *Oracle HRMS Payroll Processing Management Guide*

To set up the elements for proration:

1. Create your proration element. **US and Mexico users**: Initiate the earnings type or deduction, then query the generated element in the Element window to add a proration group and, optionally, a proration formula.

   - Make sure that you select a proration group for each element
   - Select a proration formula if you are using a separate proration formula to handle proration events (rather than enabling your payroll formula to handle proration)

- Select Actual Termination as the termination processing rule

2. Define the input values for the element. For example, if you were using the sample payroll formulas that are enabled for proration, you would create the following input values:

   - Amount for a salary management element

   - Date Worked for a spinal point/pay scale element

   - Annual Deduction for a deduction or allowance

   See: Defining an Element's Input Values, page 4-21

3. Link the element to a specific payroll or payrolls. If you want the element to be used automatically each time the payroll is assigned, select the Standard check box. If you do not select this check box, you must enter the element for each assignment.

   See: Defining Element Links, page 4-23

To create the formula:

1. Check that the database items to be used in your formula are available. If the required database items are not available, create them.

2. Create the proration formula or write a payroll formula that is enabled for proration.

   To create a proration formula, see: Writing Proration Formulas, *Oracle HRMS FastFormula User Guide*

   UK users: For examples of payroll formulas enabled for proration, see: Sample Payroll Formulas Enabled for Proration, *Oracle HRMS FastFormula User Guide*

   For more information on writing formulas, see: Writing or Editing a Formula, *Oracle HRMS FastFormula User Guide* and Writing Payroll Formulas for Elements, *Oracle HRMS FastFormula User Guide*

3. Link the formula to your element in the Formula Result Rules window.

   See: Defining Formula Processing and Result Rules, *Oracle HRMS FastFormula User Guide*

4. Attach the element to the salary basis if the salary is relevant for proration. Select the input value you created (such as Amount) in the Input Value Name field of the Salary Basis window.

   See: Defining a Salary Basis, *Oracle HRMS Compensation and Benefits Management Guide*

Setting Up Third Party Payments

Oracle HRMS supports the capture of third party payment details to enable the employer to make grouped payments. Grouped payments are deductions, made for a set of employees, that are grouped together and paid to a specific third party.

1. Create your organization payment methods. See: Defining a Payment Method, page 5-8

   Important: You must select the FI Third Party Payment payment type to enable third party payments.

2. Create your third party organizations with the available organization classifications.

   See: Organization Classifications, page 1-3

   See: Setting Up Finnish Organizations, page 1-13

3. Enter the third party payment details. See: Entering Third Party Information, page 1-28

Setting Up Pension Insurance Contributions

Oracle HRMS captures the pension insurance provider information to enable the employer to transfer the appropriate funds to the correct pension insurance provider.

Each person can belong to only one pension insurance type. The employee must also identify the pension insurance group to which they belong.

1. Create your pension insurance providers.

   See: Setting Up Finnish Organizations, page 1-13

   Add the user pension types in the User Types and Statuses window. You can configure a list of values for these input values using the FI_USER_FI_TYPES table in the User Types and Statuses window. You need to give descriptive names for the Pension Insurances, with the same pension insurance type, to make them distinguishable when attaching them for the Assignment.

2. Enter the additional information for the pension insurance providers.

   See: Assigning Pension Insurance Types to Pension Insurance Providers, page 1-30

   See: Assigning Department Codes to Local Units, page 1-29

3. Assign the correct pension insurance policies to the legal employer.

   See: Assigning Pension Insurance Policies to a Legal Employer, page 1-30

4. Link the Pension Insurance element to your payroll.

   See: Defining Element Links, page 4-23

5. Enter the employee's pension insurance information through the Pension Information tab on the People window. See: Entering Additional Personal Information , page 2-10

6. Attach the Pension Insurance element to the employee's assignment.

   See: Making Manual Element Entries, page 4-27

Setting Up Insurance Premiums

You need to pay the following premiums to the accident insurance provider:

Accident Insurance Premium: Oracle HRMS captures the accident insurance provider information to enable the legal employer to pay the accident insurance premium to the accident insurance provider with which it has a policy.

> **Note:** There can only be one accident insurance policy per legal employer but a local unit can have its own accident insurance policy.

Unemployment Insurance Premium: Unemployment insurance premium is an employee contribution. In addition to the employee unemployment insurance deductions, Oracle HRMS records the unemployment insurance premium information for third party payments and employer end-of-year reporting.

Group Life Insurance Premium: Oracle HRMS records the group life insurance premium information for third party payments and employer end-of-year reporting. You can process the group life insurance premium along with the accident insurance premiums.

1. Create your accident insurance providers.

   See: Organization Classifications, page 1-3

   See: Setting Up Finnish Organizations, page 1-13

2. Assign the correct accident insurance provider to the legal employer.

   See: Assigning the Accident Insurance Providers to a Legal Employer, page 1-31

3. Assign a different accident insurance policy to the local unit if the local unit has coverage under a different policy from that of the legal employer.

   See: Assigning the Accident Insurance Policy to a Local Unit, page 1-31

4. Link the Accident Insurance, Unemployment Insurance, and Group Life Insurance elements to your payroll.

See: Defining Element Links, page 4-23

5. Link the Accident Insurance, Unemployment Insurance, and Group Life Insurance elements to the employee's assignment.

   See: Making Manual Element Entries, page 4-27

Setting Up Court Orders

Oracle HRMS supports the capture of the relevant court order deduction information that must be paid to the correct magistrate office. The court order amount, which is calculated from the net salary, is determined by he number of dependents an employee has.

> **Important:** You can deduct only one court order at any point of time. If there is a new court order deduction, you must add a new element entry to ensure that the balances reflect the correct amount.

1. Create your magistrate offices.

   See: Organization Classifications, page 1-3

   See: Setting Up Finnish Organizations, page 1-13

2. Check the dependent check box in the Contact window to ensure that the application retrieves the correct number of dependents.

   See: Entering Next of Kin and Other Contacts, page 2-30

3. Link the Court Order element to your payroll.

   See: Defining Element Links, page 4-23

4. Link the Court Order Information element to the employee's primary assignment. Link the Court Order element to all the assignments of the particular employee.

   > **Note:** If you enter a value for periodic installment, this value will override the value you enter for number of installments. If both of these input values are left blank, the application will deduct the maximum possible amount for the payroll period.

   See: Making Manual Element Entries, page 4-27

Setting Up Union Dues

Oracle HRMS captures the trade union information to facilitate the electronic payment of union dues to the correct trade union to which an employee belongs and for statutory reporting.

1. Create the trade unions to which you transfer the union dues.

   See: Setting Up Finnish Organizations, page 1-13

2. Enter the additional information for the trade unions.

   See: Entering Trade Union Information, page 1-32

3. Link the Trade Union Membership Fees element to your payroll.

   > **Note:** If a majority of your employees belong to trade unions, then you can create a standard link. In this case, you will have to manually remove the Trade Union Membership Fees element from the assignments of those employees who are not trade union members.

   See: Defining Element Links, page 4-23

4. Enter the employee's trade union information through the Trade Union tab on the People window. See: Entering Additional Personal Information , page 2-10

   > **Note:** The information you enter at the person level overrides the trade union information available at the organization level.

5. Link the Trade Union Membership Fees element to all the assignments of the particular employee.

   See: Making Manual Element Entries, page 4-27

Setting Up Travel Expenses

Oracle HRMS captures travel expense–related information to meet the tax reporting requirements. The employer can process these expenses directly from payroll or upload the information from third party systems.

> **Note:** If you process the travel expenses through a third party system, you can upload the information into the available predefined elements with help from the payroll implementation team.

1. Create the necessary legal employers and local units.

   See: Setting Up Finnish Organizations, page 1-13

2. Create elements for your travel expenses in the Element window, with the primary

classification as Direct Payments and with the following input values:

- Pay Value
- Legal Employer
- Employment Type
- Tax Category

You must select the Termination as Final Close for all elements that you create.

See: Defining an Element, page 4-11

> **Note:** You can also use the predefined elements for travel expenses. See: Predefined Elements, page 4-2

3. Set up the balances using the following balance categories:

   - Daily Allowance Domestic
   - Daily Allowance Foreign
   - Half Day Allowance
   - Meal Compensation
   - Tax Free Mileage Allowance
   - Tax Free Mileage Allowance Km
   - Other Tax Free Expense

   You can use these balance categories to identify the reporting groups to which the balances belong.

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

4. Add the balance dimension PER_LE_EMPLTYPE_TAXCAT_YTD to the balances you create.

5. Link the elements to your payroll.

   See: Defining Element Links, page 4-23

6. Link the elements to the employee's assignment.

   See: Making Manual Element Entries, page 4-27

Setting Up Benefits in Kind

Taxable benefits in kind must be considered as taxable income, but are not paid as part of the salary. Oracle HRMS supports the calculation of the monetary value of the following non-monetary benefits in kind:

- Car Benefit
- Lunch Benefit

1. Create the necessary legal employers and local units.

   See: Setting Up Finnish Organizations, page 1-13

2. Ensure that all benefits in kind elements have the primary classification as Benefits in Kind. You must exclude all benefits in kind elements from the Pay Separately and Process Alone run types and you should define these elements with Termination as Final Close.

   See: Defining an Element, page 4-11

3. Set up the employee's car benefit, if necessary, through the vehicle repository. You can also use the predefined elements to enter car benefits information.

   See: Vehicle Repository, page 4-47

   See: Predefined Elements, page 4-2

4. Select the benefit type through the Further Element Information descriptive flexfield, if you are entering information for other employee benefits. You use this information to report on benefits that have no tax implications.

   Note: If you need to report on different benefits, then you can use the following balance categories to create the elements and balances for your benefits in kind.

   - Finnish Other Benefits
   - Finnish Stock Options Benefit
   - Finnish Mortgage Benefit
   - Finnish Housing Benefit

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

5. Add the balance dimension PER_LE_EMPLTYPE_TAXCAT_YTD to the balances

you create.

6. Link the elements to your payroll.

   See: Defining Element Links, page 4-23

7. Link the required elements to the employee's assignment.

   See: Making Manual Element Entries, page 4-27

Setting Up Net-to-Gross Calculation

You need such a tool to enable correct calculation of certain payments. Typically, you use net-to-gross calculations in two cases:

- You need to know the gross cost effect of a planned salary or a payment increase.
- You want to give a reward or bonus to the employee, free of any employee charges. Since the tax administration considers the payment as taxable income, you need to know how much to pay as gross to get a zero-cost value for the employee.

See: Net-to-Gross Processing of Earnings, page 4-31

1. Create the iterative elements for the net-to-gross calculation in the Element window, with the primary classification as Salary in Money.

   See: Defining an Element, page 4-11

   See: Setting Up Elements for Net-to-Gross Processing, page 4-42

   > **Important:** You must select the Termination as Final Close for all elements that you create.

   > **Note:** You can also use the predefined element for net to gross calculation. See: Predefined Elements, page 4-2

2. Select the iterative formula as FI_CALC_GROSSUP.

3. Click the Usages button if you want to exclude any elements from the net-to-gross calculation.

   > **Note:** You must exclude the elements from the run type, Process Separately.

   > **Note:** The NetPay balance will reflect all earnings elements and all

statutory deductions during net-to-gross calculation. This balance considers neither voluntary nor involuntary deductions.

Setting Up Elements for Net-to-Gross Processing

Follow these steps to set up elements for net-to-gross processing.

To set up elements for net-to-gross process:

1. Define the elements, making sure you select the following rules:
   - On the Standard tab of the Element window:
     - Non-recurring
     - Final close for the termination rule
     - Multiple entries allowed
     - Skip rule of ONCE EACH PERIOD

       Mexico only: Skip rules are not enabled by default.
   - On the Advanced tab of the Element window:
     - Check the Gross Up check box
     - Select DEFAULT_GROSSUP in the Iterative Formula field
2. Choose the Input Values button to define the input values for these elements, as follows:

Input Values for Net-to-Gross Earnings Types

Input Value Name	Purpose of Entry	Checkbox: Required	Checkbox: User Enterable	Checkbox: Database Item
Pay Value	Oracle Payroll returns the gross pay to this input value when it has completed the net-to-gross calculations.	No	Yes	Yes
Amount	Gives iterative formula the desired net pay.	Yes	Yes	No
Low Gross	Used by the iterative formula to hold the lower gross pay guess, to feed into the next iteration of the formula.	No	No	No
High Gross	Used by the iterative formula to hold the higher gross pay guess, to feed into the next iteration of the formula.	No	No	No

Input Value Name	Purpose of Entry	Checkbox: Required	Checkbox: User Enterable	Checkbox: Database Item
Remainder	The amount by which the additional pay to be paid by the employer (gross minus desired net) differs from the total of the balances that are eligible for grossup processing. Returned by the iterative formula.	No	No	No
To Within	The amount by which actual net can differ from desired net after normal processing. Must not be zero but can be a nominal amount such as 0.01.	Yes	Yes	No

Input Value Name	Purpose of Entry	Checkbox: Required	Checkbox: User Enterable	Checkbox: Database Item
Method	The method of iterative calculation: binary or interpolation. This determines which function the iterative formula calls. Use the lookup type ITERATIVE_METHOD and select the default INTERPOLATION, since this is usually the more efficient method.	Yes	Yes	No
Additional Amount	The amount to add to desired net to calculate gross pay. Returned by the iterative formula.	No	No	No

See: Defining an Element's Input Values, page 4-21

3. Click Balance Feeds to confirm which balances feed your net-to-gross element.

   See: Creating Balance Feeds for Individual Elements, *Oracle HRMS Compensation and Benefits Management Guide*

4. Click Balance Feeds Control to modify balance feeds that are not correct.

   See: Creating Classes of Balance Feeds, *Oracle HRMS Compensation and Benefits Management Guide*

5. Click Iterative Rules to set up the processing rules for the iterative formula.

   See: Defining Iterative Processing Rules, *Oracle HRMS Compensation and Benefits Management Guide*

6. Click Exclude Balances to select the deductions to be paid by the employer.

   See: Excluding Balances From an Element's Grossup Calculation, *Oracle HRMS Compensation and Benefits Management Guide*

7. Define the formula result rules for your elements:

   1. Select the CALC_GROSSUP_PAY_VALUE formula for the Standard processing rule.

   2. Create a formula result rule to feed the PAYMENT_AMOUNT result as a direct result to the element's pay value.

   See: Defining Formula Processing and Result Rules, *Oracle HRMS Compensation and Benefits Management Guide*

8. Define element links for your elements.

Vehicle and Mileage Processing

Vehicle Repository

In the vehicle repository, you can store details of company vehicles and private vehicles used for business purposes. This information is datetracked so that you can record changes to the vehicle - such as its status (active or inactive) - over time. Storing this data in a repository removes the need for repetitive and error-prone data entry.

Use Oracle SSHR to record vehicle repository information in the Vehicle Repository Page. The vehicle repository information includes:

- Registration number
- Make and model
- Registration date
- Engine capacity
- List price and value of optional accessories fitted initially and added later
- Fiscal rating
- Status, and reason for Inactive status
- Whether the vehicle can be allocated to multiple users
- **For Russian users only:**Vehicle Category, mileage/fuel limits, usage schedule, and lease details.
- **For Russian users only:**Extra information about vehicle insurance details

  Note: You can enter multiple insurance details for the same vehicle.

- **For Polish users only:** Vehicle-card identification number, engine number, inspection dates, and additional, user-defined technical information about the vehicle

You can import company vehicle information from a car fleet management system, storing a fleet identifier and date transferred on each vehicle record.

