Oracle® HRMS for Sweden

Supplement

Release 12.1

Part No. F18174-01

April 2019

Oracle HRMS for Sweden Supplement, Release 12.1

Part No. F18174-01

Primary Author: Pragya Singh Nair

Contributing Author: Nitika Pershad

Contents

Send Us Your Comments

Preface

1 Enterprise and Workforce Management

Organizations.. 1-2
Representing Organizations.. 1-2
Organization Classifications.. 1-3
Setting Up Swedish Organizations.. 1-13
Creating an Organization.. 1-13
Entering Organization Classifications.. 1-15
Entering Additional Information.. 1-16
Finding an Organization.. 1-21
Removing and Deleting Organizations.. 1-22
Business Groups: Entering SOE Information.. 1-22
Business Groups: Entering SOE Detail Information.. 1-23
Entering Local Unit Details.. 1-24
Entering Social Security Office Contact Details.. 1-25
Entering Central Social Security Office Reporting Details.. 1-25
Entering Legal Employer Details.. 1-26
Defining a Holiday Year.. 1-26
Entering Holiday Year Details.. 1-27
Entering Third Party Information.. 1-27
Assigning Local Units to a Legal Employer.. 1-28
Assigning Industry Codes to a Legal Employer or Local Unit.. 1-28
Occupational Health.. 1-30

Occupational Health: Medical Assessments, Disabilities and Work Incidents.................. 1-30
Entering Work Incident Information.. 1-33

2 Workforce Sourcing and Deployment

People.. 2-2
Windows for Maintaining Personal Information... 2-2
Entering a New Person (People Window).. 2-4
Entering Additional Personal Information (People Window)... 2-10
Entering an Assignment (Assignment Window)... 2-13
Entering Additional Assignment Details (Assignment Window)..................................... 2-16
Ending an Assignment (Assignment Window).. 2-22
Ending Employment.. 2-23
Contact Information.. 2-27
Contact Information Overview.. 2-27
Uploading the Postal Code File.. 2-27

3 Talent Management

Entering Qualifications.. 3-1

4 Compensation and Benefits Management

Elements.. 4-2
Predefined Elements.. 4-2
Survey of the Classifications.. 4-6
Defining an Element.. 4-10
Defining an Element's Input Values.. 4-19
Defining Element Links... 4-22
Making Manual Element Entries... 4-25
Additional Element Setup for Payroll... 4-28
Proration.. 4-28
Net-to-Gross Processing of Earnings.. 4-29
Setting Up Proration or Retro-Notification.. 4-30
Setting Up Third Party Payments... 4-33
Setting Up Court Orders... 4-33
Setting Up Travel Expenses.. 4-33
Setting Up Benefits in Kind... 4-34
Setting Up Net-to-Gross Calculation.. 4-35
Setting Up Elements for Net-to-Gross Processing... 4-36
Leave and Absence Management.. 4-41
Absence Categories and Types... 4-41
Absence Elements... 4-43

Setting Up Absence Management 4-46
Setting Up Holiday Pay 4-48
Setting Up Sick Pay 4-49

5 Payroll Management

Payroll Definition 5-2
Consolidation Sets 5-2
Assignment Sets 5-3
Defining a Payroll 5-4
Payments and Distributions 5-8
Cash Management and Oracle Payroll 5-8
Online Payslip 5-8
Defining a Payment Method 5-10
Setting Up a Global Statement of Earnings 5-14
Viewing Statement of Earnings 5-15
Payroll Statutory Deductions and Reporting 5-17
Swedish Tax, Statutory Deductions, and Involuntary Deductions Information 5-17
Setting Up Income Tax Deduction 5-18
Uploading the Tax Card 5-19
Uploading the Tax Table 5-21
Purging the Tax Table 5-21
Setting Up Negative Payments 5-22
Payroll Processing and Analysis 5-23
Process Part of a Payroll 5-23
Starting a Payroll Run 5-25
Running the PrePayments Process 5-26
Setting Up Electronic File Transfer (EFT) 5-27
Running the EFT Process 5-28
RetroPay Processing 5-29
Overview of RetroPay Processing 5-29
When to Run the RetroPay Process 5-33
Setting Up the Retro-Notifications Report 5-35
Setting Up Enhanced RetroPay with Component Usages and Element Time Spans 5-37
Setting Up Overlapping RetroPay Using Balance Adjustments 5-39
Understanding the Sequence of Your RetroPay Activities 5-39
Viewing RetroPay Status and History 5-42
Running the Retro-Notifications Report (Enhanced and Enhanced PDF) 5-45
Running Enhanced RetroPay 5-46
Running Quick RetroPay 5-47
Payroll Reporting 5-48

Payroll, Deduction, and Payment Reporting Overview..5-48
Running the Archiving for Pay Related Processes..5-50
Running the Report for Pay Related Processes...5-50

6 Implementing Oracle HRMS

Additional Implementation Steps for Sweden..6-1

Index

Send Us Your Comments

Oracle HRMS for Sweden Supplement, Release 12.1

Part No. F18174-01

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

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

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

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

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

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

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

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

Preface

Intended Audience

Welcome to Release 12.1 of the *Oracle HRMS for Sweden 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

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit http://www.oracle.

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

Structure

1 Enterprise and Workforce Management
2 Workforce Sourcing and Deployment
3 Talent Management
4 Compensation and Benefits Management
5 Payroll Management
6 Implementing Oracle HRMS

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.

1

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.

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

- **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 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.

- **Operating Unit** : Use the operating unit organization classification if you also use Multi-Org applications. You can associate an operating unit with an HR Organization. The application uses the HR Organization to find the operating unit to which a person belongs.

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.

- **Income Tax Office**: Records your income tax organization's information. You can enter the location details of the income tax office. You can select the income tax organization in the GRE/Legal Entity: Income Tax Details 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.
- **Payee Organization**: Use this classification to define an external organization which receives third party payment from an employee
- **Social Security Office**: Use this to define external social security office organizations.
- **Pension Provider**: Use this classification to define an external organization that provides pensions to your employees.
- **Statement Provider**: Use this classification to define an external organization that provides reports on behalf of the legal employer.
- **Tax Office**: Use this classification to define an external tax organization.

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.

Setting Up Swedish Organizations

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

1. Set up a business group and any other non-Swedish specific organizations required by your enterprise.
2. Create your local units and enter the additional information. A local unit is any address, building, or group of buildings where the enterprise has some kind of activity.
3. Create your legal employers and enter statutory information for them.
4. Link each local unit to a legal employer. You can assign multiple local units to one legal employer. See: Assigning Local Units to a Legal Employer, page 1-28
5. Create the social security offices that interact with your enterprise.
6. Create your third party organizations, such as enforcement offices 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.

   Note: For more information on how to create the organizations and additional information described in this topic, please see: Creating an Organization, page 1-13 and Entering Additional Information, page 1-16

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, page 1-21

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.

Entering Organization Classifications

To determine the purpose and use of each organization you create, you give it one or more classifications. The setup information you enter for an organization depends in large part on its classification.

See: Organization Classifications, page 1-3

Note: If you classify an organization as a business group, it is not reversible.

To enter organization classifications:

1. Enter the classification for your organization in the Name field.

2. Enable the classification by checking the Enable box. This allows you to use and enter the essential additional information for your organization.

3. Save the classification details.

4. You can either enter additional information for the classification type or enter another classification.

   Note: Save each classification after entering and enabling it.

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 1-16

For HR organization see: HR Organization, page 1-17

For legal employer see: Legal Employer, page 1-18

For local unit see: Local Unit, page 1-18

For social security office see: Social Security Office, page 1-19

For representative body see: Representative Body, page 1-19

For constituency see: Constituency, page 1-19

For bargaining association see: Bargaining Association, page 1-20

For company cost center see: Company Cost Center, page 1-20

For professional body information see: Professional Body Information, page 1-21

See: Organization Classifications, 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, *Using Oracle HRMS - The Fundamentals*

   - Budget Value Defaults, see: Business Groups: Entering Budget Value Defaults, *Using Oracle HRMS - The Fundamentals*

   - Work Day Information, see: Business Groups and HR Organizations: Work Day Defaults, *Using Oracle HRMS - The Fundamentals*

   - Benefits Defaults, see: Business Groups: Defining a Default Monthly Payroll, *Using Oracle HRMS - The Fundamentals*

   - PTO Balance Type, see Business Groups: Selecting a PTO Balance Type, *Using Oracle HRMS - The Fundamentals*

   - Recruitment Information, see: Business Groups: Entering Recruitment Information, *Using Oracle HRMS - The Fundamentals*

   - Payslip Information, see: Entering Payslip Information, *Using Oracle HRMS - The Fundamentals*

   - Self Service Preference Information, see: Entering Self-Service Preference Information, *Using Oracle HRMS - The Fundamentals*

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., *Using Oracle HRMS - The Fundamentals*

   - Costing Information, see: HR Organizations: Entering Costing Information, *Using Oracle HRMS - The Fundamentals*

- Parent Organization, see: HR Organizations: Entering Parent Organizations, *Using Oracle HRMS - The Fundamentals*
- Work Day Information, see: Business Groups and HR Organizations: Entering Work Day Defaults:, *Using Oracle HRMS - The Fundamentals*
- Payslip Information, see Entering Payslip Information, *Using Oracle HRMS - The Fundamentals*
- Self Service Preference Information, see Entering Self-Service Preference Information, *Using Oracle HRMS - The Fundamentals*
- 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 legal employer information:

1. Click on the appropriate organization classification.
2. Click Others to open the Additional Organization Information window.
3. Select one of the following:
   - Legal Entity Details, see: Entering Legal Employer Details, page 1-26
   - Industry Code, see: Assigning Industry Code to a Legal Employer or Local Unit, page 1-28
   - Local Units, see: Assigning Local Units to a Legal Employer, page 1-28
4. Repeat these steps to enter further information.

To enter local unit information:

1. Click on the appropriate organization classification.
2. Click Others to open the Additional Organization Information window.
3. Select one of the following:
   - Local Unit Details, see: Entering Local Unit Details, page 1-24
   - Industry Code, see: Assigning Industry Code to a Legal Employer or Local Unit, page 1-28

4. Repeat these steps to enter further information.

To enter social security office information:

1. Click on the appropriate organization classification.
2. Click Others to open the Additional Organization Information window.
3. Select one of the following:
   - Contact Details, see: Entering Social Security Office Contact Details, page 1-25
   - Central Reporting, see: Entering Central Social Security Office Reporting Information, page 1-25
4. Repeat these steps to enter further information.

To enter representative body 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:
   - Representative Body Information, see: Entering Representative Body Information, *Using Oracle HRMS - The Fundamentals*
   - Constituency information, see: Entering Constituency Information for a Representative Body, *Using Oracle HRMS - The Fundamentals*
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, *Using Oracle HRMS - The Fundamentals*
   - Organization, see Entering Organization Information for Constituencies, *Using*

Oracle HRMS - The Fundamentals

- Organization Hierarchy, see Entering Organization Hierarchy information for Constituencies, *Using Oracle HRMS - The Fundamentals*
- Grade, see Entering Grade information for Constituencies, *Using Oracle HRMS - The Fundamentals*
- Bargaining Unit, see Entering Bargaining Unit information for Constituencies, *Using Oracle HRMS - The Fundamentals*
- Job, see Entering Job information for Constituencies, *Using Oracle HRMS - The Fundamentals*
- Collective Agreement Grade, see Entering Collective Agreement Grade information for Constituencies, *Using Oracle HRMS - The Fundamentals*

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, *Using Oracle HRMS - The Fundamentals*
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, *Using Oracle HRMS - The Fundamentals*
   - Reporting Information, see: Entering Reporting Information for an HR Organization or a Company Cost Center., *Using Oracle HRMS - The*

Fundamentals

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, *Using Oracle HRMS - The Fundamentals*.

4. Repeat these steps to enter further information.

Finding an Organization

Use the Find Organization window to find the organizations you want to review or amend. If you want to set up a new organization, rather than querying an existing organization, select the New button. For more information about creating a new organization, see Creating an Organization, page 1-13.

> **Note:** When you navigate to the Organization window, the Find Organization window automatically displays.

To query an organization using the Find Organization window:

1. Do one, a selection, or all of the following:

   - Enter a full or partial query on the organization's name. If more than one name matches the selection criteria, select one of the names.

   - Enter a full or partial query on the organization type and/or location. If more than one organization type or location matches the selection criteria, select the type and/or location to query.

   - Enter a full or partial query on the classification name. If more than one classification name matches the selection criteria, select the name to query.

     For the classification you have selected indicate whether you want to query on:

     - **Enabledclassifications**: This only returns those organizations that match your selection criteria and have your selected classification enabled.

- **Disabled classification**: This only returns those organizations that match your selection criteria and have your selected classification disabled.

- **Both:** This returns organizations that match your selection criteria and have your selected classification, regardless of whether the classification is enabled or disabled.

2. Choose the:

   - **Find** button to run the query.

     The organization or organizations found by the query display in the Organization window. If the query finds more than one organization, you can use the [Down Arrow] key or choose Next Record from the Go menu to display the next organization.

   - **Clear** buttonto remove the existing selection criteria. You can then enter new information on which to perform a query.

Removing and Deleting Organizations

Remove an organization if you want to prevent it being available for employee assignments. This still leaves a history of the organization. Only delete an organization if you want to completely remove it from your system.

To remove an organization:

1. Select the organization you want to remove.

2. Enter an end date (Date To) on the organization record.

To delete an organization:

1. Remove any employee assignments to the organization.

2. Remove the organization from any hierarchies.

3. Disable its organization classifications in the Organization window.

4. Delete the organization in the Organization window.

Business Groups: Entering SOE Information

You enter statement of earnings (SOE) information at the business group level to specify what information appears on each region of the statement of earnings. You can enter element set names for earnings, deductions, and any imputed earnings to ensure that the elements within these sets appear on the statement of earnings. You can also supply balance attributes for SOE display.

To enter SOE information:

1. In the Organization window, query the business group if it does not already appear. 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.
4. Select the Earnings element set in the Elements 1 field. (The set name typically begins with a legislative identifier, and then incorporates SOE EARNINGS as the next part of the name).
5. Select the Deductions element set in the Elements 2 field. (The set name typically begins with a legislative identifier, and then incorporates SOE DEDUCTIONS as the next part of the name).
6. If you have an element set for imputed earnings, select it in the Elements 3 field.

   > **Note:** For South Africa only: You select the ZA SOE Fringe Benefits and Other Non Payments element set in the Elements 3 field.

7. Select the Information element set in the Information 1 field. You create this element set when you set up your statement of earnings.

   See: Setting Up a Global Statement of Earnings, page 5-14
8. Select your predefined balance attributes in the Balances fields (Balance 1, Balance 2 and so on)
9. Save your work.