Vehicle Allocation

Use Oracle SSHR to allocate vehicles to your employees so they can be used in employee mileage claims (UK and Poland) or Benefit in Kind processing (Ireland). You can allocate two types of vehicles : company and private.

- You can allocate one primary company vehicle to each employee, and as many additional company vehicles as your business rules allow.
- You can allocate as many private vehicles as your business rules allow. You mark one vehicle as the default.

Business rules are held in the PQP_CONFIGURATION_VALUES table. See: Configuration Settings for Vehicle Repository and Mileage Claims, *Oracle HRMS Compensation and Benefits Management Guide*

When you allocate a vehicle, you can override some of the configuration settings for your business group.

You can record a vehicle against a single assignment, or against all of an employee's assignments.

You can allocate vehicles from the Vehicle Repository page.

When you move the mouse over the Users icon, you can view the user details in a pop-up window.

Leave and Absence Management

Absence Categories and Types

Oracle HRMS provides a convenient way to maintain information about the various absence types your enterprise recognizes. To facilitate reporting and analysis of employee absences, you can distinguish between *absence types* and *absence categories*. An absence category is a group of related absence types.

Some absence categories may be predefined for your legislation. The table below contains examples of absence categories and types, for illustration purposes only. You can extend the list of predefined categories and define your own absence types, as required.

Example Absence Categories and Types:

Absence Category	Absence Type
Medical Leave	Illness or Injury
	Work-related Injury
	Work-related Illness
	Medical Appointment
Family Leave	Paid Maternity/Paternity
	Unpaid Maternity/Paternity
	Dependent Care
Personal Leave	Compassionate Leave
	Personal Business
Professional Leave	Certification Classes
	Meeting Attendance

Also, to assist with absence reporting and analysis, you can provide *reasons*to select from when recording employees' time taken for an absence type. For example, if you need information to analyze the particular family-related responsibilities that cause employees to miss work, you can define reasons for absence types as follows:

Example Absence Category, Types and Reasons:

Absence Category	Absence Type	Absence Reasons
Family Leave	Paid Maternity/Paternity	Birth of a child
		Adoption of a child
	Dependent Care	Child Care
		Elder Care
		Disabled Care

Setup of Absence Types

Setting up each absence type is essentially a two-step process. One step involves defining the type, that is, entering its name, and optionally selecting a category and reasons for it. The other step involves defining an element to associate with the type. This element serves two important purposes:

- It provides a way to *maintain a running total* of time taken for the absence type. The Absence Detail window shows the running total of absences with an end date before the effective date, and with an absence duration on record. Each absence can add to, or subtract from, the running total, depending on how you define the absence type.

- It provides a way to *restrict employee eligibility* for the absence type. The links you build for the element establish which employees are eligible to use the type.

  For example, if the absence type compassionate leave is available only to full time employees, you link its element to the assignment category Full Time.

To hold a single running total of time taken for two or more absence types, you associate all the types with the same absence element. For example, your absence category Personal Leave may include two absence types you need for certain reporting purposes, Compassionate Leave and Personal Business. However, you require just one running total to be kept of employees' time taken for both types of personal leave. In this case you simply associate both absence types with the same absence element.

> **Note:** If you want to use absence types without recording accrued totals or eligibility rules, you can define the type with no associated element.

Absence Elements

You can associate each absence type with a recurring or nonrecurring absence element. Each element has an input value with either hours or days as its unit of measure.

Using a Nonrecurring Element

Nonrecurring element entries are valid for one payroll period. When you enter an absence of a type associated with a nonrecurring element, the application creates an element entry for the period in which the absence start date falls. For example, if you enter an absence that starts on 4 May for someone on a monthly payroll, the entry is dated 01 May to 31 May.

The entry is only created when you enter the absence end date, and you must enter the absence duration at the same time. The duration can be defaulted if you set up an absence duration formula. The full value of the absence duration is recorded in the absence element entry, even if the end date falls outside of the payroll period.

Using a Recurring Element

> **Important:** This option is only available if you use Oracle Payroll and the Proration functionality is enabled in your localization.

UK Users: If you use the Statutory Absence Payments feature you must continue to use nonrecurring elements to record long term sick leave.

Use this approach if you want to begin processing absences before end dates are recorded. You do not enter absence duration on the recurring element entry. Instead, you use a payroll formula to calculate the absence duration to be processed in each payroll period. Use the absence duration formula to calculate the duration displayed on the Absence Detail window. This value is deducted from the current PTO accrual when you enter an end date for an absence type that is associated with a PTO accrual plan.

Recurring element entries start on the absence start date and end on the absence end date (if there is an end date). If the absence ends in the middle of a payroll period, the payroll run detects and processes the absence using the proration functionality.

Absence Balance Information

When you define an absence type, you specify whether the application should maintain an increasing balance, a decreasing balance, or no balance of time off. The balance isa running total of the hours or days an employee has taken for the absence type, as recorded in the Duration field.

Increasing Balances of Time Taken

As you would expect, an increasing balance for an absence type starts with no time entered, and increases as you enter employees' hours or days absent. For example, if the absence type Compassionate Leave has an increasing balance, the balance starts from zero for each employee and increases by the number of hours entered for each absence of this type.

Increasing balances are appropriate for most absence types. For absence types for which your enterprise sets a maximum time allowed, the system issues a message when an entry of time absent exceeds this maximum, or Oracle Alert can notify you when an employee reaches the maximum time or takes excess time.

See: *Oracle Alert User's Guide*

When defining an absence type for a PTO accrual plan, you give it an increasing balance that shows the employee's accrued time taken. When you record an absence using the Absence Detail window, you can see the amount of accrued time a plan participant has available for use as vacation or sick leave.

Decreasing Balances of Time Remaining

If your enterprise sets a maximum time allowed for an absence type, you have the option of setting up a *decreasing balance* for this type, instead of an increasing balance. (If the absence type is used for a PTO accrual plan, it is simpler to use an increasing balance and an accrual formula that records an up-front accrual amount.)

For example, suppose your enterprise allows certain employees 32 hours leave per year for professional development. The Professional Leave absence type can have a decreasing balance, and an initial entry of 32 hours.

If you record an employee absence of 4 hours for this absence type, the decreasing balance shows 28 hours still available to be taken.

Decreasing absence balances require more maintenance than increasing balances. They need a prorated initial balance entry for all eligible new hires throughout the year, and require resetting each year for all eligible employees.

Notice that an absence type cannot have both a decreasing and an increasing balance; it has one or the other.

Initializing an Absence Balance

You can initialize or adjust an absence balance using the Element Entries window, or the Element Entry API. You can also initialize a decreasing balance by entering a negative value using BEE. For example, if you enter -16 hours using BEE, a decreasing balance starts at 16 hours. However, be aware that using BEE creates an absence record that will show on employees' absence history.

Referencing Absent Time in Payroll Runs

You can define an absence element as an Information element or an Earnings element.

Using an Information Absence Element

If you define an Information absence element, you can use a recurring Earnings element to manage the calculation and payment of vacation and sick pay. When you define the absence element, you check the Database Item box for the input value that holds the absence balance. Entries to this input value then become database items that formulas for payroll calculations can access.

US Users: You will typically set up your absence elements in the Information classification for employees who do not submit timecards (Timecard Required = No on the Statutory Information tab of the Assignment window). If you are using the seeded Regular Salary or Regular Wages elements, the payroll run creates indirect results for the seeded Vacation Pay or Sick Pay elements when it finds absence entries in the Vacation or Sickness categories. These elements appear on the Statement of Earnings, but the Information elements do not. You do not need to set up any additional absence Earnings elements for these employees.

Other localizations: Typically, you define an Earnings element to have a skip rule that triggers processing when it finds an entry for the absence element. The element's payroll formula uses the database item for the entry value so that it automatically gets the sum of all the entries in the pay period. Then, using the salary database item to get the salary or hourly rate, it calculates the total absence pay for the period. You can also use the formula to reduce regular earnings for the period so employees do not get paid twice.

The advantage of this approach is that it simplifies the processing of absence payments into one calculation.

Using an Earnings Absence Element

Select the Earnings classification for absence elements if you want to process absences individually in each payroll period. You can use these elements with Oracle Time and Labor. This approach creates a one-line entry on the statement of earnings for each absence type. Typically, you would create nonrecurring Sick and Vacation Pay earnings elements. You can also create different absence elements for each rate or multiple of pay if the element must appear on the statement of earnings as a different line item.

US Users: For employees who *do* submit timecards (making entries in BEE to the Time Entry Wages element), you can create your absence elements as Earnings. This also applies if you do not use the seeded Regular Salary and Regular Wages elements, and you want your absence payment to show on the Statement of Earnings. Use the Earnings window to initiate the element. Select the Category *Regular* and check the Reduce Regular box.

Retrospective Entries and Adjustments

Oracle Payroll users: If you enter or update an absence retrospectively, or you delete an absence that started in the past, these changes are listed in the Retro Notification report the next time you run this report. This enables you to use RetroPay to correct any payroll processing.

Holiday Pay

Oracle HRMS enables you to record holiday absences for employees and administer holiday pay.

To simplify processing of holiday pay, Oracle HRMS provides you predefined formulas and elements. You can use the predefined sample formulas to create new formulas to meet your requirements. You need to set up the formula results before you run the payroll.

You can divide the holiday pay solution into several components based on their logical sequence. These components include:

- Working Time
- Accrual
- Entitlement
- Entitlement-based Holiday Pay
- Absence-based Holiday Pay
- Holiday Transfer
- Holiday Pay on Termination

Based on your requirements, you can define your own rules for working time, accrual, entitlement, and entitlement-based holiday pay for an employee.

You require additional element entries to initiate processing of these components. The Holiday Pay Information element just holds the option values for processing your logic. The Paid Holiday element initiates the absence-based holiday pay processing. Based on the request for transfer of employee's holiday days, you can enter the Holiday Transfer element. To pay off all the accrued holidays and compensation, you create an element entry Holiday Pay Termination Calculation.

Each component contains predefined examples for the holiday pay solution. These examples cover the basic rules from statutory requirements and are working examples. If your requirement exactly matches these examples, then you can configure the examples to use them as solutions. The initiating element Holiday Pay Information and the formulas are predefined. The result-creating element and the balances are also predefined. Otherwise, you must create new formulas and elements to include your organization-specific logic. You can then configure these new formulas and elements to work as your customized solution.

Holiday Pay Processing Overview

You must perform the setup steps for processing holiday pay.

See: Setting Up Holiday Pay, page 4-63

Following is a typical example of the predefined solution for the Accruals component.

The initiating formula FI_HOLIDAY_PAY_CALC returns results for each of the following options:

- Working Time
- Accrual
- Entitlement
- Holiday Payment

> **Note:** For absence-based holiday pay, holiday transfer, and holiday pay on termination, the formulas specific to the functionality return the option results.

It is not necessary that you map all the results of each option to some output. Based on your requirement of solutions, you configure the number of options. For example, if there are two ways (hour and days) in which accruals can be done for your organization, you can create two separate formulas and elements for both the solutions, and then link them to the first two options ACCRUAL_OP1 and ACCRUAL_OP2.

You can similarly set up steps for Entitlement, Working Time, and Rule-based Holiday Pay components. The following table provides more details on initiating elements and formulas for these components.

The Holiday Pay Information element allows you to select the options you can use for all the sections. It contains the following input values for setting options:

- Absence Payment
- Accrual
- Entitlement
- Payment
- Termination Payment

- Transfer
- Working Time

You can configure a list of values for these input values through the User Types and Statuses window. There are system lookups seeded for each of these options with ten choices.

You use the User Types and Statuses window to link each option to a predefined element. For example, in the previous example, you can link the Hour element to Accrual Option 1 and the Days element to Accrual Option 2.

See: Creating Users Types and Statuses, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

The table provides the lookup, initiating element, initiating formula, and the result element you must setup for each component using the User Types and Statuses window.

Lookup	**Initiating Element**	**Initiating Formula**	**Result Element**	**Predefined Elements**	**Predefined Formulas**
FI_ACCRUAL_OPTIONS	Holiday Pay Information	FI_HOLIDAY_PAY_CALC	Holiday Pay Accrual	User Days Accrual Option 1	FI_CUSTOMER_ACCRUAL_DAYS
				User Hours Accrual Option 2	FI_CUSTOMER_ACCRUAL_DAYS
FI_WORKINGTIME_OPTIONS	Holiday Pay Information	FI_HOLIDAY_PAY_CALC	Working Time	User Days Accrual Option 1	FI_CUSTOMER_ACCRUAL_DAYS
				User Hours Accrual Option 2	FI_CUSTOMER_ACCRUAL_DAYS

FI_ENTITLEMENT_OPTIONS	Holiday Pay Information	FI_HOLIDAY_PAY_CALC	Holiday Pay Entitlement	User Salaried Entitlement Option 1 User Hourly Entitlement Option 2 User Daily Entitlement Option 3	FI_CUSTOMER_ENTITLEMENT_SALARIED FI_CUSTOMER_ENTITLEMENT_DAILY FI_CUSTOMER_ENTITLEMENT_HOURLY
FI_ENTITLEMENT_OPTIONS	Holiday Pay Information	FI_HOLIDAY_PAY_CALC	Holiday Days Taken Notional Holiday Pay Holiday Compensation Holiday Bonus Pay	User Holiday Payment Option 1 User Holiday Payment Option 2	FI_CUSTOMER_PAYMENT_SALARIED FI_CUSTOMER_PAYMENT_HOURLY_DAILY
FI_ABSENCE_PAYMENT_OPTIONS	Paid Holiday	FI_ABSENCE_PAID_HOLIDAY	Paid Holiday Holiday Days Taken Notional Holiday Pay	User Absence Payment Option 1 User Absence Payment Option 2	FI_CUSTOMER_ABSENCE_PAYMENT_SALARIED FI_CUSTOMER_ABSENCE_PAYMENT_HOURLY_DAILY
FI_ABSENCE_TRANSFER_OPTIONS	Holiday Transfer	FI_HOLIDAY_TRANSFER_CALC	Holiday Days Transferred	User Holiday Transfer Option 1	FI_CUSTOMER_HOLIDAY_TRANSFER

FI_TERMINATION_OPTIONS	Holiday Pay Termination Calculation	FI_TERMINATION_HOLIDAY_PAY_CALC	Holiday Pay Termination Payment	User Termination Option 1 User Termination Option 2 User Termination Option 3	FI_CUSTOMER_PAY_TERMINATION_SALARIED FI_CUSTOMER_PAY_TERMINATION_HOURLY FI_CUSTOMER_PAY_TERMINATION_DAILY

Setting Up Absence Management

Use the following steps to set up absence management.

1. If you want to associate recurring elements with absence types, you must set up proration and retro notifications. This ensures that absences that end in the middle of a payroll period are detected and processed by the payroll run, and that retrospective changes to absences are recorded in the Retro Notifications report.

   Note: Proration is available to Oracle Payroll users in selected localizations only.

   To set up proration and retro notifications, you must:

   - Find all the dynamically generated triggers for the table PAY_ELEMENT_ENTRIES_F in the Dynamic Trigger Definition window. (You must deselect the Insert triggering action so that all the triggers are returned by the Find.) Make sure the Generated and Enabled check boxes are checked for all the continuous calculation triggers.

   - Query the Incident Register functional area in the Functional Area Maintenance window, and enter the business groups for which you want to enable proration on the Business Group tab. Optionally, you can further secure the proration functionality by selecting payrolls on the Payroll tab.