Business Groups: Entering SOE Detail Information

The statement of earnings (SOE) displays details of earnings, deductions and other payroll-related information for an employee assignment. Oracle HRMS enables you to determine the display name for elements and balances, and the sequence in which they display.

To enter SOE detail information:

1. In the Organization window, query the business group if it does not already appear. 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 that you want to record, by selecting balance or element.

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

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

4. Save your work.

Entering Local Unit Details

Enter the local unit details from the Additional Organization Information window. Use the Local Unit Details window to enter the information that you use to identify and report on the local units within your enterprise.

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 Swedish 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 AST number. You use this number for identification of local units within a legal employer.

4. Enter the CFAR number. You use this number for statistical reporting.

5. Enter the ancillary activity code. A local unit's ancillary activity can be providing storage rooms or functioning as sales office. You use this information for registering local units that support the core business of production.

6. Enter the local unit's county code and municipality.

7. Indicate whether or not the local unit is the main branch of your enterprise.

8. Save your work.

Entering Social Security Office Contact Details

Enter the social security office contact details from the Additional Organization Information window. Use the Contact Details window to record information about your social security office. You require this information to coordinate medical reimbursements for employees who take sick leave.

To enter contact details for a social security office:

1. In the Organization window, query the social security office if it does not already appear there. In the Organization Classifications region, select Swedish Social Security Office and click Others.
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 social security office.
4. Enter the description for the contact, for example, manager or home phone.
5. Enter further details about the contact, for example, if the contact type is contact person, then you enter the name of the person.
6. Save your work.

Entering Central Social Security Office Reporting Details

Enter the central social security office reporting details from the Additional Organization Information window. Use the Central Reporting window to record information about reporting to your central social security office. You require this information to report work accidents and social service activities.

To enter reporting details for the central social security office:

1. In the Organization window, query the social security office if it does not already appear there. In the Organization Classifications region, select Swedish Social Security Office and click Others.
2. Click in the Central Reporting field to open the Central Reporting window.
3. Select the report you want to send to the central social security office.
4. 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, such as the various identification numbers that your organization uses.

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 confederation number and organization number. You use this information for statutory reporting purposes.
4. Enter the local tax office where the enterprise has its principal place of business.
5. Enter the bank account details. You use this information while communicating with the clearinghouse for payment of salaries and other compensations.
6. Enter the billing information. You use this information for accounting purposes.
7. Save your work.

Defining a Holiday Year

Define the holiday year from the Additional Organization Information window. You define a holiday year to capture holiday year details for your organization.

To define a holiday year:

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 Holiday Year Definition.
2. Click in the Holiday Year Definition field to open the Holiday Year Definition window.
3. Enter the Holiday Year Start Date.
4. Enter the Holiday Year End Date.
5. Enter the Accounting Year Start Date.

6. Enter the Accounting Year End Date.

7. Select Yes or No to indicate if this is a Coincidental Holiday Year.

8. Save your work.

Entering Holiday Year Details

Enter the holiday year details from the Additional Organization Information window.

To enter holiday year details:

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 Holiday Year Details.

2. Click in the Holiday Year Details field to open the Holiday Year Details window.

3. Enter a value for the Holiday Entitlement.

4. Enter a value for the Saved Holiday Year Limit.

5. Enter a value for the Saved Holiday Carry Over Limit.

6. 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. You can use grouped payment to pay the third party a consolidated sum after grouping the deductions from individual employees

> **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 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.

> **Note:** You can assign multiple local units to a 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 must ensure you do not assign the same local unit to a different legal employer.

5. Save your work.

Assigning Industry Codes to a Legal Employer or Local Unit

Assign industry codes to a legal employer or local unit from the Additional Organization Information window. Use the Industry Code window to assign industry codes to one or more employers.

To assign an industry code 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 Industry Code.

2. Click in the Industry Code field to open the Industry Code window.

3. Select the industry code to assign it to the legal employer. You use this information for statutory reporting.

4. Repeat steps 2 and 3 to assign more industry codes to the legal employer.

5. Save your work.

To assign an industry 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 Swedish Local Unit, click Others, and select Industry Code.

2. Click in the Industry Code field to open the Industry Code window.

3. Select the industry code to assign it to the local unit.

4. Repeat steps 2 and 3 to assign more industry codes to the local unit.

5. Save your work.

Occupational Health

Occupational Health: Medical Assessments, Disabilities and Work Incidents

Oracle HRMS enables you to record medical assessments, disability information, and work incidents for the people in your enterprise. It also enables you to link this information together. For example, if a medical assessment is required as the result of a work accident, and that assessment then diagnoses a disability in the person, you could relate these records to one another.

> **Note:** The Medical assessments, disabilities and work incidents functionality may not be used by your localization.

Medical Assessments

The Medical Assessment window enables you to enter information about the medical assessments (consultations) provided to the people in your enterprise. For example, you can record:

- When the assessment took place, and the organization and person who performed it.
- The result of the assessment, for example, if a disability was identified.
- If the purpose of the assessment is to evaluate a particular disability, whether the person is considered fit for work.
- Any work incident that was the reason for this assessment.

A person can have multiple medical assessment records. For example, a person may have a recruitment medical and several annual medicals.

Disabilities

Using the datetracked Disabilities window, you can enter information about a person's disabilities. For example, you can record:

- The nature and severity of the disability
- The full-time equivalent that this person represents towards your enterprise's quota of disabled employees
- The details of the registration of this disability with an official organization

- Any work incident that was the cause of this disability
- The medical assessment that first identified this disability.

A person can have multiple disability records. Each disability can be linked to one work incident and to one medical assessment that diagnosed (or identified) the condition. Once a disability has been diagnosed and recorded, you can link it to multiple assessments that evaluate the disability.

Work Incidents

Oracle HRMS enables you to record work incidents, for example, accidents, that involve the people in your enterprise. Work incidents are incidents that occur:

- at work
- on the way to or from work
- in other circumstances that are defined as work-related by your enterprise.

Using the Work Incidents window, you can record:

- The details of the incident, for example, when and where it occurred.
- The health and safety official and/or representative body that were notified of the incident
- Medical details, such as any injury occurred, treatment given, and medical organizations involved
- Whether any compensation was paid
- Whether this person was absent as a result of the incident
- The job the person was doing when the incident occurred

A person can have multiple work incident records.