   - Use the Table Event Group window to group the two events that you need to detect to prorate absences - datetracked updates to absence start date and absence end date. Select Proration for the event group type, and Payroll Period for the proration period. In the Datetracked Events region, select DateTrack Update as the update type, PAY_ELEMENT_ENTRIES_F as the table, and

EFFECTIVE_START_DATE and EFFECTIVE_END_DATE as the columns.

- Use the Table Event Group window to group the datetracked events on the PAY_ELEMENT_ENTRIES_F table you want to track in the Retro Notifications report. The event group type is Retro.

See: Setting Up Proration and Retro Notifications, page 4-32

2. Define an absence element, with at least one input value, for each absence type. Link this element to define who is eligible.

   See: Defining and Linking an Absence Element, page 4-60

   > **Note:** Omit this step if you are setting up an absence type for which you do not need to maintain a running total of time taken or remaining, and you do not need eligibility rules.
   >
   > **US and Canada Payroll only**: If you want to process the absence element in the payroll run, generate it using the Earnings window.
   >
   > **Mexico only**: If you want to process the absence element in the payroll run, generate it using the Element Design Wizard.

3. Define categories of absence types as values for the Lookup Type ABSENCE_CATEGORY, and your absence reasons as values for the Lookup Type ABSENCE_REASON. In some legislations there are predefined categories and reasons.

   You can select the same reason for different absence types.

   See: Adding Lookup Types and Values, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

4. Define each absence type, and associate it with an absence element.

   See: Defining an Absence Type, page 4-63

   > **Note:** To keep a single record of employees' time taken for two or more different absence types, you can associate the same element with several types.

5. For an absence type with a decreasing balance, use BEE or the Absence Detail window to initialize the absence balances for employees eligible for the type.

   If you want to make batch entries, see Making Batch Element Entries Using BEE, *Oracle HRMS Configuring, Reporting, and System Administration Guide*.

6. If you defined a recurring element, create a payroll formula that handles proration to process the element and calculate the appropriate absence duration in each pay

period (taking into account the number of days or hours in a month, working and shift patterns, public holidays, and so on).

Sample Proration Formulas, *Oracle HRMS FastFormula User Guide*

7. If you want to set up the application to calculate the duration of an absence automatically, you have two options:

   - Set the HR: Schedule Based Absence Calculation profile option to Yes, if you want the application to use the worker's schedule and calendar events from their primary assignment to calculate absence durations. To use this option, you must first define schedules and calendar events that are relevant to your enterprise and assign them to various levels in your work structures.

     See: Setting Up Availability , *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

   - To calculate absence duration from the absence start and end dates without using the schedules and calendar events information of an employee, create a basic formula. If you want the absence duration calculation to update automatically each time you change the absence dates, you must set the profile option HR: Absence Duration Auto Overwrite to Yes.

     See: Writing Formulas to Calculate Absence Duration, *Oracle HRMS FastFormula User Guide*

Defining and Linking an Absence Element

Define an absence element in the Element window.

US and Canada Payroll only: If you want to process the absence element in the payroll run, initiate it on the Earnings window instead of using the Element window.

Mexico only: If you want to process the absence element in the payroll run, initiate it with the Element Design Wizard instead of using the Element window.

Spain only: If you want to compute the social security earnings you must use the predefined elements for Sickness Details, Maternity Details, Part-time Maternity Details, Pregnancy-at-Risk Details and Adoption Details.

To define an absence element:

1. Set your effective date to a day on or before the start of the first payroll period for which you want to enter absences.

2. Enter a name for the element, and select the classification Information or Earnings.

   Tip: Give the absence element and its absence type the same name, or coordinate the element name with the type name. For example, for the absence type Compassionate Leave, name the element Compassionate Leave or Compassionate Leave Absence.

3. Enter a reporting name, for display on reports.

4. If you are creating a recurring absence element, select your absence element event group in the Proration Group field. This field is only available to Oracle Payroll users in certain localizations.

5. Select the processing type.

   - Select Recurring if you want to be able to process absences that do not have an end date and you want to apportion absence time correctly across payroll periods.

     Note: You can only select Recurring if you use Oracle Payroll and the Proration functionality is enabled for your localization. (In this case, you should see the Proration Group field on the Element window)

   - Select Nonrecurring if it is acceptable to record the full duration of the absence in the payroll period in which the absence starts.

6. Select the termination rule. This is normally Actual Termination.

7. Check the Multiple Entries Allowed box if you want to enable employees to have:

   - (Nonrecurring) More than one instance of the absence type within a pay period.

   - (Recurring) Overlapping entries of the absence.

8. If this is an absence element for a PTO accrual plan, do not select Process in Run. Uncheck this box if necessary.

   If the element is recurring, ensure that the Process in Run box is checked so that the absence duration can be calculated by the payroll run.

9. If employees must be a certain age or have served for a certain number of years to be allowed this absence, enter this information in the Qualifying Conditions region.

   Note: If this is an absence element for a PTO accrual plan, the plan setup relates length of service to accrued time off. Do not make an entry here for length of service.

10. Save the element, then choose the Input Values button.

11. In the Input Values window, create an input value to hold the amount of time taken. Select units of Day, Hours in HH format, or Hours in Decimal Format (to one, two, or three decimal places).

    If you are defining an absence element for a PTO accrual plan, give the input value the name Hours or Days, to accord with the unit of measure of the plan. When you define the plan using the Accrual Plan window, this input value name appears in the Units field of the Absence Information region.

    > **Important:** If you select Required for an input value, you must select this input value on the Absence Attendance Type window. Do not select Required for more than one input value.

    New Zealand users only: You must also create the following input values:

    - Seasonal Shutdown - for Annual Leave and Annual Leave Termination elements
    - Number of complete weeks - for the Special Leave and Protected Voluntary Service Leave elements.

12. You can define minimum and maximum days or hours that can be entered in an absence record. If you do this, select what happens if these limits are breached:

    - Select Warning for the system to warn users but allow them to breach the limits.
    - Select Error for the system to issue an error message and prevent users from saving an entry that breaches the limits.

13. Save your work.

To link the absence element:

1. Set your effective date to a day on or before the start of the first payroll period for which you want to enter absences.

2. In the Element Link window, select the absence element you defined.

3. Select eligibility criteria for this absence element, if appropriate. If you want to make the element available to all employees, do not select any criteria.

4. Save the link. Then define the absence type associated with this absence element.

   See: Defining an Absence Type, page 4-63

Defining an Absence Type

Use the Absence Attendance Type window to define an absence type and associate it with an element.

To define an absence type:

1. Enter a name and category for the absence type.

    Tip: Give the absence type and its associated element the same name, or coordinate the type name with its element name. For example, name the absence type for a PTO accrual plan Salaried Sick PTO Plan, and its associated element, Salaried Sick PTO Absence.

2. Select Allow Absence Overlaps if absences of this type can overlap other absences. If you deselect this option, the application warns you if you enter an absence that overlaps another absence of any type.

3. In the Associated Element region, select the element defined for this absence type. Select the element's input value that holds days or hours. The unit of measure for the input value appears in the Units region.

4. In the Balance region, select *Increasing* if you want each absence entry to add to a running total of time taken to date. The running total covers all absence types associated with the selected element. Select increasing balances for absence types for PTO accrual plans, and for most other absence types.

    For absence types that have a set maximum amount of hours or days allowed, you may select *Decreasing*. In this case, each absence recorded reduces an initial balance to show time remaining to be taken for the type.

    Note: Decreasing balances require more maintenance. You must enter an initial balance amount for each new hire eligible for the absence type, and must initialize the balance for all eligible employees at the start of each year.

5. Optionally, select reasons that are valid for entries of this type of absence.

6. Save the absence type.

Setting Up Holiday Pay

Before you can process an employee's holiday pay, you must set up the fast formula rules. Oracle HRMS simplifies the task for you by providing predefined lookups and fast formulas.

To set up holiday pay:

1. Create user types and statuses for the Finnish predefined lookups. Map the options of each lookup to the relevant elements. These lookups include:

   - FI_ABSENCE_PAYMENT_OPTIONS
   - FI_ACCRUAL_OPTIONS
   - FI_ENTITLEMENT_OPTIONS
   - FI_PAYMENT_OPTIONS
   - FI_TERMINATION_OPTIONS
   - FI_TRANSFER_OPTIONS
   - FI_WORKINGTIME_OPTIONS
   - FI_HOLIDAY_TYPES

   See: Creating Users Types and Statuses, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

2. Create your holiday pay formulas using the predefined formulas.

   See: Writing or Editing a Formula, *Oracle HRMS FastFormula User Guide*

3. Create a standard formula processing rule to associate your formula with your absence element.

   See: Defining Formula Processing and Result Rules, *Oracle HRMS FastFormula User Guide*

4. Set the formula results for your holiday formula as per the following table:

Result Name	Type	Element	Input Value
ENTITLE_HOLIDAY_COMPEN	Indirect	HOLIDAY_PAY_ENTITLEMENT	Holiday Compensation
HOLIDAY_PAY	Indirect	HOLIDAY_PAY_ENTITLEMENT	Holiday Pay

SUMMER_HOLIDAY_DAYS	Indirect	HOLIDAY_PAY_ENTITLEMENT	Summer Holiday Days
WINTER_HOLIDAY_DAYS	Indirect	HOLIDAY_PAY_ENTITLEMENT	Winter Holiday Days
AVERAGE_DAILY_PAY	Indirect	HOLIDAY_PAY_ENTITLEMENT	Average Daily Pay
AVERAGE_HOURLY_PAY	Indirect	HOLIDAY_PAY_ENTITLEMENT	Average Hourly Pay
CARRYOVER_HOLIDAY_COMPEN	Indirect	HOLIDAY_PAY_ENTITLEMENT	Holiday Compensation Carryover
CARRYOVER_HOLIDAY_DAYS	Indirect	HOLIDAY_PAY_ENTITLEMENT	Holiday Days Carryover
CARRYOVER_HOLIDAY_PAY	Indirect	HOLIDAY_PAY_ENTITLEMENT	Holiday Pay Carryover
HOLIDAY_COMPENSATION	Indirect	HOLIDAY_PAY_ACCRUAL	Holiday Compensation
HOLIDAY_DAYS	Indirect	HOLIDAY_PAY_ACCRUAL	Holiday Days
WORKING_DAYS	Indirect	HOLIDAY_PAY_ACCRUAL	Working Days
WORKING_HOURS	Indirect	HOLIDAY_PAY_ACCRUAL	Working Hours
HOLIDAY_PAY_RESERVE	Indirect	HOLIDAY_PAY_RESERVE	Pay Value

5. Assign a work schedule to the employee.

   See: Assigning a Schedule to a Worker, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

6. Link the predefined holiday elements to the required payroll

   See: Defining Element Links, page 4-23

7. Run the payroll.

   See: Starting a Payroll Run, page 5-27

Absence Administration

Absence Recording

When you record an absence for an employee using the Absence Detail window or self-service, you must always select an absence type.

Dates and Times

In the Absence Detail window you can conveniently record start and end dates and times of a particular type of absence, as well as the date you receive notification of the absence.

You can enter either projected or actual dates and times. When an actual absence occurs in accordance with projected absence information already entered, you record this by simply clicking a button.

Oracle HRMS records an employee's absences using the employee's payroll calendar, so all employees for whom you record absence information must have a payroll component in their primary assignment.

Some absence types are associated with nonrecurring elements. For these types, the absence is not recorded on the employee's element entries until you enter the absence end date. You cannot change the absence start date so that it is outside the original payroll period--you must delete the absence and create a new one.

> **Note:** For Oracle Payroll users in some localizations: some absence types may be associated with recurring elements. For these types, the absence is recorded in element entries when you enter an actual start date. If you change the start date, the element entry is deleted and a new one created. When you enter or change the end date, the element entry's end date is date effectively updated.

Absence Duration

To calculate the duration of an absence automatically, you can either use the schedule and calendar event features from Oracle HRMS and Common Application Components (CAC), or use a formula that calculates absence duration from the absence start and end dates.

For the first method, the application calculates the duration of the absence based on the worker's schedule and applicable calendar events for their primary assignment. To use these features, set the HR: Schedule Based Absence Calculation profile option to Yes.

You set up availability information such as shifts, schedules, and calendar events, and assign them to various levels in your work structures.

See: Setting Up Availability, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

For the second method, you write a formula to calculate absence duration from the start and end dates and times entered for an absence. Your localization team may have written a formula that the application uses by default.

See: Writing Formulas To Calculate Absence Duration, *Oracle HRMS FastFormula User Guide*

To control whether the formula automatically recalculates and overwrites the absence duration when a user updates the end date or time, set the user profile option HR: Absence Duration Auto Overwrite to Yes or No. For example, if you do want the duration to be updated when the end date changes, set the profile option to Yes.

When you enter an absence, the application warns you if:

- Duration is greater than the person's net entitlement recorded in a PTO accrual plan
- A decreasing absence balance becomes negative
- Duration is not equal to the value calculated by the absence duration formula. Or, if there is no absence duration formula, duration is not equal to <end date/time - start date/time>. Here, the application calculates the hours using the standard hours recorded for the assignment (or for the business group if the assignment contains no record).

Authorization and Replacement

When recording a projected or actual absence in the Absence Detail window, you can select both the name of an employee authorizing the absence, and of an employee replacing the absent worker.

Batch Entry of Accrued Time Taken

For fast batch entry, you can use BEE, instead of the Absence Detail window, to enter sick or vacation time recorded together with other timecard data. You can enter the absence start and end dates, as well as any input values defined for the element. If you leave the date fields blank, they both default to the effective date for a nonrecurring absence element; only the start date defaults for recurring elements. Note that the batch line produces an error if you enter a duration but no end date for a recurring element.

Self-Service Entry of Absences

If you have licensed Oracle SSHR, you can delegate the responsibility for recording absences to individual employees or their line managers. They can enter proposed or actual absences and submit them for approval by their supervisors (or any other approvers in a workflow).

Viewing and Reporting on Absence Information

For monitoring and analyzing recorded employee absences, use the:

- View Absence History window, *Oracle HRMS Compensation and Benefits Management Guide*
- List Employees by Absence Type window, *Oracle HRMS Compensation and Benefits Management Guide*
- Absences Report, *Oracle HRMS Compensation and Benefits Management Guide*

For reviewing PTO plan participants' accrued time earned and taken, use the Accruals window, *Oracle HRMS Compensation and Benefits Management Guide*.

Entering Absences

Enter projected or actual absences for an employee using the Absence Detail window.

Because the calendar holding absence records for an employee is the same as that of the employee's payroll, the primary assignments of employees for whom you enter absence information must include an assignment to a payroll. For absence types based on nonrecurring elements, the effective start date of this assignment must be no later than the start of the current payroll period.

To enter absences for an employee:

1. Select the absence type.

   The following information appears:

   - The category of the type.
   - The occurrence of the new absence record you are entering. For example, if the employee has already incurred two absences of this type, the occurrence of the new record is 3.
   - The running total of hours or days absent for all the absence types associated with the element. For absence types with increasing balances, this is the number of days or hours absent with an end date on or before your effective date. For any types with decreasing balances, this is the number of hours or days remaining to be taken.
   - The number of days absence recorded for the absence type in the current calendar year.

- The name of the element that maintains each employee's time taken or time remaining for this absence type.