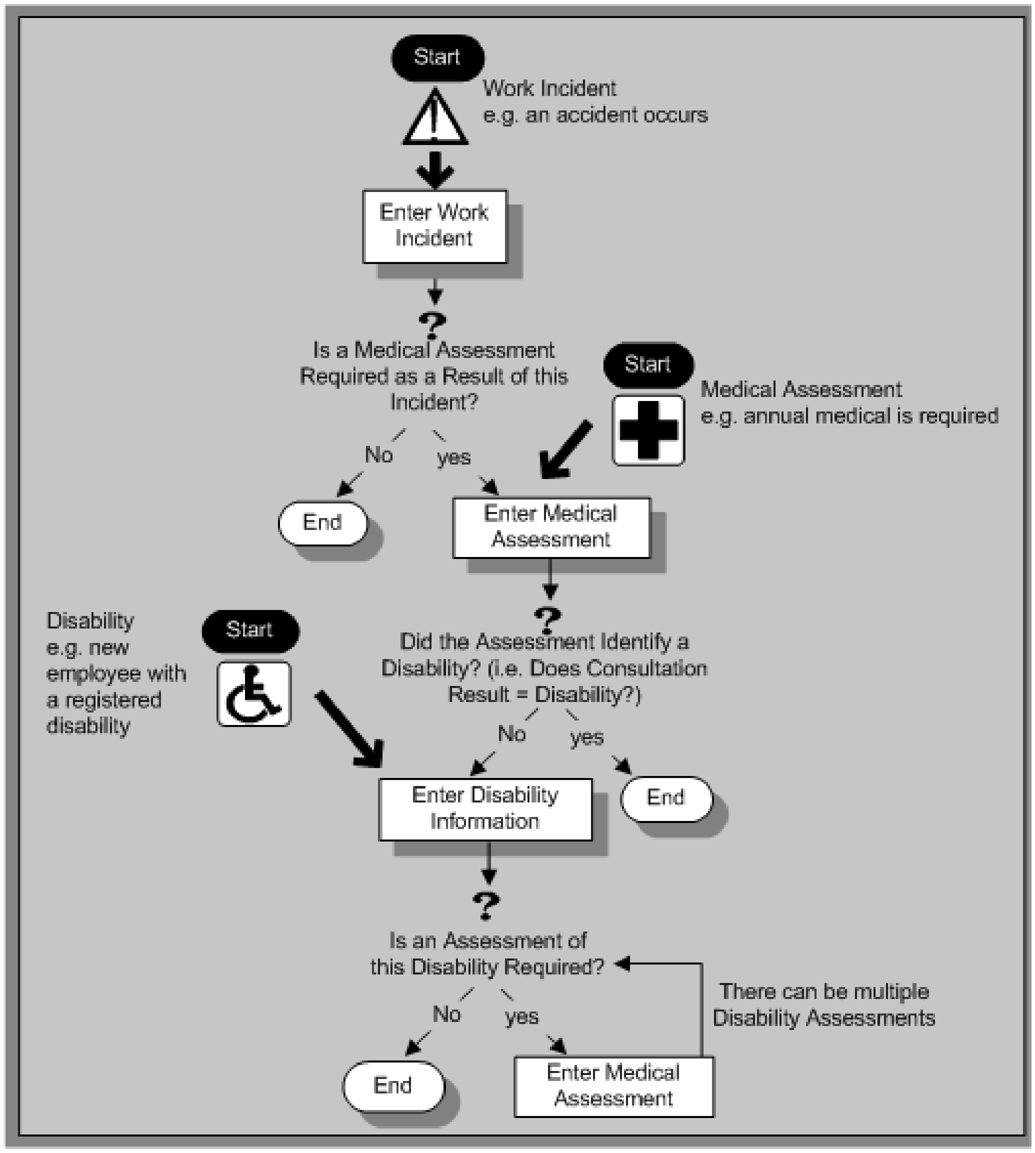
The graphic illustrates the relationship between the medical assessment, disability and work incident tasks. It shows the full process that you could follow if you wanted to record:

- A work incident that occurred
- The medical assessment that was required as a result of the work incident
- The disability record that was required as a result of a "Disability" result in the medical assessment

- The subsequent "Disability type" medical assessments that were required to evaluate the disability on a regular basis

The "Start" boxes show the points at which you can start the process, depending on the task you need to perform.

Recording a Disability



Entering Work Incident Information

You use the Work Incidents window to enter information about the work incident in which a person was involved.

To enter work incident information:

1. Enter information about the incident:

- Enter a unique reference number for this incident.
- Enter the date on which the incident occurred.
- If the incident occurred over time, enter the date on which the incident was identified or reported.
- Select the type of incident that occurred.
- Enter the time at which the incident occurred, if known.
- Check the check box if the incident occurred over a period of time. For example, check this box if the incident was a gas leak.
- Select the circumstances of the incident in the Activity field. For example, you can specify if the incident occurred en route to work.
- Enter the date on which the incident was reported.
- Enter the reference number for a related work incident. The list is limited to incidents that involved this person and that occurred on or before the date of this incident.

Incident Description:

1. Choose the Incident Description tab.
2. Enter more detail about the incident:
   - Select the main cause of the incident in the Hazard field.
   - Enter the location of this incident, for example, if the incident occurred in the workplace, identify the room and building.
   - Enter a further description of the incident, if required.

Incident Reporting:

1. Choose the Incident Reporting tab.
2. Enter the reporting details:
   - Select the name of the person who reported this incident. You can only select a person who is on the system and who is in the same Business Group.
   - Select the method used to report this incident, for example, a voicemail.

- Enter the date and time when the incident was reported. This cannot be earlier than the date and time recorded for the incident.

  Note: You must select the name of the person who reported this incident before you can enter the date and time.

- Enter the organization to whom the incident was reported, for example, the local fire station or police.
- Enter contact details for anyone who witnessed the incident.

Official Notifications:

1. Choose the Official Notifications tab.
2. Enter the official notification details:
   - Select the name of your organization's health and safety representative and enter the date on which they were notified of the incident
   - Describe any remedial action that was taken (or is planned) as a result of this incident.
   - Select the organization and person that are the representative body for this person and enter the date on which they were notified of the incident

     Note: You must select the representative body organization before you can enter the person and reporting date.

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

Medical Details:

1. Choose the Medical Details tab.
2. Enter any medical details:
   - Select the main diagnosis and, if necessary, the secondary diagnosis.
   - Enter any further description for the main or secondary diagnosis.
   - Select Medical Attention Received if the person received medical attention as a result of this incident. Enter the place of diagnosis and the name and address of the doctor who provided treatment.

Other Information:

1. Choose the Other tab.

2. Enter other information about this incident:

   - If compensation was awarded for this incident, enter the amount. Then select the currency for the compensation amount. The Business Group's currency is shown as the default.

     > **Note:** If you enter a compensation amount, the Currency field cannot be left blank.

   - Enter the date on which the compensation was given.

   - Enter the job the person was doing at the time of the incident. The list is limited to jobs with effective start dates before the incident and effective end dates, if any, after the incident.

   - Enter the time the worker began work on the day of the incident.

   See: Defining a Job, *Oracle HRMS Enterprise and Workforce Management Guide*

     > **Note:** If the person was involved in this incident prior to joining your enterprise, leave the Job field blank.

   - Check the Resulted in Absence? check box if the person was absent from work as a result of this incident.

3. Enter information related to accidents involving personal injury through the Further Work Incident Information window. You use this information for reporting purposes.

   You can enter the following information:

   - Select the employment category.

   - Enter the insurance coverage start and end dates.

   - Enter the personnel category or work description.

   - Enter the employee's main duties, for example, drilling or mining.

   - Enter the vessel registration number, if the employee works on a ship.

   - Enter the enterprise's main activity, for example, shipping.

- Indicate the accident site and the employer at the accident site, if it is different from the workplace.
- Enter the details of the equipment, materials, or chemical used at the time of accident.
- Describe the accident's circumstances and cause.
- Describe the employee's illness or injuries.
- Select the employee's length of absence from work.

4. Save your changes.

What Next?

If a medical assessment is required as a result of this incident, you can choose the Medical Assessment button to open the Medical Assessment window and to enter the details of the assessment. If you enter a medical assessment in this way, its type is Occupational Assessment and it is automatically linked to this incident.

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
- Allocated Checklists

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), *Oracle HRMS for Finland Supplement (My Oracle Support Note: 283510.1)*

   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.

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. Indicate whether the person has TFA insurance coverage. You use this information to arrange payment of the insurance premium, if the person has coverage.