  Note: For Finland and Denmark users only: When you create an absence element entry, Oracle HRMS defines this element for all the employee's assignments including the primary assignment. You can decide whether an element entry is required for a particular assignment and better track absences for multiple assignments. You can also edit element entries to change the absence details for a specific assignment.

  Note: For Denmark users only: You can override the holiday or sickness absence details in the Absence Details window by defining the DK_OVERRIDE_HOLIDAY_DURATION or DK_OVERRIDE_SICKNESS_DURATION element in the Element Entries window. Use the same start and end dates for the override element that you use in the Absence Details window.

  See: Making Manual Element Entries, *Oracle HRMS Compensation and Benefits Management Guide*

2. If the Further Information field is visible for your localization, click in the field and select a context value relevant to your localization.

   - **Canada HRMS**: Specify the ROE Reason and ROE Comments. You enter a ROE Reason and ROE Comments for an employee in the Additional Absence Detail Information window. The ROE Reason appears in Block 16 of the ROE. The ROE Comments appear in Block 18 of the ROE.

   - **Dutch HRMS**: If you have a category of sickness selected, you can enter a percentage sick by selecting the NL_S context value.

     Select No in the Non SI/Pension Absence field to count an absence as a real social insurance day. Selecting Yes excludes the absence from counting as a real social insurance day.

   - **Hungary HRMS**: If your absence category is Maternity, enter the expected and actual birth dates (and other dates if applicable). If your absence category is Paternity, enter the child's birth date.

   - **Mexico HRMS**: Specify your type of disability:

     - General Disease

     - Maternity

- Risk Incident

  The list of available Disability IDs depend on if you have assigned this disability with a Causal Incident (in the case of Risk Incident disabilities) or no Causal Incident (in the case of Maternity or General Disease disabilities).

- **Russia HRMS**: If your absence category is Maternity Leave, enter the number of children and the new born child's date of birth. If the absence category is Child Rearing Leave, enter the new born child's date of birth. If you select the absence type as Temporary Disability with Sickness Allowance Payment, then select the disability details.

- **Finland HRMS**: If your absence category is Annual Holiday, Layoff, Labour Dispute, or Unauthorized, enter the details of a similar absence taken by the employee. For the absence category Sickness, select the doctor's certificate and contract details. For the Accident category, select the work incident and doctor's certificate details. If your absence category is Family Leave, enter the child and maternity leave details.

- **UK HRMS**: For an OSP or OMP scheme and an absence that is, or contains, a part of a day, select a unit of measure - days or hours - for measuring part days. For a days-based scheme, select Day and select full or half day . For an hours based scheme, select Hours and select the number of hours absent. Select the appropriate value for the start date, end date, or both. If the entire absence is less that a full day, select the value in the Start Date field.

3. Do one of the following:

   - Enter *projected* dates for the absence. You can copy these later to the Actual Date fields by choosing Confirm Projected Dates.

   - Enter *actual* dates and duration as days or hours, according to the units of the balance. For a duration in hours, you must enter start and end times, as well as start and end dates. If you enter an end date, you must also enter the duration.

     If you want the application to automatically calculate the duration of the absence, then you can either use the schedules and calendar events features from Oracle HRMS and Common Application Components (CAC) or use a formula.

     See: Absence Duration, page 4-67

4. You can also select:

   - Reasons for the absence

   - The employee authorizing the absence

- The employee who replaces the absent employee for the duration of the absence

5. Save your work.

6. If you entered an absence type that is eligible under an absence benefit plan, you can choose Enroll Absences to run the Participation Process in Absence mode. This process assesses the person's eligibility for the absence plan. If they are eligible, the process changes the status of the potential absence life event to Processed, and evaluates any standard rates linked to the plan.

   Alternatively, you can run this process for a group of employees from the Submit Requests window. See: Running the Participation Process: Absence, *Oracle HRMS Compensation and Benefits Management Guide*.

   > **Note: UK Users:** The Evidence and Statutory Payments buttons display, if you opened this window from an SSP menu. Please note that these buttons are only relevant to statutory absence types (sickness, maternity, paternity, and adoption).

Viewing Accruals for Plans Associated with the Absence Type

If the employee is enrolled in an accrual plan, the Accruals button is available. Choose this button to display the Associated Accrual Plans window, where you can see information about any accrual plans associated with the type of absence you are entering.

To view accruals:

1. Enter or query an absence in the Absence Detail window, and choose Accruals.

2. If nothing is displayed, run a query in the Associated Accrual Plans window to display the name and category of any accrual plans associated with the absence type.

   For each plan, three net accrual amounts are displayed:

   The **Net Entitlement** figures on the This Absence tab show the effect of the absence displayed in the Absence Detail window.

   - The **Before Absence** figure is the net accrual calculated on the day before the absence.

   - The **After Absence** figure is calculated on the start date of the absence.

   In most cases these figures will differ by the length of the absence you are entering. However, if the absence happens to start on the day that this period's PTO entitlement is accrued, the new accrual is also shown in the After figure. Similarly, if any other time (such as time bought or sold) is debited or credited to the accrual on that day, it is reflected in the After figure.

Projected Entitlement on the End of Plan tab shows the projected net accrual at the end of the current accrual plan term, taking account of any future absences already entered on the system. If the employee has future-dated assignment changes that affect his or her accrual entitlement, these are taken account of in the calculation.

> **Note:** This figure does not take account of absences with a *projected* start date. It only includes absences that have an actual start date.

Example

Suppose Ms. Shah is enrolled on a vacation plan that runs each calendar year starting 1 January, with a gross accrual of 2 days per month. Ms. Shah did not carry over any entitlement from last year and has taken no absences before May.

Net entitlement is calculated for the last complete accrual period (that is, the period that ends on or before the start of the absence being entered). This absence is only included in the calculation if it starts on the last day of an accrual period.

The following table shows the accrual amounts (net entitlement) that would display if you enter four absences in the sequence shown.

Absences:	**2 - 4 May**	**31 May - 3 June**	**12 - 15 Aug**	**15 June**
Before absence	8	5	7	3
After absence	5	3	3	2
End of plan term	21	17	13	12

5

Payroll Management

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 5-3

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.

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, *Oracle HRMS Enterprise and Workforce Management Guide*

Defining a Payroll

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

To define a new payroll:

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

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

   When you enter the First Period End Date, make sure that the corresponding start date of the first period is after the start date of the payroll.

4. In the Date Offset region, you can change the zero default to a negative or positive number of days before or after the period end date. For example, for a semi-monthly payroll, the Cut Off date can be 3 days before the period end date (-3), while the Scheduled Run and Check dates can be 5 and 7 days after this date, respectively. You can also set the Payslip offset to determine when employees can view payslip information.

   - The Check Date, sometimes called Pay Date, is the date of constructive receipt of pay, on which paychecks become negotiable.

   - The Scheduled Run Date is the date scheduled for the Regular run of this payroll each period.

   - The Cut Off date, included for your reference, is the final date for entering or changing payroll information before a run.

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

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

5. Select a default payment method for employees who have no valid personal payment method. You cannot select a method using magnetic tape because this requires information about employees' bank accounts.

6. Select a default consolidation set for this payroll. One consolidation set is created automatically when you define your Business Group. Oracle Payroll users can create other consolidation sets for payroll processing.

7. In the Costing region, you can enter information about the set of books and suspense account holding costing information for this payroll.

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

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

8. Check the Negative Payment Allowed check box if you want the PrePayments process to include negative payments. If you leave the box unchecked, the PrePayments process ignores negative payments.

9. Check the Multiple Assignment check box if you want an employee to receive a

single payment, for multiple assignments carried out within your organization. However, if a PrePayments process, which runs prior to your effective processing date, already exists you cannot go back and change the Multiple Assignment check box. This box is only visible if the functionality is enabled for your localization.

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

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

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

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

11. Save your work.

12. Choose the Period Dates button to view the calendar generated for your payroll. In the Period Dates window:

    - You can view the default offset dates for every period, and you can manually override any of these dates in any record.
    - You can change the payroll's default *Open* status in any period to *Closed* to prevent further element entries. You can also reopen the period if necessary.

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

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

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

    > **Note:** An employee assigned to this payroll can have any number

of personal payment methods chosen from those you enter here for the payroll.

See: Entering Payment Methods for an Employee Assignment in *Oracle HRMS Workforce, Sourcing, Deployment, and Talent Management Guide*

Payments and Distributions

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.

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.

3. The default currency for your business group displays automatically. If an alternative currency exists for your payment method, you can select it at this point.

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 displays 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 Number

   - Type

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

- Branch: if this already exists, enter the name exactly as it appears in Accounts Payable.

  Warning: 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 un-cleared 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, theCost 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 Set of Books to indicate the set of books 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 the cash account to use for the reconciliation of payments.

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

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.

    See Setting Up Oracle Payroll for Oracle Cash Management Integration, *Oracle Cash Management*

    See Cash Management: Checklist, *Oracle Cash Management*

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 in confidence that you are using an identical account in Payroll, and 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.

Setting Up The Statement Of Earnings

Oracle HRMS enables you to view the online statement of earnings. To enable the statement of earnings to display the values correctly, you must complete several tasks.

To set up the statement of earnings:

1. Enter a user category in the SOE Information EIT at the business group level. This user category should be set as the profile value for the profile PAY: Statement of Earnings User Category. See: Entering SOE Information, page 1-24

2. Create a user category through the lookup SOE_USER_CATEGORY. See: Using User Types and Statuses, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

3. Set the value of the user category you created as the profile value for profile PAY: Statement of Earnings User Category. See: User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

4. Add the predefined element sets FI_SOE_EARNINGS_ELEMENTS and FI_SOE_DEDUCTIONS_ELEMENTS to the SOE Information EIT at the business group level. See: Entering SOE Information, page 1-24

5. Create an element set with the elements that you want to show in the Information region of the SOE. See: Defining an Element or Distribution Set, *Oracle HRMS Compensation and Benefits Management Guide*

6. Add the elements that are part of the element set you created and the balances you want to the SOE Detail Information EIT at the business group level as the application uses this extra information type to determine the elements, input values and amounts to be displayed in the Information region of the SOE. See: Entering SOE Detail Information, page 1-24

7. Link the predefined balance attribute FI_SOE_BALANCE_ATTRIBUTES to the business group. See: Entering SOE Detail Information, page 1-24

8. Define the attributes for the balances using Balance window. See: Defining User Balances, *Oracle HRMS Compensation and Benefits Management Guide*

9. Restart the Apache server before checking the SOE to ensure that the SOE displays your requirements.

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*

   For Ireland: Enter the balances and elements information in the SOE Balances and SOE Elements windows.

   See: Selecting SOE Balances, *Oracle HRMS Enterprise and Workforce Management Guide (Ireland)* and Selecting SOE Elements, *Oracle HRMS Enterprise and Workforce Management Guide (Ireland)*

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

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

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

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

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

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

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

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

   To change balances or include additional balances on the payslip:

   1. From the Total Compensation menu, select Basic and then Balance.

   2. Query for the element whose balance you want to add, and click Attribute.

   3. Click on a new row under Attribute, and choose the attribute you want to display from the list of values. This represents where the current balance will appear on the payslip.

   4. Choose a dimension from the list of values.

   5. To delete an entry, select the row and click Delete.

   6. Save your changes.

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

Generating the Payslip

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

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

   See: Extracting Information to Appear on the Payslip, page 5-16

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

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

   See: Printing the Payslip, *Oracle HRMS Payroll Processing Management Guide*

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 Payroll Processing Management Guide (Ireland)*

   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 Payroll Processing Management Guide (South Africa)*

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

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

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

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

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

5. Choose Submit.

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

Payroll Statutory Deductions and Reporting

Tax, Statutory Deductions, and Involuntary Deductions Information

Oracle HRMS supports the calculation of the following types of deductions:

- Income Tax
- Employer Social Security Fee
- Pension Insurance Contribution
- Accident Insurance Premium
- Unemployment Insurance Fee
- Group Life Insurance Premium
- Court Orders
- Union Dues

Income Tax

Employers must always withhold tax from any wages paid. The personal tax card indicates the amount of withholding tax, or, for employees with limited tax liability, the amount of tax at source. You can use Oracle HRMS for the following tax cards:

- Cumulative Tax Card
- Periodic Tax Card
- Extra Income Tax Card
- Extra Income with Limits Tax Card
- Scaled Tax Card
- Flat Rate Tax Card
- Tax at Source Tax Card
- No Tax Card

When calculating taxes for periodic tax cards, the employer uses the cumulative calculation system for the yearly income. Once chosen, the employer must use the same calculation method throughout the tax year for all employees.

At the beginning of every tax year, employers send a tax card request, with all the employees' information to the tax administration, for electronic tax card upload. The tax administration sends back the tax card information for all the relevant employees. You can use Oracle HRMS to request tax card information for your employees, and upload this information ready for tax calculation.

See: Uploading the Tax Card, page 5-22

You can include these types of earnings when you calculate income tax for your employees:

- Regular Earnings
- Bonus
- Benefits in Kind
- Travel Expenses

See: Setting Up Income Tax Deduction, page 5-20

See: Setting Up Benefits in Kind, page 4-40

See: Setting Up Travel Expenses, page 4-38

Finnish payment standards allow the employer to execute the payment process for all the employees simultaneously. Oracle HRMS generates a payment file to send to the employer's bank for electronic transfer of funds from the employer's bank account to the employees' accounts.

See: Setting Up Electronic File Transfer (EFT), page 5-29

Oracle HRMS also supports the manual processing of negative payments. Negative payments may occur in Finnish payroll processing. Typically, negative salary occurs when after-tax deductions exceed the net salary.

See: Setting Up Negative Payments, page 5-24

Social Security Fee

Social security fee consists of social security fee and state pension contribution. The employer pays the social security fee through the payroll. Some employers are exempt from paying the social security fee, but still need to track the amount they would pay without the exemption. Since the tax percentage includes the employee's social security fee, Oracle HRMS does not process the fee separately in payroll.

See: Setting Up Social Security Fee, page 5-23

Pension Insurance Contribution

There are different pension insurance types and each type covers a different group of people. Oracle HRMS supports one pension insurance type:

- **TyEL:** This pension insurance type covers all private sector employees

Oracle HRMS supports the capture of the pension insurance policy information and the calculation of the pension insurance contribution.

See: Setting Up Pension Insurance Contributions, page 4-35

Accident Insurance Premium, Unemployment Insurance Fee, and Group Life Insurance

Accident Insurance Premium: There can be only one accident insurance policy per legal employer but a local unit can have its own accident insurance policy. Oracle HRMS supports the capture of the accident insurance policy information and the calculation of the accident insurance premium.

Unemployment Insurance Fee: In Finland, the employer calculates and makes unemployment insurance fee deductions from the employees and processes the unemployment insurance premium along with the accident insurance premiums. Oracle HRMS records this information for end-of-year reporting.

Group Life Insurance Premium: The employers must pay the group life insurance premium along with the accident insurance premium. Oracle HRMS records this information for end-of-year reporting.

See: Setting Up Insurance Premiums, page 4-36

Court Orders

Oracle HRMS supports the capture of the relevant information to enable the deduction of the amount that must be paid to the employee's magistrate office.

See: Setting Up Court Orders, page 4-37

Union Dues

Collective agreements determine the statutory deductions of union membership fees. Oracle HRMS captures the trade union information at the person level and organization level.

See: Setting Up Union Dues, page 4-37

Setting Up Income Tax Deduction

Oracle HRMS supports the capture of the provincial tax office name and address as well as bank account details to enable the employer to transfer the tax deductions correctly.

Oracle HRMS also enables you to request and upload employee tax information from the tax administration. The application will extract the tax information for each employee assignment. The application also provides you the option to create formulas that can override the standard number of tax days.

> **Important:** You can update the tax information manually if an employee receives a new tax card during the tax year, but this action resets all tax balances for the employee. You will lose all previous tax information for the employee.

1. Create your provincial tax offices.

   See: Organization Classifications, page 1-3

   See: Setting Up Finnish Organizations, page 1-13

2. Enter the employee's tax information through the Tax Information tab on the Assignment window. See: Entering Additional Assignment Details (Assignment Window), page 2-17

3. Link the Tax element to your payroll.

   > **Note:** You have the option to link the Tax Days Override element to the payroll if you need to prorate the tax days for employees who joined some time during a month or if you want to change the number of tax days. This is only applicable to employees with a Periodic tax card type.

   > **Note:** The periodic calculation uses the standard tax days for each period, but there are some circumstances where an abnormal pay period occurs – this is where the tax days for the period is either greater or less than the standard number of tax days. You can create your own formulas for overriding the standard tax days and select it from the Further Payroll Information window. The application gives the priority to the formula and then checks the element entry.

   See: Defining Element Links, page 4-23

4. Attach the Tax element to all employee assignments. You need to attach the Tax Card and Tax Days Override elements to the employee's primary assignment.

5. Upload the tax card details into your application.

   > **Note:** Once you upload the tax card information correctly, the application extracts the employee tax information and stores it in the available elements.

See: Uploading the Tax Card, page 5-22

Uploading the Tax Card

Oracle HRMS enables you to request the employees' tax cards for the new tax year. You send the tax card request to the tax administration in the form of a flat file that contains the employee details. Every employee assignment appears as a separate row in the generated flat file.

The tax administration sends back a file, which is the same request file with the tax information added to every employee assignment record. The tax administration sends the electronic tax cards in a fixed file format. You upload the tax card information into the application.

If an employee's tax card changes during the tax year and if the tax administration issues a new tax card, you will have to update the new tax card manually into the application.

1. **To send the tax card request:**

   1. Convert the flat file that you receive from the Finnish authorities to a text file (with extension .txt).

   2. Place the converted file in a directory readable by the database. This is a system administration task.

      See: Additional Implementation Steps for Finland, page 6-1

   3. Choose the Single Request option.

   4. Query the Finnish Tax Card Requisition request in the Submit Request window.

   5. Enter the information for the following parameters:

      - Magnetic Filename

      - Legal Employer

      - Local Unit

        Note: If you select the local unit, the Finnish Tax Card Requisition request extracts the data for only that local unit. If you do not provide this parameter, the request extracts the data for all the local units, having sub-disbursement numbers, that belong to the legal employer.

      - Electronic Transfer Provider ID

6. Submit the request.

7. Close the window.

2. **To upload the tax card:**

    1. Choose the Single Request option.

    2. Query the Finnish Tax Card Upload request in the Submit Request window.

    3. Enter the information for the following parameters:

        - File Name
        - Batch Name
        - Batch Reference

    4. Submit the request.

    5. Close the window.

    6. Choose the Single Request option again.

    7. Query the Data Pump Engine request in the Submit Request window.

    8. Enter the information for the following parameters:

        - Batch Name
        - Validate
        - Action Parameter Group

    9. Submit the request.

    10. Close the window.

Setting Up Social Security Fee

Oracle HRMS calculates the employer's social security fees and processes it along with the tax information.

1. Create your provincial tax offices and legal employers.

    See: Organization Classifications, page 1-3

    See: Setting Up Finnish Organizations, page 1-13

2. Enter the additional information for the legal employers.

   See: Entering Legal Employer Details, page 1-26

3. Link the Social Security element to your payroll.

   See: Defining Element Links, page 4-23

4. Link the Social Security element to the employee's assignment.

Setting Up Negative Payments

Negative payments occur in Finnish payroll processing if after-tax deductions exceed the net salary. Oracle HRMS provides you with the necessary elements and balances to process negative payments manually.

Oracle HRMS provides you with three arrears elements:

- Tax Arrears
- Pension Insurance Arrears
- Unemployment Insurance Arrears

To adjust the arrears for any of these components manually, you enter the amount in the respective predefined payment arrears elements that Oracle HRMS provides. These are:

- Tax Arrears Payment
- Pension Insurance Arrears Payment
- Unemployment Insurance Arrears Payment

> **Note:** The arrears payment functionality does not change the tax paid balance or statutory deductions, but populates the respective arrears payment balances.

1. Link the relevant payment arrears elements to your payroll.

   See: Defining Element Links, page 4-23

2. Link these payroll arrears elements to the employee's assignments.

   See: Making Manual Element Entries, page 4-27

Payroll Processing and Analysis

Process Part of a Payroll

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

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.

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.

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.

  Additional Information: 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

Setting Up Electronic File Transfer (EFT)

You submit employee and payment details to the bank in the form of a bank transfer file.

The application provides you with three formulas to set up the payment file. These are:

- FI_EFT_HEADER
- FI_EFT_BODY
- FI_EFT_FOOTER

1. Record the available formula details to the payment method.

   Note: You must use the payment type FI Direct Deposit - EUR.

   See: Defining a Payment Method, page 5-8

2. Run the payroll process.

   See: Starting a Payroll Run, page 5-27

3. Run the pre-payment process.

   See: Running the Pre-payment Process, page 5-27

4. Submit the EFT request using the Submit Request window.

   See: Running the EFT Process, page 5-30

5. View the output of the EFT file.

Running the EFT Process

Oracle HRMS provides the concurrent program Finnish Payment Output File to run the Electronic File Transfer process.

You run the Payment Output File from the Submit Request window.

To run the Payment Output File:

1. Select the Finnish Payment Output File in the Name field.
2. In the Parameters window, optionally enter the payroll name.

   Note: You can restrict the processing of assignments to the specified payroll on the effective date.

3. Select the consolidation set.
4. Enter a start date for any prepayments to the employee.
5. Enter the effective date.
6. Select a payment method.
7. Enter the process date or date of transfer.
8. Click Submit.

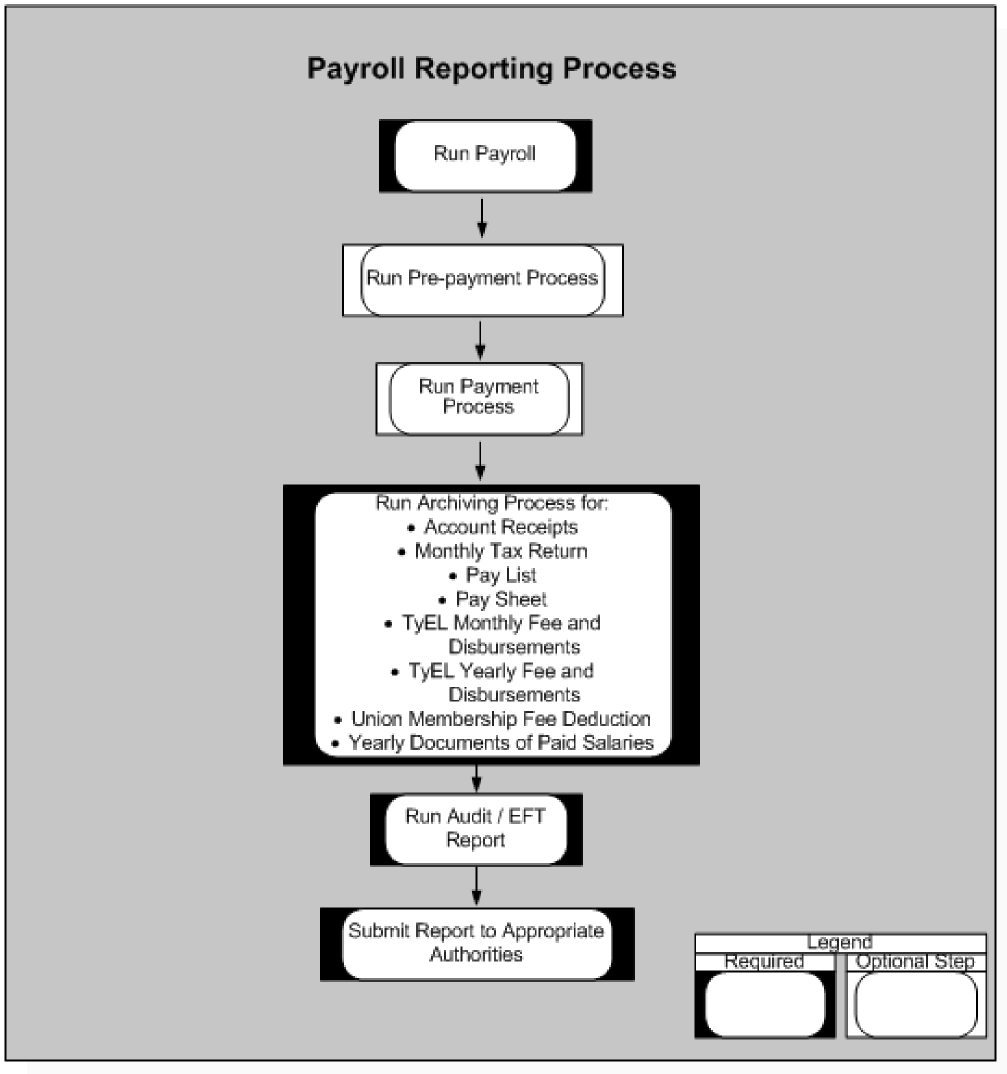
Payroll Reporting

Payroll, Deduction, and Payment Reporting Overview

You can run the following payroll, deduction, and payment reports:

- Account Receipts Report
- Monthly Tax Return Report
- Pay List Report
- Pay Sheet Report
- TyEL Monthly Fee and Disbursements Report
- TyEL Yearly Fee and Disbursements Report
- Union Membership Fee Deduction Report
- Yearly Documents of Paid Salaries Report

Archiving and Reporting Overview



You generate the payroll reports after running the required payroll processes. As shown in the preceding graphic, running reports is basically a two-step process that requires:

1. Archiving the relevant data for the report.

2. Running the report request.

After archiving the report data once, you can run the same report again without re-archiving. The application searches for the most recent archived data. For an up-to-date report, always perform both steps. You can choose to run the audit and EFT (final) reports for the following reports:

- Finnish TyEL Monthly Fee and Disbursements

- Finnish TyEL Yearly Fee and Disbursements
- Monthly Tax Return Report
- Yearly Document Paid Report
- Union Membership Fee Deduction Report

Overtime Reporting: In addition to the regulatory reports, you can also track employee's overtime and generate reports. During implementation, you can set up balances for overtime and add your own solution for overtime reporting. You can link the predefined balance attributes to the overtime reporting solution. To report the overtime values for a pay period or year, the application picks up values using the balance attributes.

For Finland, you must upload the following two predefined global values for overtime:

- **FI_QUARTERLY_OVERTIME_LIMIT:** Holds the quarterly overtime limit which the employee is not allowed to exceed within a 3-month period (quarter of a year).
- **FI_YEARLY_OVERTIME_LIMIT:** Holds extended yearly overtime value which is an absolute maximum per employee.

Running the Archiving for Pay Related Processes

For an overview of the archiving process, see: Payroll, Deduction, and Payment Reporting Overview, page 5-31

To run an archiving process:

1. Choose the Single Request option.
2. Query the appropriate archive request in the Submit Request window.
3. Enter the parameters required for the archive.

   Note: Most processes allow you to save the results of this archive for future use by selecting Yes in the Archive Option field.

4. Submit the request.
5. Close the window.

Running the Report for Pay Related Processes

For an overview of the reporting process, see: Payroll, Deduction, and Payment

Reporting Overview, page 5-31

To run the report:

1. Choose the Single Request option.
2. Query the relevant report request (audit or EFT) in the Submit Request window.
3. Enter the request parameters.

   Note: The Test Run field is available only when you run the Finnish TyEL Yearly Fee and Disbursements EFT Report. The Test Run parameter defines whether you want to generate the report for test purposes or you want to send it to the relevant insurance provider. The data generated by the report is maintained within the system only if you select the Yes option.

4. Submit the request.
5. Close the window.

6

Implementing Oracle HRMS

Additional Implementation Steps for Finland

If you are implementing Oracle HRMS Payroll for Finland you must also complete the following additional implementation steps.

See the implementation section in *Implementing Oracle HRMS* for all other implementation steps that are not specific to Finland.

Additional Implementation Steps

Step 1: Set Up Finnish Organizations

Set up the following organizations to meet your statutory Finnish requirements.

See: Setting Up Finnish Organizations, page 1-13

Step 2: Link Place of Residence to Regional Membership

You must enter values into the FI_REGIONAL_MEMBERSHIP table to map the place of residence to any of the three regional memberships, Nordic, EU, or non-EU.

See: Setting Up User Tables, Columns and Rows, *Oracle HRMS Configuring, Reporting, and System Administration Guide* and Linking Place of Residence to Regional Membership, page 1-17

Step 3: Run Meta-Mapper

See: Running the Meta-Mapper, *Oracle HRMS Implementation Guide*

Step 4: Set Up Income Tax Information

You need to set up your tax information to calculate tax correctly.

See: Setting Up Income Tax Deduction, page 5-20

Step 5: Upload Tax Card

You must upload the flat file, containing the employees' tax information, that you receive from the tax administration to calculate the tax deductions correctly.

See: Uploading the Tax Card, page 5-22

Step 6: Set Up Proration and RetroPay

You need to set up the proration and RetroPay information to process these payments correctly.

See: Setting Up Proration or Retro-Notification, page 4-32

Step 7: Set Up Third Party Payment Information

You need to set up the third party payment information to capture the third party payment details.

See: Setting Up Third Party Payments, page 4-35

Step 8: Set Up Pension Insurance Information

You need to set up pension insurance information to calculate pension insurance contributions.

See: Setting Up Pension Insurance Contribution, page 4-35

Step 9: Set Up Insurance Premium Information

You need to set up insurance premium information to calculate accident insurance premium, unemployment insurance fee, and group life insurance premium.

See: Setting Up Insurance Premiums, page 4-36

Step 10: Set Up Court Order Information

You need to set up court order information to calculate court order deductions.

See: Setting Up Court Orders, page 4-37

Step 11: Set Up Union Dues

You need to set up trade union information to calculate union dues.

See: Setting Up Union Dues, page 4-37

Step 12: Set Up Travel Expense Information

You need to set up travel expense information to capture the relevant details.

See: Setting Up Travel Expenses, page 4-38

Step 13: Set Up Benefits in Kind Information

You need to set up benefits in kind information to capture and calculate the applicable benefit information.

See: Setting Up Benefits in Kind, page 4-40

Step 14: Set Up Net-to-Gross Information

You need to set up net-to-gross information to process net-to-gross calculations.

See: Setting Up Net-to-Gross Calculation, page 4-41

Step 15: Set Up Social Security Information

You need to set up social security information to calculate social security fees.

See: Setting Up Social Security Fee, page 5-23

Step 16: Set Up Negative Payment Information

You need to set up negative payment information to process negative payments manually.

See: Setting Up Negative Payments, page 5-24

Step 17: Set Up Electronic File Transfer

You need to set up the electronic file transfer information to make payments.

See: Setting Up Electronic File Transfer (EFT), page 5-29

Step 18: Set Up Statement of Earnings

You need to set up the online statement of earnings before you can see the values correctly.