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 medical plan number, which is the policy or group plan number of an externally provided medical plan.

4. 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.

5. 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.

6. 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.

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

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

To enter social security office information:

1. Choose the Social Security Office tabbed region.

2. Select the social security office to coordinate reimbursements whenever the person takes sick leave, maternity leave, or leave due to work accidents.

To enter qualification information:

1. Choose the Qualification tabbed region.

2. Enter the SUN code. You use this information for statistical reporting.

3. Enter the person's most recent educational qualification.

   Note: You can also enter the qualification information through the Qualifications window. See: Entering Qualifications, page 3-1

To enter absence information:

1. Choose the Absence Details tabbed region.

2. Select the hourly rate.

3. Select the salary rate.

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.

   Germany only: If you 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.

   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.

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

   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 (Mexico)*

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. **Netherlands only**: Select the reporting employer. The assignment is reported under this employer in the wage report. If you change the employer establishment after

running the payroll and before running the Wage Report, the collective report section on the Wage report will not match the sum of nominative reports.

> **Note:** By default, the assignment is reported under the employer linked to the assignment's payroll. Changing the employer does not change the Payroll Object Group. To change the Payroll Object Group, terminate the existing assignment and create a new assignment with a new payroll. You can change the employer linked to the payroll using the Payroll window.

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

9. 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.

   > **Note: Denmark Users:** Select Salaried or Hourly. There is no relation to the Payroll frequency.

10. 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*

    Australia Only: Select if the employee works overseas or as part of Joint Petroleum Development Area (JPDA). The status you specify determines which earnings appear on which Payment Summary.

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

12. 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.

13. 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.

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

    Hungary only: Select an employment category, for example part-time or full-time.

    Ireland only: Select an employment category, for example part-time or full-time. Select Apprentice/Trainee if the assignment is an apprentice or a trainee.

    Mexico only: Select the employee's Social Security employment type.

    See: Define the Social Security Employment Types, *Oracle HRMS Implementation Guide (Mexico)*

    Romania only: Select a labor contract category as reported to REVISAL.

    Russia only: This field is mandatory to enable you to use them for reporting purposes. Use only the four values available for this field. For these values, the suffix Regular refers to an assignment with an indefinite period (permanent). The suffix Temporary refers to an assignment having a limited term.

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

    Ireland only: Select a valid employment category from the list. The list displays all the occupation categories for reporting in the EHECS report.

    Mexico only: Select the employee's Social Security employment category.

    Spain only: Select the professional category, for example administration clerk or civil servant.

16. 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:

Using the Salary Administration window, you can 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.

    Warning: If you change an employee's salary basis to one that uses a different salary element, the employee's existing salary element entry ends. Using the Salary Administration window, you should make a new salary entry for the employee, effective from the date of the salary basis change.

    For more information about salary administration, see: Salary Administration, *Managing Total Compensation Using Oracle HRMS*

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. Enter the working percentage.

4. For an intermittent employee, enter the number of days in a week that the employee works. The application uses this information to calculate the applicable holiday pay.

5. 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.

   Caution: Reassigning the employee to a different local unit at a later date is a significant change. It may affect your payroll balances.

3. Select whether the employee is an embassy official or a foreign employee.

4. Select whether the employee is the CEO of the organization.

5. Select whether the employee is an owner or a joint owner.

6. Select an agreement code.

7. Select a division code.

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, *Managing Your Workforce Using Oracle HRMS*

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.

4. Enter the type of holiday pay agreement.

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 statutory reporting.

1. Choose the Employment Information tabbed region.
2. Select the SSYK skills code.
3. Enter the work title. You use this information to classify employees by the work they perform and the skills they possess.

To enter assignment termination information:

You use this information when you want to terminate one of the assignments.

> **Important:** To terminate an assignment, the employee must have more than one assignment. For more information on ending an assignment, see: Ending an Assignment, page 2-22

To enter end assignment details:

1. Enter the date of notification to the employee.
2. Enter the date of assignment termination.
3. Enter the reason for termination.
4. Enter the date till when the employee can claim precedence to re-employment.

Ending an Assignment (Assignment Window)

An employee must always have one active assignment. If an employee has multiple assignments you can end any of their individual assignments by selecting an assignment status of End or Terminate in the Assignment window as long as at least one assignment remains active. If you want to end all employee assignments at the same time you use the Termination window. An employee does not become an ex-employee until you have terminated their last assignment.

The following information explains how to use the Assignment window to end multiple assignments.

To end one of several assignments:

1. Query the assignment you want to end.

2. Set your effective date to the actual termination date for the assignment.

3. Update the assignment status to End or Terminate Process Assignment (or the equivalent user status on your system) in the Status field:

   - Use *TerminateProcess Assignment* (with a Payroll system status of *Process*) if further pay processing of the assignment is required after the date the assignment ends. This leaves the assignment's final processing date open so that further processing can occur.

     It is often best to use this status, so that you can process any necessary adjustments to the final pay for the assignment.

   - Use *End* (with a Payroll system status of *Do Not Process*) if all pay processing for the assignment is finished. This makes your effective date the assignment's *final processing date,* after which no further processing for the assignment can occur.

   The End status is not recorded on the assignment. It causes the assignment to end as of the effective date of entry of this status.

   > **Note:** To temporarily prevent pay processing for this assignment, use the status *Terminate Assignment* (with a Payroll system status of *Do Not Process*). When no further processing is required and you are ready to set a final processing date, update the status to *End*.

4. Choose the End Assignment tabbed region.

5. Enter the notification and assignment termination dates. You can use these dates to calculate the notice period.

6. Select the termination reason.

Ending Employment

If an employee is leaving your enterprise or agency, you *terminate* him or her in the Terminate window.

The ex-employee's records remain in the application. You can reinstate, or rehire, the person to create a new period of service.

Be aware that many Oracle Applications work with employees as of dates in the future. This means that any future date terminations you enter here will be reflected and the employee with the future dated termination will not be available in such cases. You should take this into account when dealing with terminations where the end date is a sensitive piece of information.

The Final Process date is the last date on which you can process payments for a terminated employee, if you are using Oracle Payroll. To process unanticipated late payments or to make corrections, you can change the Final Process date, provided the new date does not conflict with other information held for the employee.

See: Updating an Employee's Final Process Date, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

> **Note:** If you perform a *back-to-back* rehire an ex-employee person type will not be recorded for the employee's first period of service. This is because there is no period of time when the employee exists as an ex-employee.
>
> See: Rehiring an Ex-Employee, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

You can also reverse a termination reinstating elements assigned to the employee prior to termination action being taken.

See: Canceling a Termination, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

> **Note:** If you mistakenly add someone to the application or you want to remove all records for an ex-employee, you can *delete* the person in the Delete Person window. However, you cannot delete an employee whom Oracle Payroll has processed in a payroll run.
>
> See: Deleting a Person from the System, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*
>
> If you mistakenly hire an applicant, you can cancel the hire in the Person window.
>
> See: Canceling a Hire, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

To terminate an employee:

1. Optionally, enter the reason for the termination. You can define valid reasons as values for the Lookup Type LEAV_REAS.

   > **Note:** When you enter the termination reason of deceased and an

actual termination date, if an employee's date of death has not been entered in the Other Information tabbed region of the People window, it is set to the actual termination date.

The total substitute service period displays the employee's length of service as a substitute. You use this information to decide whether an employee is eligible to become a permanent employee.