See: Setting Up a Global Statement of Earnings (SOE), *Oracle HRMS Payroll Processing Management Guide*

Step 19: Set Up Postal Codes

If you do not use the Finnish postal code upload functionality, then you can enter postal codes and post offices manually.

See: Entering Postal Codes, page 2-26

Step 20: Set Up User Tables to Capture Absences for Multiple Assignments

You create absence element entries for multiple assignments by setting up user tables that map absence categories and types to elements. For an employee with multiple assignments, you can change the absence details to suit each assignment better.

Use the FI_ABSENCE_CATEGORY_AND_DETAILS table to map the absence categories to the elements. Use the FI_ABSENCE_TYPE_AND_DETAILS table to map the absence types to the elements. There are two columns in both the tables, ELEMENT and ELEMENT_ENTRY_LOGIC. The ELEMENT_ENTRY_LOGIC column contains the logic for loading the element entries. You must ensure that all the procedures you configure for the absence element entry creation return the absence_attendance_id value in the CREATOR_ID input value.

Step 21: Set Up Holiday Pay

Before you can calculate holiday pay, you must set up Holiday Pay before processing the payroll.

See: Setting Up Holiday Pay, page 4-63

Technical Essays

Payroll Processes

Balances in Oracle Payroll

This essay deals with the definition and use of balances and balance dimensions in Oracle Payroll. It also explains how to deal with the issue of loading initial balances. This essay does not provide any detail on how to add balance dimensions to the system.

Terms

This essay assumes that you are already familiar with the database design diagrams and tables contained in the Oracle HRMS *Technical Reference Manual*.

If you are not already familiar with the setup and use of balances, or the concepts of employee assignment, assignment actions, database items, or payroll processing in Oracle FastFormula you should refer to your Oracle HRMS user guides for more information.

For additional information on how the Payroll Run processes balances, see also: Payroll Run Process - Create and Maintain Balances, *Oracle HRMS Implementation Guide*.

Overview of Balances

In Oracle Payroll a balance is defined as the accumulation of the results of a payroll calculation. The balance has a name, feeds and dimensions.

For example, the balance GROSS PAY is the accumulation of the results of processing all `Earnings'. However, the idea of a dimension is unique to Oracle Payroll. Dimensions enable you to view the value of a balance using a combination of different criteria. So, you might want to view the value of Gross Pay for one employee for the current pay period, or for the year to date. The actual balance and dimension you would use in a formula or a report would be the GROSS_PAY_ASG_PTD or the GROSS_PAY_ASG_YTD.

In general, balances in Oracle Payroll can be thought of as the `calculation rules' for obtaining the balance value. Most values are not held explicitly in the database. This approach has many advantages: New balances can be defined and used at any time with any feeds and dimensions; balance values do not need to be stored explicitly in the database, taking up valuable storage space and causing problems with data archiving and purging.

Balance Types

These are the balance names, for example Gross Pay and Net Pay. Balance types always have a numeric Unit Of Measure, and in some instances a currency code.

Balance Feeds

Balance feeds define the input values that contribute to a balance. For example the pay values of all earnings types contribute to the Gross Pay balance. Feeds can add to (+) or subtract from (-) a balance

Balance Dimensions

The balance dimension is identified by the database item suffix for the balance. For example, '_YTD' indicates the balance value is for the year to date. Balance dimensions are predefined in Oracle Payroll.

Defined Balances

The defined balance is the name used to identify the combination of Balance Type and Balance Dimension. For example, GROSS_PAY_ASG_YTD. When you use the Balance window to define a new balance, Oracle Payroll automatically generates database items for every balance dimension you select. You can then access the value directly within any formula. In any detailed calculation or report on balances you always refer to the `defined balance' to return a value.

Latest Balances

To optimize the performance of payroll processing, some balance values are held explicitly in the database and these are referred to as **Latest Balance Values**. The payroll process accesses and updates latest balance values as it runs. In some cases it clears and then resets values, for example when you do a rollback. All of this is invisible to the user and is managed by the payroll process.

> **Note:** If you need to return the value of a balance in a report you should use the balance function pay_balance_pkg.get_value. See: Including Balance Values in Reports, page 6-24.

Expiry

An important concept for latest balances is that of `expiry'. For example, consider the GROSS_PAY_YTD balance. When you cross the tax year boundary you would expect the value to return to zero. This `expiry' of a balance is maintained internally by Oracle Payroll and there is code to work out if we have crossed such a boundary.

> **Important:** Even if a defined balance has expired in theory for a payroll run, it is not actually zeroed on the database unless it is subsequently updated by the same payroll run. Thus, following a Payroll Run, you may well see balances that you would have expected to have expired, but have their old values.

Balance Contexts

There is occasionally a requirement to report balances where the combination of ASSIGNMENT_ACTION_ID and BALANCE_TYPE_ID does not uniquely identify the individual balance values that should be reported. For example in the US legislation you need to maintain balance dimensions for particular states, while in the UK legislation you need to maintain balance dimensions for distinct tax offices.

Both of these requirements are met by the definition of special balance contexts. These are legislative specific 'C' code and appear to you as part of the balance dimensions.

User definition of additional balance contexts is not yet supported because of the major impact these may have on the overall performance of the payroll process. Bad code in the definition of these contexts can run exceptionally slowly, especially when you accumulate a large number of run results.

Context Balances - a UK Example

To report on context balances, we must define the relevant balances with the ELEMENT_PTD and ELEMENT_ITD dimensions. The further context that is required to identify the values is taken from the PAY_RUN_RESULTS.SOURCE_ID. This is obtained from the balance feed joining to the PAY_RUN_RESULT_VALUES table, then to PAY_RUN_RESULTS.

Using this value, we can select via the PAY_ASSIGNMENT_LATEST_BALANCES -> PAY_BALANCE_CONTEXT_VALUES method. Or, if there is no latest balance, by the route code call, which in the UK can be done with a function call:

```
hr_gbbal.calc_element_ptd_bal(ASSIGNMENT_ACTION_ID,
                              BALANCE_TYPE_ID,
                              SOURCE_ID);
(or calc_element_itd_bal with the same parameters).
```

Balance Dimensions

This essay describes what a balance dimension is and what it does, and how the various parts interact with formulas and the Payroll Run.

A balance dimension defines how the value of a specific balance should be calculated. The balance dimension is also an entity with its own attributes that are associated with balance calculations.

Database Item Suffix

The database item suffix identifies the specific dimension for any named balance. The `defined balance' name is the combination of the balance and the suffix. For example, the suffix '_ASG_YTD' in 'GROSS_SALARY_ASG_YTD' identifies that the value for the gross salary balance is calculated for one assignment, for the year to date.

Routes

The balance dimension route is a foreign key to the FF_ROUTES table. A route is a fragment of SQL code that defines the value to be returned when you access a balance. As with other database items, the text is held in the DEFINITION_TEXT column of the FF_DATABASE_ITEMS table.

The select clause of the statement is always:

```
select nvl(sum(fnd_number.canonical_to_number(TARGET.result_value) *
FEED.scale), 0)
```

Thus, a balance could be defined as the sum of those run result values that feed the balance type (`Gross Salary' in our example), across a certain span of time (in our example, this is since the start of the current tax year).

The SQL statement itself must follow a number of rules, and an example appears below:

```
        pay_balance_feeds_f      FEED
       ,pay_run_result_values    TARGET
       ,pay_run_results          RR
       ,pay_payroll_actions      PACT
       ,pay_assignment_actions   ASSACT
       ,pay_payroll_actions      BACT
       ,pay_assignment_actions   BAL_ASSACT
where  BAL_ASSACT.assignment_action_id = \&B1
and    BAL_ASSACT.payroll_action_id    = BACT.payroll_action_id
and    FEED.balance_type_id            = \&U1
and    FEED.input_value_id             = TARGET.input_value_id
and    TARGET.run_result_id            = RR.run_result_id
and    RR.assignment_action_id         = ASSACT.assign_action_id
and    ASSACT.payroll_action_id        = PACT.payroll_action_id
and    PACT.effective_date between
          FEED.effective_start_date and FEED.effective_end_date
and    RR.status in ('P','PA')
and    PACT.effective_date >=
          (select to_date('06-04-' || to_char( to_number(
                  to_char( BACT.effective_date,'YYYY'))
           +  decode(sign( BACT.effective_date - to_date('06-04-'
               || to_char(BACT.effective_date,'YYYY'),'DD-MM-YYYY')),-1,
-1,0)),'DD-MM-YYYY')
           from dual)
and    ASSACT.action_sequence <= BAL_ASSACT.action_sequence
and    ASSACT.assignment_id = BAL_ASSACT.assignment_id');
```

This example is the route for a UK based assignment level year to date balance that uses the 6th of April as the start of the tax year.

Comments

The route is made up of the following parts:

1. Return all possible actions for the assignment

2. Identify the possible feeds to the balance

3. - feed checking

4. Restrict the period for which you sum the balance

   - expiry checking

> **Note:** The expiry and feed checking parts have a special significance that will become obvious later.

Specific table aliases should be used as they have a particular meaning.

- The BAL_ASSACT table is the `source' assignment action, that is, the current action for this assignment.
- The ASSACT table is the `target' assignment action, that is, the action for those results that feed the balance.
- The PACT table is the `target' payroll action, that is, used to define the date of the ASSACT assignment actions.
- We join to the BACT table, getting all the Payroll Actions in which the assignment appears.
- We join to the FEED table for the balance type and get all the TARGET input values that could possibly feed this balance.
- The run results that feed must be processed ('P' or 'PA').
- The complicated looking sub-query returns the start of the current tax year, which is from when we are summing the balance. That is, the results that feed the balance will be between the start of the current tax year and the current action sequence.

Dimension Type

Dimension type determines how a balance is treated by the Payroll Run, and for predefined dimensions this is optimized for performance of the payroll run.

The dimension type can take one of the following values:

- **N** - Not fed and not stored. This dimension type does not create a latest balance at any time. A balance with this dimension will always have its SQL re-executed whenever that balance is executed.
- **F** - Fed but not stored. This dimension type creates a balance `in memory' during the Payroll Run. This balance is fed by the run code but it does not store a latest balance on the database.
- **R** - Run Level balance. This dimension type is used specifically for those balances that total for the current run and must be used with the appropriate route. No latest balance value is stored on the database.
- **A** - Fed and stored at assignment level. This dimension type creates an assignment level latest balance and stores it in the PAY_ASSIGNMENT_LATEST_BALANCES table.
- **P** - Fed and stored at person level. This dimension type creates a person level latest balance and stores it in the PAY_PERSON_LATEST_BALANCES table.

Feed Checking Type

The feed checking type controls the feed checking strategy used during the payroll run. This type is used to keep the in memory balance up to date by deciding whether a run result should feed the balance. It can have the following values:

- **Null** This is the default value, and means that all the run result values included by the existing balance feeds will feed the balance.

- **P** Payroll Run executes the package procedure defined in the expiry_checking_code column on the dimension. An expiry flag parameter indicates whether feeding should occur or not.

- **E** Equality feed checking is done. That is, feeding occurs if there is a match between the in memory balance context values and the contexts held in the UDCA (User Defined Context Area).

The following additional types are for US and Canadian legislative balances only:

- **J** Jurisdiction checking is done.

- **S** Subject Feed Checking is done.

- **T** A combination of 'E' and 'S' feed checking types.

- **M** A combination of feed checking types 'S', 'J' and 'E'.

Expiry Checking Type

Latest balances should expire (that is, return to zero) at a time determined by their dimension. For example, a YTD (Year to Date) balance expires at the end of the year.

All loaded balances are checked for expiry by the Payroll Run, according to their expiry checking type:

- N - Never expires: balances are never set to zero.

- P - Payroll Action Level: for these types, a list of the expiry check results for each owning action/balance dimension are kept.

  Once expiry checking code has been called for such a combination, it does not need to be checked again for other balances that have the same combination, thus avoiding multiple calls to the database.

  The expiry checking is balance context independent - the list of balance contexts is not passed to the expiry checking code.

- A - Assignment Action Level: no assumptions can be made, expiry checking code is always called. The expiry checking is balance context dependent - the list of the balance contexts is passed to the expiry checking code.

- D - Date Expiry: the date expiry checking mechanism looks at the balance dimension/balance contexts combination of the balance being expiry checked, and scans the in-memory list to see if a balance with the same combination has already been expiry checked.

If so, the expiry date is taken from that stored on the in-memory balance.

The expiry checking is balance context dependent-the list of the balance contexts is passed to the expiry checking code.

Initial Balance Loading for Oracle Payroll

This essay describes the functionality available with Oracle Payroll to assist in the loading of initial balance values from an existing payroll system.

Introduction

Whether you are implementing Oracle Payroll for the first time, or upgrading from an earlier release you will need to set initial values for your legislative balances. It is essential for the accurate calculation of legislated deductions in Oracle Payroll that the initial values for these balances are correct.

This section shows you how to set up and load these initial balance values before you begin to process payrolls. After you have begun processing payrolls you may need to repeat this process for additional user balances you define in the future.

> **Warning:** The steps you follow to load initial balances are completely different from the steps an end user follows to adjust a balance. You must not use the balance loading method to make balance adjustments.

Balances and Balance Adjustments in Oracle Payroll

In Oracle Payroll a balance is the accumulation of the results of a payroll calculation. The balance has a name, feeds and dimensions. The results that feed a specific balance are known as the `balance feeds' and these can add or subtract from the total. The balance loading process calculates and inserts the correct run results to set the initial values with effect from the upload date.

Balances are calculated directly from the run results that are designated as feeding the balance. This approach ensures run results and balance values are always in step and it removes the need to store and maintain extra information in the database. In effect, the definition of a balance is really the definition of the `calculation' that is performed to return the balance value.

The run results that feed a defined balance are usually the results of processing elements during a payroll run. However, there may be times when balance values have to be adjusted manually. You do this by making an entry of an element as a `balance adjustment'. When you make a balance adjustment online, the effect is to create a single processed run result for the element. This run result automatically feeds, or adjusts, all the balances that are normally fed by the element. In this way, you are able to cascade the adjustment to all affected balances.

> **Important:** When performing an online balance adjustment you must be careful to choose the right element and input value. However, if you

make a mistake you can always go back and delete and re-enter the adjustment. You delete balance adjustments from the Payroll or Assignment Actions windows.

Steps

There are three basic steps involved in loading initial balance values:

1. Define an element and input value to feed each specific balance
2. Set up the initial balance values in the tables

   PAY_BALANCE_BATCH_HEADERS

   PAY_BALANCE_BATCH_LINES
3. Run the *Initial Balance Upload* process
   - Use the SRS window.
   - Use Validate, Transfer, Undo and Purge modes as needed.

Balance Loading Process

When you run the initial balance loading process you set values for each balance relative to a specific date - the **Upload Date**. The process creates run results, to ensure your legislative balances are correct from the upload date. Maintenance of balance information after this date is managed by the system, or by using the balance adjustments.

The upload date represents the effective date of the initial balance load. For example, you run the first payroll on 01-March, with wages of 5,000 and taxes of 1,000. The salary PTD, MTD, QTD and YTD are all 5,000. The taxes PTD, MTD, QTD, and YTD are all 1,000. If you require YTD balances for Jan and Feb, run the balance initialization for a date other than 01-March. If you want values of PTD = 0, MTD = 0, YTD 200 on 01-March, you need to run the Initial Balance Upload with a date of 28- February or 01-February, and with a dimension of YTD, and a value of 200. At 01-March the values are PTD = 0, MTD = 0, YTD 200.