2. Enter the termination dates. Only the Actual date is required. This is the date when the employee's person type changes. The Notified and Projected dates are for information only.

   For the Final Process date:

   - If you need to process pay for the employee after his or her termination, set the Final Process date later than the Actual date, or leave it blank.

   - If you do not need to continue processing, set the Final Process date to the Actual date.

     Note: The Final Process field is enabled at all times, you can change the value subject to other information held for the employee.

     Note: If you are an Oracle Payroll user, you must also enter a Last Standard Process Date. This is the last date for normal processing, while the Final Process date is the last date for late payments. Element entries are closed down on the Last Standard Process Date, the Actual date, or Final Process date, depending on how you have defined the elements.

3. Select a terminated user person type in the Type field.

   Note: The Type field is only enabled when the Actual date is entered for the first time. When you enable the Type field it is populated by the default value for your system person type of Ex-employee.

   The person type you select is assigned to the person's record following termination. The person type is displayed as the Actual date plus one day.

4. Select a terminated assignment status in the Status field.

   Note: The Status field is only enabled when the Actual date is entered, the Final Process has not been entered or the Final Process date has been entered but is different to the Actual date. When you enable the Status field it is populated by a default value.

The terminated assignment status you select is used for the primary assignment. This assignment status is displayed as the Actual date plus one day. If you update the primary assignment status the termination window will still display the status as the Actual date plus one day.

5. When the information is complete, choose the Terminate button to complete the termination.

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 the Postal Code File

The post office information identifies the employee's tax municipality. You need to upload the post office information you receive from the Swedish authorities to display the postal code in the employee's address correctly.

To upload the postal code file :

1. Convert the post office file that you receive from the Swedish authorities to a text file (with extension .txt).
2. Place the converted file in a directory readable by the database. The profile HR: Data Exchange defines the directory. This is a system administration task.
3. Choose the Single Request option.

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

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

6. Submit the request.

7. Close the window.

3

Talent Management

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

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 SUN code. You use this information for statistical reporting.

11. Enter the employee's most recent educational qualification or course.

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 Sweden.

Predefined Elements

Element Name	Description
Accommodation Benefit	Enter this recurring element to capture all the relevant information about the employee's accommodation benefit.
Accommodation Employee	This non-recurring element holds all the accommodation benefit values that add to the employee's taxable base.
Accommodation Employer	This non-recurring element holds all the accommodation benefit values that add to the employer's taxable base.
Car Benefit	Enter this non-recurring element to capture all the relevant information regarding the employee's car benefit.
Car Employee	This non-recurring element holds all the car benefit values that add to the employee's taxable base.
Car Employer	This non-recurring element holds all the car benefit values that add to the employer's taxable base.
Court Order	This recurring element for each person initiates the main formula that processes the court order deductions.
Court Order Arrears	This recurring element for each person initiates the formula that processes the court order deduction arrears.

Element Name	Description
Court Order Information	Enter this recurring element, for the employee's primary assignment, to record the details required to process court orders.
Employee Tax Percentage	This non-recurring element holds the employee's tax based on percentage taken from the Tax or Tax Card element.
Employee Tax Table	This non-recurring element holds the employee's tax calculated from the relevant tax table.
Employer Tax	This recurring element initiates the formula that processes the employer's tax based on the employer tax percentage.
Entertainment	This non-recurring element initiates the formula that processes the tax on employee's entertainment expenses.
Food Benefit	Enter this non-recurring element to capture all the relevant information regarding the employee's food benefit.
Food Employee	This non-recurring element holds all the food benefit values that add to the employee's taxable base.
Food Employer	This non-recurring element holds all the food benefit values that add to the employer's taxable base.
Fuel Benefit	Enter this non-recurring element to capture all the relevant information regarding the employee's fuel benefit.
Fuel Employee	This non-recurring element holds all the fuel benefit values that add to the employee's taxable base.
Fuel Employer	This non-recurring element holds all the fuel benefit values that add to the employer's taxable base.

Element Name	Description
Lumpsum Tax	This non-recurring element holds the tax calculated on the lumpsum amount paid to the employee.
Mileage	Enter this non-recurring element to capture information about the mileage logged by a person availing the car benefit where the cumulative distance is in Swedish miles.
Mileage Employee	This non-recurring element holds the tax calculated on employee's mileage expenses.
Mileage Employer	This non-recurring element holds the employer's tax contribution based on an employee's mileage expenses.
Mileage Not Paid Through Payroll	Enter this non-recurring element to capture information about the mileage logged by a person availing the car benefit when the mileage expenses are not paid through payroll.
Mileage Not Paid Through Payroll Employee	This non-recurring element holds the tax calculated on employee's mileage expenses that are not paid through payroll.
Mileage Not Paid Through Payroll Employer	This non-recurring element holds the employer's tax contribution based on an employee's mileage expenses that are not paid through payroll.
Mileage Paid	This non-recurring element holds the mileage amount paid to the employee through payroll.
Net to Gross	Enter this non-recurring element to perform the net-to-gross calculation.
Per Diem Other Countries	Enter this recurring element to capture all the details about the employee's per diem expenses during overseas travel.

Element Name	Description
Per Diem Other Countries Employee	This non-recurring element holds the employee's tax on per diem expenses during overseas travel.
Per Diem Other Countries Employer	This non-recurring element holds the employer's tax based on employee's per diem expenses during overseas travel.
Per Diem Other Countries Not Paid Through Payroll	Enter this non-recurring element to capture all the details about the employee's per diem expenses during overseas travel that are not paid through payroll.
Per Diem Other Countries Not Paid Through Payroll Employee	This non-recurring element holds the employee's tax on per diem expenses during overseas travel that are not paid through payroll.
Per Diem Other Countries Not Paid Through Payroll Employer	This non-recurring element holds the employer's tax based on employee's per diem expenses during overseas travel that are not paid through payroll.
Per Diem Other Countries Paid	This non-recurring element holds the amount that is paid to the employee for per diem expenses during overseas travel.
Per Diem Sweden	Enter this non-recurring element to capture all the details about the employee's per diem expenses for travel within Sweden.
Per Diem Sweden Employee	This non-recurring element holds the employee's tax on per diem expenses for travel within Sweden.
Per Diem Sweden Employer	This non-recurring element holds the employer's tax based on employee's per diem expenses for travel within Sweden.
Per Diem Sweden Not Paid Through Payroll	Enter this non-recurring element to capture all the details about the employee's per diem expenses for travel within Sweden that are not paid through payroll.

Element Name	Description
Per Diem Sweden Not Paid Through Payroll Employee	This non-recurring element holds the employer's tax based on employee's per diem expenses for travel within Sweden that is not paid through payroll.
Per Diem Sweden Not Paid Through Payroll Employer	This non-recurring element holds the employer's tax based on employee's per diem expenses for travel within Sweden that is not paid through payroll.
Per Diem Sweden Paid	This non-recurring element holds the amount that is paid to the employee for per diem expenses for travel within Sweden.
Retrospective Lumpsum Tax	This non-recurring element holds the value that is used to calculate tax deduction based on retrospective changes.
Tax	This recurring element is attached to each assignment to indicate whether it is the primary employment and to initiate the tax calculation.
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 Card	This recurring element is attached to each assignment for tax information processing.

Survey of the Classifications

The survey of the classification identifies:

- The function of elements within each primary classification, page 4-7
- The processing priority range, default priority, and cost type for each classification, page 4-8

- A list of the predefined secondary classifications within each primary classification, page 4-9

Primary Element Classifications

Primary element classifications are supplied as startup data, and you cannot delete or update them as they are designed to meet legislative requirements.

Classification	Meaning
Information	Information elements can be used 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	Absence elements can be used to hold information related to employee absences.
Salary in Money	Salary in money elements can be used for calculating salary, overtime payments, bonuses, and any other salary-related compensation.
Lumpsum	Lumpsum elements can be used for non-recurring compensation or compensation not tied to a specific time period such as severance pay.
Taxable Expenses	Taxable Expenses elements can be used for holding expense payments that exceed the legal limit and which are subject to tax.
Retrospective Payments	Retrospective Payments elements can be used for all the balances and taxes corresponding to non-recurring compensation or compensation not tied to a specific time period such as severance pay.
Benefits in Kind	Benefits in Kind elements can be used to calculate the monetary value of non-monetary benefits like car, lunch, and other taxable benefits.

Pre-Tax Deductions	Pre-Tax Deductions elements can be used to hold the employees' non-taxable earnings.
Employer Charges	Employer Charges elements can be used to cover charges incurred by the employer, such as employer tax.
Other Payments Subject to Tax	Other Payments Subject to Tax elements can be used to calculate taxable payments to employees that do not fall into any other category.
Statutory Deductions	Statutory Deductions elements can be used to calculate statutory deductions like tax, social security, and other similar deductions.
Direct Payments	Direct Payments element can be used to hold payments made directly to the employee.
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	External Expenses elements can be used hold tax-free expenses that are not processed through payroll, such as travel expenses.

Primary Classification Processing Properties 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 - 15000	500	Debit
Absence	1001 - 2000	1500	Debit
Salary in Money	2001 - 3000	2500	Debit

Lumpsum	3001 - 4000	3500	Debit
Benefits in Kind	4001 - 5000	4500	Debit
Taxable Expenses	5001 - 6000	5500	Debit
Other Payments Subject to Tax	6001 - 7000	6500	Debit
Pre-Tax Deductions	7001 - 8000	7500	Credit
Retro	8001 - 9000	8500	Debit
Statutory Deductions	9001 - 10000	9500	Credit
Direct Payments	10001 - 11000	10500	Debit
Employer Charges	11001 - 12000	11500	Debit
Involuntary Deductions	12001 - 13000	12500	Credit
Voluntary Deductions	13001 - 14000	13500	Credit
External Expenses	14001 - 15000	14500	Debit

Predefined Secondary Element Classifications

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

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

Primary Classification	Secondary Classifications	Default
Information	(None)	N/A
Absence	(None)	N/A

Primary Classification	Secondary Classifications	Default
Salary in Money	Not subject to Tax Subject to Holiday Pay Subject to Tax	N/A
Lumpsum	(None)	N/A
Benefits in Kind	Not subject to Tax Subject to Employer Tax Subject to Tax	N/A
Taxable Expenses	Subject to Employer Tax Subject to Tax	N/A
Other Payments Subject to Tax	(None)	N/A
Pre-Tax Deductions	(None)	N/A
Retro	(None)	
Statutory Deductions	(None)	N/A
Direct Payments	(None)	N/A
Employer Charges	(None)	N/A
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.

Dates, Names and Classifications

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 4-19

   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, *Oracle HRMS Compensation and Benefits Management Guide*

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.

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 page.

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.

Several Oracle HRMS features, such as Absence Management, RetroPay, and Salary Administration, create element entries automatically. You cannot update these element entries on the Element Entries window. You must update the source record (such as the absence or salary record) to change the element entry.

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, page 5-37

> **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

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 4-36

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 4-19

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 4-22

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. Grouped payment enables you to process all similar deductions as a batch instead of processing employee-wise deduction.

1. Create an organizational payment method using the payment type SE Third Party Payment. See: Defining a Payment Method, page 5-10

2. Create your third-party organizations with the Payee organization classification.

   See: Setting Up Swedish Organizations, page 1-13

3. Enter the third-party payment details for each payee organization. See: Entering Third Party Information, page 1-27

Setting Up Court Orders

Oracle HRMS supports the capture of the relevant court order deduction that the employer must pay to the correct Enforcement Office. Reserved amount is the minimum amount an employee must receive after deductions.

1. Create your enforcement offices.

   See: Organization Classifications, page 1-3

   See: Setting Up Swedish Organizations, page 1-13

2. Link the Court Order element to your payroll.

   See: Defining Element Links, page 4-22

3. Enter the Court Order Information element for the employee's primary assignment only. Then, enter the Court Order element for all the assignments of the particular employee.

   > **Note:** The application enables the payment of the reserved amount set by the Enforcement Office for the employee.

   See: Making Manual Element Entries, page 4-25

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 Swedish Organizations, page 1-13

2. Review the predefined travel expenses elements. You can use these as supplied or define your own elements with the primary classification as Direct Payments.

   See: Predefined Elements, page 4-2

   You must select the Termination as Final Close for all elements that you create.

   See: Defining an Element, page 4-10

3.

4. Link the elements to your payroll.

   See: Defining Element Links, page 4-22

5. Enter the elements for the employee's assignment.

   See: Making Manual Element Entries, page 4-25

Setting Up Benefits in Kind

Oracle HRMS supports the calculation of the monetary value of the following non-monetary benefits in kind:

- Car Benefit
- Fuel Benefit
- Food Benefit
- Accommodation Benefit

1. Create the necessary legal employers and local units.

   See: Setting Up Swedish Organizations, page 1-13

2. Define your Benefit in Kind elements, selecting the primary classification 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 4-10

3. Select the benefit type through the Further Element Information descriptive flexfield, if you are entering information for other employee benefits. You use this information for income reporting purposes.

4. Link the elements to your payroll.

   See: Defining Element Links, page 4-22

5. Enter the elements for each employee's assignment.

   See: Making Manual Element Entries, page 4-25

Setting Up Net-to-Gross Calculation

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 4-29

1. Review the predefined net-to-gross elements. You can use these as supplied or define your iterative elements for the net-to-gross calculation in the Element window with the primary classification as Salary in Money.

   See: Predefined Elements, page 4-2

   See: Defining an Element, page 4-10

   See: Setting Up Elements for Net-to-Gross Processing, page 4-36

   > **Important:** You must select the Termination as Final Close for all elements that you create.

2. Select the iterative formula as SE_CALC_GROSSUP.

3. Click the Usages button to exclude any elements from the net-to-gross calculation.

   > **Note:** You must exclude the Benefits in Kind elements from the run type Process Alone.

   > **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 4-19

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.

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.

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 4-30

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, *Oracle HRMS Compensation and Benefits Management Guide*

> **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, *Oracle HRMS Compensation and Benefits Management Guide*

   > **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*

Setting Up Holiday Pay

Oracle HRMS enables you to record various holiday absences for employees and administer holiday pay and public holiday pay. You can process the holiday pay that the employees accrue based on the different kinds of earnings and remuneration they earn in the holiday accrual year. Oracle HRMS provides you predefined lookups, elements, and fast formulas for processing an employee's holiday pay. Before you can process the holiday pay, you define the holiday allowance percentage for the employee.

> **Note:** You use the Further Period Details field in the Period dates window to define the percentage for each period.

To set up holiday pay:

1. Assign a work schedule to the employee.

   See: Assigning a Schedule to a Worker, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

2. Link the Holiday Accrual and Holiday Entitlement Information elements to the required payroll.

   > **Note:** You can override the accrual details at the legal employer level by defining the details at the assignment level.