Consider the following example of three dimensions for gross pay balance values for one employee.

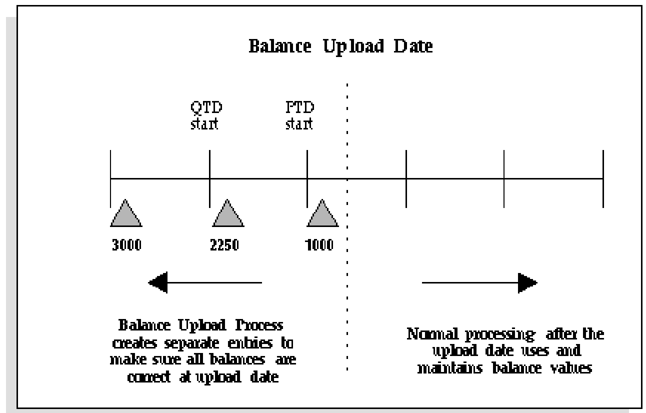
- Gross Pay Ptd 1000.00
- Gross Pay Qtd 3250.00
- Gross Pay Ytd 6250.00

The balance loading process must calculate the actual values required for each entry and the effective date for these entries. The result of the calculation is the creation of 3 balance entries.

- _PTD balance entry value is 1000.00
- _QTD balance entry value is 2250.00
- _YTD balance entry value is 3000.00

Balance Loading

Balance Loading



The result is that the cumulative values of the individual entries match the initial requirement for each balance.

- Gross Pay Ptd = 1000.00
- Gross Pay Qtd = 1000.00 + 2250.00 = 3250.00
- Gross Pay Ytd = 1000.00 + 2250.00 + 3000.00 = 6250.00

Latest Balances

To improve payroll run performance Oracle Payroll sets and maintains 'Latest Balance Values'. If these values are not set, the balance value is created by summing the run results for the balance. If a large number of assignments have no value then there could be a significant impact on the first payroll run. Therefore, loading the latest balances prior to the first payroll run has significant implications for performance.

> **Note:** Some balances cannot have latest balances, such as those that are used in-memory but not stored.

When you are deciding which balances and dimensions you should include in the initial loading process, consider the balances that are used in the payroll run. For example, if the payroll run uses the balance bal_YTD, but the upload process loads bal_PTD only, then the latest balance value for bal_PTD exists but not for bal_YTD. The first payroll run would have to evaluate bal_YTD.

In the normal payroll run the latest balance value is associated with the last assignment action that uses the defined balance. The balance upload process attempts to simulate this action by creating a number of balance adjustment entries prior to the upload date.

> **Important:** If the defined balance includes contexts then the latest balance can only be created on a balance adjustment payroll action that has context values that do not contradict the latest balance that is to be created.

In Oracle Payroll, each balance adjustment entry is considered to be a separate assignment action. These adjustments are performed in date order - earliest first. The last balance adjustment, with the highest assignment action number, is used to create the latest balance.

Setting Up an Element to Feed Initial Balances

Because of the complex web of feeds that can exist for any specific balance there is a simple mechanism to let you set the initial value for any specific balance. The basic principle is that you require a special element input value to feed each specific balance; and you set each balance separately.

Elements to Initialize Legislative Balances

Oracle Payroll comes with the predefined elements and input values you need to set initial values for all your legislative balances.

> **Important:** US and Canadian users should run a special PL/SQL script (paybalup.pkb) to create the elements and inputs needed to feed the predefined legislative balances. This script has been registered as an SRS process - *Initial Balance Structure Creation*. You will need to create batch lines for each of these elements.

Users in other legislations need only link the predefined elements that feed the legislative balances that must be initialized.

Elements to Initialize User-defined Balances

For all other balances you need to set up the elements that will provide the entry values for each of your initial balances. There are some rules for setting up elements for initial balance feeds.

Element

- Must have a start date 01-JAN-0001

  This rule simplifies the validation by making sure that the element and input value to feed the balance are always available.

- Must have a classification of 'Initial Balance Feed'

  This classification is excluded from the list of classifications available when you define a balance. You can only set up manual balance feeds for this type of element.

- Must be `Adjustment Only'
- Must be a nonrecurring type
- Must be processable in a payroll run

Input Values

- Must have a start date 01-JAN-0001
- Each input value must feed only one balance

  If you need to set initial values for a large number of balances you can define multiple input values for a single element with each input value feeding a different balance.

Element Link

- Must have a start date 01-JAN-0001
- Criteria must be only Link To All Payrolls - 'Yes'

Supported Balances

All the balances supported by the initialization process are set at the assignment level. Balances at the person level are set indirectly by accumulating the values from all the assignments.

Setting Up the Initial Balance Values

There can be many different sources for the initial balance value to be loaded. For example, you may be migrating from a previous version of Oracle Payroll, or from another payroll system, or you may hold this information in another system.

Two batch interface tables are supplied with Oracle HRMS to standardize the process of loading the initial balance values. You can load information directly into these tables and you can also review, update and insert values manually. This gives you total flexibility for setting values. It also enables you to define and manage the loading of separate batches as logical groups.

PAY_BALANCE_BATCH_HEADERS

Name	Null?	Type
BUSINESS_GROUP_ID		NUMBER(15)
PAYROLL_ID		NUMBER(9)
BATCH_ID	NOT NULL	NUMBER(9)
BATCH_NAME	NOT NULL	VARCHAR2(30)

Name	Null?	Type
BATCH_STATUS	NOT NULL	VARCHAR2(30)
UPLOAD_DATE	NOT NULL	DATE
BATCH_REFERENCE		VARCHAR2(30)
BATCH_SOURCE		VARCHAR2(30)
BUSINESS_GROUP_NAME		VARCHAR2(60)
PAYROLL_NAME		VARCHAR2(80)

Each batch identifies the payroll that is being uploaded and the date of the upload. Other identifiers can be set to identify uniquely each batch as shown, for example, in the following table.

Batch Name	Batch Ref	Batch Source	Payroll	Upload Date
Weekly Payroll	0001	SQL*Loader	Pay1	01-Jan-1995
Weekly Payroll	0002	SQL*Loader	Pay1	01-Jan-1995
Monthly Payroll	0003	SQL*Loader	Pay2	01-Jan-1995
Semi Monthly Payroll	0001	Screen	Pay3	01-Aug-1995

> **Tip:** Truncate the table PAY_BALANCE_BATCH_HEADERS after you complete the first Year End process to avoid any constraint violations on the table.

PAY_BALANCE_BATCH_LINES

Name	Null?	Type
ASSIGNMENT_ID		NUMBER(10)

Name	Null?	Type
BALANCE_DIMENSION_ID		NUMBER(9)
BALANCE_TYPE_ID		NUMBER(9)
PAYROLL_ACTION_ID		NUMBER(9)
BATCH_ID	NOT NULL	NUMBER(9)
BATCH_LINE_ID	NOT NULL	NUMBER(9)
BATCH_LINE_STATUS	NOT NULL	VARCHAR2(30)
VALUE	NOT NULL	NUMBER
ASSIGNMENT_NUMBER		VARCHAR2(30)
BALANCE_NAME		VARCHAR2(80)
DIMENSION_NAME		VARCHAR2(80)
GRE_NAME		VARCHAR2(60)
JURISDICTION_CODE		VARCHAR2(30)
ORIGINAL_ENTRY_ID		NUMBER(15)

Each batch has a set of batch lines that include details of the assignment, the balance and the value for each dimension. You can also include other contexts for a specific balance.

Assignment	Balance	Dimension	Value
101	Gross Pay	PTD	1000.00
101	Gross Pay	QTD	3250.00
101	Gross Pay	YTD	6250.00
101-2	Gross Pay	PTD	750.00

Note: The tables provide support for either a system ID (such as assignment_id) or a user ID (such as assignment_number) for each piece of information. This allows maximum flexibility when you are populating the batch tables.

The rule is that if both are specified then the system ID overrides the user ID. Here is a list of the system IDs and user IDs that can be specified when setting up the tables:

System ID	User ID
BUSINESS_GROUP_ID	BUSINESS_GROUP_NAME
PAYROLL_ID	PAYROLL_NAME
ASSIGNMENT_ID	ASSIGNMENT_NUMBER
BALANCE_DIMENSION_ID	DIMENSION_NAME
BALANCE_TYPE_ID	BALANCE_NAME
ORIGINAL_ENTRY_ID	
GRE_NAME (US and Canada only)	
JURISDICTION_CODE (US and Canada only)	

If an error occurs during the processing of the batch, the error message is written to the PAY_MESSAGE_LINES table with a source_type of H (header) or L (line).

Running the Initial Balance Upload Process

You run the *Initial Balance Upload* process from the SRS window to upload values from the batch tables. You can run this process in one of four modes:

- Validate
- Transfer
- Undo Transfer
- Purge

Prerequisites

On the upload date, every assignment in the batch must belong to the payroll identified in the batch header.

The payroll must have a sufficient number of time periods prior to the upload date to allow the setting of the initial balances.

Other specific criteria, such as the GRE or Legal Company, are not validated by the initial balance loading process. It is your responsibility to validate this information.

> **Note:** The validation process contains a predefined hook to enable you to apply your own additional validation procedure to your own balances. The procedure should be named *validate_batch_line*.
>
> The process will check for valid data but will not set it.

Modes

Validate Mode

There is no validation of the batch tables prior to running this process. The process validates data in PAY_BALANCE_BATCH_LINES, but does not transfer these to the Oracle HRMS database. It marks valid lines with V (Validated), and lines in error with E (Error), and sends error messages to the PAY_MESSAGE_LINES table.

The validation process is split into two phases:

- The first phase checks the integrity of the data in the batch tables.
- The second phase checks that it is possible to create all the required balance adjustment entries.

The validate process also populates the system ID entries in the table. This ensures that all subsequent processing has access to the system IDs.

All batch lines are validated independently and are marked with their individual status at the end of the process.

Transfer Mode

Transfer mode repeats the first phase of the validation check to ensure the integrity of the data in the batch tables and the existence of all system IDs.

The process calculates the balance adjustment entries required for each assignment. This list is checked and aggregated where values are shared and actual entries are then created for the assignment. This is repeated for each assignment in the batch. Successful transfer is marked with a status of T - Transferred.

> **Note:** If any line for an assignment is in error, none of the lines for the assignment are transferred into the HRMS database. Failures are logged in the messages table against the batch line being processed and the batch line is marked as I - Invalid.

If the value of the adjustment is zero then no entry is created. For example:

Balance_PTD = 500

Balance_QTD = 500

There is no need for an adjustment to the QTD dimension since the value is already set by the PTD.

It is likely that there will be large volumes of data to load, so the work is periodically committed to preserve successful work and to reduce the number of rollback segments required.

> **Note:** The commit size is specified by the CHUNK_SIZE parameter in PAY_ACTION_PARAMETERS. The default for CHUNK_SIZE is 20 successful assignments.
>
> This is the same parameter used by other payroll processes to determine commit frequency.

If a batch has been processed with partial success, you can resubmit the batch and only those assignments with batch lines that have not been Transferred are processed again. You can also restart the batch process if it failed during processing, for example if it ran out of tablespace.

Undo Transfer

This mode removes all the balance adjustment entries created by the transfer process and return the status of the batch lines to U.

> **Note:** The data in the batch tables is kept. You can correct any batch lines with incorrect values and repeat the transfer.

Purge

Purges all data in a batch regardless of current status. When a batch is purged all the messages, batch lines and the batch header are removed. This enables you to reclaim space once a batch is successfully transferred.

Use Purge mode only when you are sure that the balances for all assignments in a batch have been successfully entered into the HRMS database.

> **Warning:** Once you have purged a batch, all the entries for that batch are deleted. This action cannot be undone.

Deleting the Balance Initialization process

If you have employees migrated from legacy system and have performed balance initialization, you cannot delete the person record from the database as you cannot delete the Balance Initialization from the assignment.

When you run the Initial Balance Upload concurrent program with the mode as Transfer, then the assignment actions are created for all assignments listed in pay_balance_batch_lines table for that particular batch. You cannot delete the Balance Initialization assignment process result.

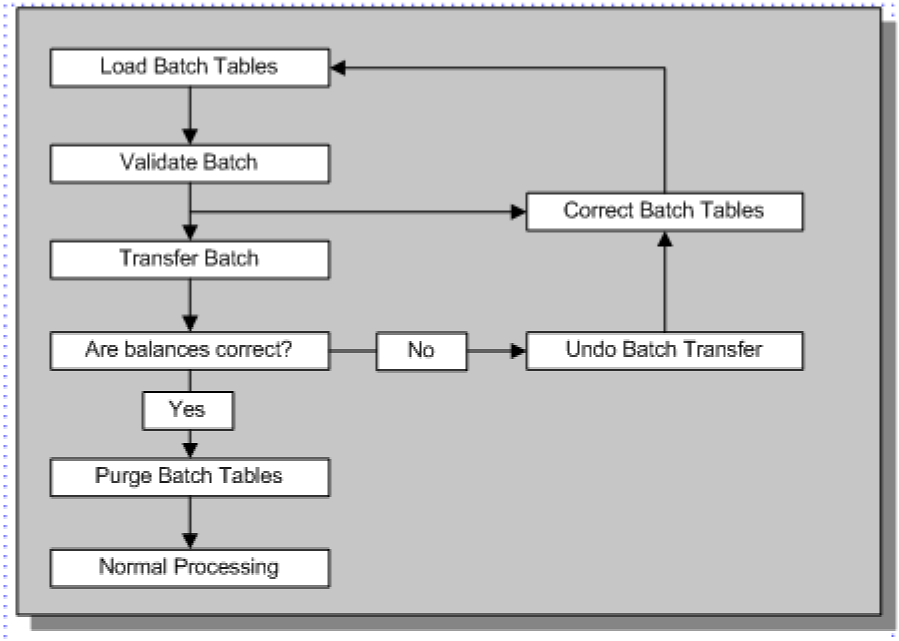
To delete Initial Balance Upload process, run the Initial Balance Upload concurrent program with the mode as Undo Transfer. The Balance Initialization assignment actions for all the assignments in the particular batch get deleted and it rollbacks the assignment action created for all the assignments in the batch.

To perform Balance Initialization again, you must update/delete the employee data in the table pay_balance_batch_lines and then run the concurrent program in Transfer mode. This ensures assignment actions are created for only those assignments available in the pay_balance_batch_lines table.

Process Flow

The normal sequence for using these modes to load initial balances is shown in the following diagram:

Process Flow



Error Statuses

Any errors encountered are recorded in the messages table against the object being validated: either the batch itself or an individual batch line. The status set against the batch or batch lines is dependent on the mode the process is running in as well as the status of other batch lines.

Batch Line Status

The status of each batch line can be one of the following :

- V - Valid; the batch line is OK
- E - Invalid; the batch line has an error

- T - Transferred; the batch line has been successfully transferred

Batch Status

The status of the batch is dependent on the statuses of the batch lines within the batch:

- T - Transferred; all lines in the batch have been transferred
- P - Partially Transferred; some lines in the batch have been transferred
- V - Valid; all the lines in the batch are valid and none have been transferred
- E - Invalid; some of the lines in the batch are invalid and none have been transferred

Validation Problems

There are two common problems you should check.

The adjustment request for a balance dimension may be incorrect. For example, suppose an assignment has the following upload requests:

- <Balance>_QTD = 1500.00
- <Balance>_YTD = 1000.00

The YTD value is lower than the QTD value. This may be valid, if the balance decreases over time. However, balances normally increase so it is advisable to check a balance that has been decreased.

Secondly, an invalid adjustment error may occur, where the process could not find the correct date to do the adjustment. The cause of this error depend on the balance dimension that is being processed.

However, it is always good practice to make sure that all the business group details are correct, and there are enough payroll periods for the balance to be set. To check which date is being used for each assignment balance, use the following SQL:

```
select BL.dimension_name,
pay_balance_upload.dim_expiry_date
(BH.business_group_id
,BH.upload_date
,BL.dimension_name
,BL.assignment_id
,BL.gre_name
,BL.jurisdiction_code
,BL.original_entry_id)    expiry_date
from pay_balance_batch_headers BH
,pay_balance_batch_lines   BL
where BH.batch_name    = '&Batch_Name'
and BL.batch_id      = BH.batch_id
and BL.assignment_number = '&Assignment_Number'
and BL.balance_name  = '&Balance_Name'
;
```

If the expiry date is set to '31-DEC-4712' then the adjustment date could not be found.

Balance Initialization Steps

Here's a simple check list on how to set up the data:

1. Create payrolls in Oracle Payroll with periods going back to the start of the year. Enter all employees into Oracle HRMS and give them assignments to these payrolls.

   Important: The next step applies to US and Canadian users only. Users in other legislations need only define links for the predefined balance loading elements.

2. From the Submit Requests window, run the *Initial Balance Structure Creation* process, selecting a batch name as the parameter. For each batch, this process creates:

   - An input value to hold the amount of each balance and of any context, and enough elements with the special classification Balance Initialization to hold all the input values created

   - The necessary links and balance feeds for these elements

3. Create any other elements you need to initialize balances for your own earnings and deductions.

   - Follow the requirements listed above. See: Setting Up an Element to Feed Initial Balances, page 6-13.

   - Use multiple input values to reduce the number of elements

   - Define one balance feed for each input value

     Note: Each balance must have one initial balance feed only.

     Multiple input values for one element must feed balances that have the same 'upload date'.

4. Group employees into batches for managing initialization of their balances. Enter an identifying header for each batch (these headers go into the PAY_BALANCE_BATCH_HEADERS table). Each header contains the following information:

   - Business Group name and payroll name

   - Batch name and ID number

   - Upload date: the date on which the balances in the current system will be correct and ready for transfer

For example:

Batch Name	Business Group	Payroll Name	Upload Date
Upload 1	BG name	Full Time 1	13-AUG-1995

5. Create a batch line for each balance to be transferred (these lines go into the PAY_BALANCE_BATCH_LINES table). A batch line includes the following information:

   - Employee assignment number
   - Balance name and dimension, such as quarter to date or year to date
   - Balance value
   - Balance context where appropriate. For US and Canadian users the context may include a GRE and a jurisdiction (federal, state, local, or provincial).

     Note: The process uses your balance feed definitions to determine which element input value to use.

     - For example:

Asg. Number	Balance	Dimension	Value
60001	Salary	PTD	700
60001	Salary	QTD	1400
60001	Salary	YTD	2400
60001	Tax Paid	PTD	2200
60001	Tax Paid	QTD	2400
60001	Tax Paid	YTD	2400

     Important: The Tax Paid YTD value is not required because it has the same value as the QTD. However, this balance is included to create a value for the latest balance, and improve the performance of the first payroll run.

6. From the Submit Requests window, run the Initial Balance Upload process. Select the mode in which to run this process as a parameter. Available modes are:

   - **Validate**

     Validate batch lines but do not transfer

     Send error messages to PAY_MESSAGE_LINES

   - **Transfer**

     Validate and transfer batch lines

     If any line for an assignment is in error, none of the lines for the assignment are transferred

- **Undo**

  Removes balance initialization entries from the database and marks the lines as U in the batch lines table.

- **Purge**

  Purges all lines in the batch lines table, regardless of how they are marked.

  > **Note:** Use Purge mode only when you are sure that the balances for all assignments in a batch have been successfully entered into the HRMS database.

Including Balance Values in Reports

This section describes the PL/SQL interface for the balance function that enables you to access balance values for inquiry and reporting tools.

UK users - see: Including Balance Values in Reports (UK Only), *Oracle HRMS Implementation Guide (UK)*

> **Tip:** If you need to report the same balance value many times in different reports you might consider creating a reporting table. You would simply include the balance function in your PL/SQL script to populate this table.

Advantages

Using this PL/SQL function to retrieve balance values has several advantages:

- You can easily call the function from a form or SRW2 report.
- You can access latest balance values, where they exist. This will optimize performance automatically.

The Balance Function

The interface to the balance function is flexible and easy to use. Hard coded knowledge of contexts within the function are kept to a minimum and the balance function is controlled as follows:

- Before the function is called, calls are made to another PL/SQL function to set up the contexts to be used. These are held in package level PL/SQL tables. This enables the balance function to operate without hard coded knowledge of the contexts, and reduces client-server calls for several balances.
- The 'C' balance user exit works in two modes: date and assignment action. The

balance function does not pass a mode parameter; instead the mode is resolved by using the PL/SQL overloading feature. This simplifies the interface.

The PL/SQL code resides in one package.

```
pay_balance_pkg
```

Procedure : Initialize the contexts:

```
procedure set_context (p_context_name  in varchar2, p_context_value in
varchar2);
```

For example:

```
pay_balance_pkg.set_context ('TAX_UNIT_ID', p_tax_unit_id);
```

This is called to set up ALL contexts required for a balance, with the exclusion of assignment action id. Context values are maintained throughout the entire session. Subsequent calls with the same context name update the value.

> **Note:** The context name can be specified in any case. The routine converts all context names to upper case.

Function : Get balance value (Assignment action mode):

```
function get_value (p_defined_balance_id    in number,
p_assignment_action_id  in number,
p_always_get_db_item   in boolean default false)
return number;
```

Function : Get balance value (Date mode):

```
function get_value  (p_defined_balance_id    in number,
p_assignment_id         in number,
p_virtual_date          in date,
p_always_get_db_item   in boolean default false)
return number;
```

The balance value is returned by this function. The parameters required for the function have been kept to a minimum. Legislation code and business group id are derived by the PL/SQL function when the balance SQL has to be built up from ff_routes.

> **Note:** If the balance uses business_group_id as a context then this must be set up using the set_context routine.
>
> The parameter 'p_always_get_db_item' can be ignored. It is used for testing purposes. If this value is set to 'true' then the function will not even look for a latest balance value, and will always derive the balance from the database item.

Example

This example shows how to access parameterized balances supporting jurisdiction- and GRE-based taxation (US and Canada specific).

In the UK, with the exception of court orders, no use is made of parameterized balances.

> **Note:** For balances that are not parameterized, no calls to

pay_balance_pkg.set_context are necessary.

1. **Set up the contexts**

```
pay_balance_pkg.set_context ('TAX_UNIT_ID',  1);
pay_balance_pkg.set_context ('JURISDICTION_CODE', '01-
123-4567');
```

2. **Retrieve the balance value**

```
bal_value := pay_balance_pkg.get_value
(p_def_balance_id, p_asg_action_id);
```

3. **Retrieve the balance for a different jurisdiction code but using the same value for tax unit id**

```
pay_balance_pkg.set_context ('JURISDICTION_CODE', '99-
999-1234');
bal_value := pay_balance_pkg.get_value
(p_def_balance_id, p_asg_action_id);
```

Balance Initialization for Finland

Balance Initialization Elements

You must link the following elements to all payrolls from the date 01-Jan-0001 in order to permit balance initialization of predefined balances.

- Tax
- Social Security
- Pension Insurance
- Unemployment Insurance
- Accident Insurance
- Group Life Insurance
- Court Order
- Trade Union Membership Fees

The inputs from these elements provide the initial balance feeds for predefined balances.

Supported Dimensions

The following dimensions are currently supported:

- _PAYMENTS

- _ASG_RUN
- _ASG_ITD
- _ASG_PTD
- _ASG_MONTH
- _ASG_QTD
- _ASG_YTD
- _ASG_FQTD
- _ASG_FYTD
- _ASG_LE_ITD
- _ASG_LE_PTD
- _ASG_LE_MONTH
- _ASG_LE_QTD
- _ASG_LE_YTD
- _ASG_LE_FQTD
- _ASG_LE_FYTD
- _PER_ITD
- _PER_PTD
- _PER_MONTH
- _PER_QTD
- _PER_YTD
- _PER_FQTD
- _PER_FYTD
- _PER_LE_ITD
- _PER_LE_PTD

- _PER_LE_MONTH
- _PER_LE_QTD
- _PER_LE_YTD
- _PER_LE_FQTD
- _PER_LE_FYTD
- _ENTRY_ITD
- _ENTRY_PTD
- _ENTRY_MONTH
- _ENTRY_QTD
- _ENTRY_YTD
- _PER_LE_EMPLTYPE_YTD
- _ASG_LE_EMPLTYPE_YTD
- _ASG_LE_EMPLTYPE_ITD
- _PER_LE_EMPLTYPE_ITD
- _PER_LE_EMPLTYPE_TAXCAT_YTD

Predefined Balances That May Need Initializing

The following predefined balances may need initializing if you migrate to Oracle Payroll in the middle of the financial year.

Balance Name	Dimension
Total Pay	_PAYMENT
Cumulative Vehicle Mileage	_ASG_RUN
	_ASG_YTD
	_ASG_PTD
Cumulative Car Benefit	_ASG_RUN

Balance Name	Dimension
	_ASG_YTD
	_ASG_PTD
Taxable Expenses	_ASG_RUN
Social Security Base	_ASG_LE_YTD
	_PER_LE_YTD
	_ASG_YTD
	_PER_YTD
	_ASG_LE_PTD
	_PER_LE_PTD
	_ASG_PTD
	_PER_PTD
Social Security	_ASG_LE_YTD
	_PER_LE_YTD
	_ASG_YTD
	_PER_YTD
	_ASG_LE_PTD
	_PER_LE_PTD
	_ASG_PTD
	_PER_PTD
Exempted Social Security Base	_ASG_LE_YTD

Balance Name	Dimension
	_PER_LE_YTD
	_ASG_YTD
	_PER_YTD
	_ASG_LE_PTD
	_PER_LE_PTD
	_ASG_PTD
	_PER_PTD
Insurance Salary Base	_ASG_LE_YTD
	_PER_LE_YTD
	_ASG_YTD
	_PER_YTD
	_ASG_LE_PTD
	_PER_LE_PTD
	_ASG_PTD
	_PER_PTD
Insurance Salary	_ASG_LE_YTD
	_PER_LE_YTD
	_ASG_YTD
	_PER_YTD
	_ASG_LE_PTD

Balance Name	Dimension
	_PER_LE_PTD
	_ASG_PTD
	_PER_PTD
Salary Subject to Pension	_ASG_RUN
BIK Subject to Pension	_ASG_RUN
Pension	_ASG_LE_YTD
	_PER_LE_YTD
	_ASG_YTD
	_PER_YTD
	_ASG_LE_PTD
	_PER_LE_PTD
	_ASG_PTD
	_PER_PTD
Employer Pension	_ASG_LE_YTD
	_PER_LE_YTD
	_ASG_YTD
	_PER_YTD
	_ASG_LE_PTD
	_PER_LE_PTD
	_ASG_PTD

Balance Name	Dimension
	_PER_PTD
Income Subject to Unemployment Insurance	_ASG_RUN
Unemployment Insurance	_ASG_LE_YTD
	_PER_LE_YTD
	_ASG_YTD
	_PER_YTD
	_ASG_LE_PTD
	_PER_LE_PTD
	_ASG_PTD
	_PER_PTD
Unemployment Insurance Base	_ASG_LE_YTD
	_PER_LE_YTD
	_ASG_YTD
	_PER_YTD
	_ASG_LE_PTD
	_PER_LE_PTD
	_ASG_PTD
	_PER_PTD
Employer Unemployment Insurance	_ASG_LE_YTD
	_PER_LE_YTD

Balance Name	Dimension
	_ASG_YTD
	_PER_YTD
	_ASG_LE_PTD
	_PER_LE_PTD
	_ASG_PTD
	_PER_PTD
Accident Insurance	_ASG_LE_YTD
	_PER_LE_YTD
	_ASG_YTD
	_PER_YTD
	_ASG_LE_PTD
	_PER_LE_PTD
	_ASG_PTD
	_PER_PTD
Group Life Insurance	_ASG_LE_YTD
	_PER_LE_YTD
	_ASG_YTD
	_PER_YTD
	_ASG_LE_PTD
	_PER_LE_PTD

Balance Name	Dimension
	_ASG_PTD
	_PER_PTD
Taxable Expenses Subject to Pension	_ASG_RUN
Cumulative Trade Union Membership Fees	_ASG_YTD
	_PER_PTD
	_PER_ITD
	_ENTRY_ITD
Union Dues Negative Payment	_ASG_YTD
	_PER_PTD
	_PER_ITD
	_ENTRY_ITD
Total Cumulative Amount Deducted Till Date	_ASG_YTD
	_PER_PTD
	_PER_ITD
	_ENTRY_ITD
Net Pay	_ASG_RUN
	_PER_PTD
Number of Installments	_PER_PTD
Salary Income	_ASG_RUN
Deductions Before Tax	_ASG_RUN

Balance Name	Dimension
Benefits in Kind	_ASG_RUN
Compensation for Work	_ASG_RUN
Compensation for Use of Item	_ASG_RUN
Capital Income	_ASG_RUN
Other Payments Subject to Tax	_ASG_RUN
Actual Tax Days	_PER_LE_EMPLTYPE_YTD
Reference Tax Days	_PER_LE_EMPLTYPE_YTD
Tax Card Reset	_PER_LE_EMPLTYPE_ITD
	_ASG_LE_EMPLTYPE_ITD
Cumulative Tax Base	_ASG_LE_EMPLTYPE_YTD
	_PER_LE_EMPLTYPE_YTD
Cumulative Tax Paid	_ASG_LE_EMPLTYPE_YTD
	_PER_LE_EMPLTYPE_YTD
Withholding Tax Base	_ASG_LE_YTD
	_PER_LE_YTD
	_ASG_YTD
	_PER_YTD
	_ASG_LE_PTD
	_PER_LE_PTD
	_ASG_PTD

Balance Name	Dimension
	_PER_PTD
Withholding Tax	_ASG_LE_YTD
	_PER_LE_YTD
	_ASG_YTD
	_PER_YTD
	_ASG_LE_PTD
	_PER_LE_PTD
	_ASG_PTD
	_PER_PTD
Tax at Source Base	_ASG_LE_YTD
	_PER_LE_YTD
	_ASG_YTD
	_PER_YTD
	_ASG_LE_PTD
	_PER_LE_PTD
	_ASG_PTD
	_PER_PTD
Tax at Source	_ASG_LE_YTD
	_PER_LE_YTD
	_ASG_YTD

Balance Name	Dimension
	_PER_YTD
	_ASG_LE_PTD
	_PER_LE_PTD
	_ASG_PTD
	_PER_PTD
Notional Salary	_ASG_RUN
Net	_ASG_RUN
Capital Income Tax	_ASG_RUN
Capital Income Base	_ASG_RUN
Tax Arrears	_ASG_RUN
Pension Insurance Arrears	_ASG_RUN
Unemployment Insurance Arrears	_ASG_RUN
Unemployment Insurance Arrears Payment	_ASG_RUN
Pension Insurance Arrears Payment	_ASG_RUN
Tax Arrears Payment	_ASG_RUN

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