   See: Defining Element Links, page 4-22

3. In the Element Entries window, select the Holiday Allowance Override element to override the holiday allowance percentage you defined for the employee when you created the payroll.

   See: Making Manual Element Entries, *Oracle HRMS Compensation and Benefits Management Guide*

4. Run the payroll.

   See: Starting a Payroll Run, page 5-25

Setting Up Sick Pay

Oracle HRMS enables you to process sick pay for your employees according to the statutory requirements. Using the sick pay processing functionality, you can provide details of the absence, work incident that caused the absence, and benefits. For processing the sick pay, you must complete the following steps:

To set up sick pay:

1. Define the sickness absence type using the Absence Type window. Select Sickness as the category for each type of sickness absence.

   See: Defining an Absence Type, *Oracle Compensation and Benefits Management Guide*

2. Enter the sickness absence details you want to capture for an employee.

   See: Entering Absences, *Oracle Compensation and Benefits Management Guide*

3. If you want to process an emergency payment for an employee, select Yes in the Section 28 Registration field on the Sick Pay Defaults tab.

   See: Entering Additional Assignment Details (Assignment Window), page 2-16

4. Run the payroll.

   See: Starting a Payroll Run, page 5-25

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.

Additional Information: The Reset Years field is available if you have set the profile option PAY: Display Reset Years in Payroll to Yes. The field signifies the years after which the period start of the next corresponding year would be reset. This field cannot be greater than the number of years.

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.

   Note: For India users only : You can calculate and deduct taxes from employees on the date salary is paid to the employee instead of date earned, thereby supporting payroll earned with a date paid in future (from March to February instead of April to March) by using a positive offset.

   - The Check Date, sometimes called Pay Date, is the date of constructive receipt of pay, on which paychecks become negotiable.
   - The Scheduled Run Date is the date scheduled for the Regular run of this payroll each period.
   - The Cut Off date, included for your reference, is the final date for entering or changing payroll information before a run.
   - A payslip offset, reckoned from the completion date for your payroll processes is always a positive number to enable you to prevent employees from viewing payslips before the official payment date. For example, if the payroll processes complete on 15th May, and employees do not receive payment until 20th May, you can enter an offset of 5 to align the payslip date to the payment date.

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

5. Select a default payment method for employees who have no valid personal payment method. You cannot select a method using magnetic tape because this requires information about employees' bank accounts.

6. Select a default consolidation set for this payroll. One consolidation set is created automatically when you define your Business Group. Oracle Payroll users can create other consolidation sets for payroll processing.

7. In the Costing region, you can enter information about the ledger and suspense account holding costing information for this payroll.

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

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

8. Check the Negative Payment Allowed check box if you want the PrePayments process to include negative payments. If you leave the box unchecked, the PrePayments process ignores negative payments.

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

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

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

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

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

11. If the Payslip Modeler is enabled for your localization, you can set locking period for payslip modeling. This restricts users from making updates to payroll information while modeling their payslip during a mock payroll run during the specified period.

    > **Note:** Payslip Modeler is not available by default. Check with your system administrator if Payslip Modeling is available for your localization.

12. You can specify the Availability Rule whether to disable the functionality days after the period start and days prior to the End date or enable the functionality between the days from start and before the period end date. Specify the number of days prior to and after a specified date when can you make changes for

modeling/simulating the payslip.

> **Note:** You cannot make any changes beyond the days specified here for payslip modeling.

13. **For India users only**: Click in the Further Payroll Information field and specify Yes in the March Salary paid in April field, if you want to enable processing of payroll of two periods in a single month.

14. For Korea users only: Click in the Further Payroll Information field and specify the exemption amounts. By default, the application uses the TRUNC function for tax calculations. Specify Yes if you want the application to use ROUND function instead of TRUNC function for tax calculations.

15. Save your work.

16. 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.

17. 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.

Online Payslip

The Payslip module enables self-service users to view their electronic payslip for a pay period. Users can select what pay period to view from a list of values showing the Pay Dates, or by clicking on the *Next* or *Back* button.

> **Note:** All columns and fields in the Online Payslip function are display only.

The Payslip is generated from the user's assignments. If there are multiple paid assignments for a user, the user can select the required assignment. Once the user has logged into the application and clicks on the View Payslip option, the user sees an electronic version of their payslip based on their selected assignment and the last pay period that has been processed.

If Multiple Assignment Payments functionality has been enabled for your localization, you have the option of combining the checks for multiple assignments into one pay check. In this case, the online payslip will show the combined totals for all assignments.

Viewing Online Payslips as a Payroll Professional

Using the Payroll Professional responsibility you can select the Payslip Details link and search for a person. When you select a person from the list, their payslip will be displayed. You can also save a person in My List for future access, so you do not need to search for that person again.

In addition to displaying payslips for current employees, you can also display online payslips for ex-employees. To search for ex-employees, you use the Person Type field in the Advanced Search page and select the person type Ex-Employee.

For more information on the function parameter used to enable the Ex-Employee Search, see: Menu Function Parameter Descriptions, *Oracle Self-Service Human Resources Deploy Self-Service Capability Guide*.

Menu and Function Names

This module can be accessed from the following menus and functions:

User Menu Name	Function Name
Employee Self Service V5.1	Payslip V5.1
Payroll Professional	Employee Search (with Ex-Employee Search enabled)

See: Defining Menus for SSHR, *Oracle Self-Service Human Resources Deploy Self-Service Capability Guide*

Workflow

The workflow details for this module are listed below:

Workflow Process Display Name:

Not applicable

Configurable Workflow Attributes:

Not applicable

Configurable Tips and Instructions

Not applicable

Configurable FlexFields

Not applicable

Configurable Profile Options

Profile	Configurable Level	Values	Default
HR:View Payslip From Date for WEB (MM/DD/YYY)	User specification	Date	01/01/1997

HR:View Payslip From Date for WEB

This profile option determines how many payroll periods a user can view in the online payslip. If the profile option is not set, an error message is displayed when the user attempts to view the online payslip.

HR: Mask Characters - South Africa only

You can use this profile option to set the number of characters or digits to display in numbers such as bank account or credit card numbers.

Configuration Options

To set up a payslip for your employees to view online.

See: Setting Up Payslip Information and Generating Payslips, *Oracle HRMS Payroll Processing Management Guide*

To view an employee's statement of earnings.

See:Viewing Statement of Earnings, *Oracle HRMS Payroll Processing Management Guide*

Defining a Payment Method

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

From this window, you:

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

To define a payment method:

Supply a name and start date for your payment method

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

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

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

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

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

Enter the source bank details for your payment method

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

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

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

   - Account Name
   - Account Type

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

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

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

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

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

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

Specify what type of payments to cost for this payment method

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

cleared payments for this payment method. If you check this box, the Cost Payment box is also checked by default.

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

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

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

Specify the GL accounts for this payment method

8. Navigate to the General Ledger tab.

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

10. Select the GL Control Account.

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

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

12. Select the Cash Clearing Account.

13. Select the Error Account.

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

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

Confirm that you can reconcile payments in Cash Management

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

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

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

Enter further information for the payment method

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

    For Japan users only: Enter the company code and company name. Select the delimiter type for the Direct Deposit file.

Setting Up a Global Statement of Earnings

Oracle HRMS enables you to view the online statement of earnings (SOE). To enable the correct display of values on your statement of earnings, you must complete each of these setup steps.

To set up the global statement of earnings:

1. Create a user category through the lookup SOE_USER_CATEGORY.

   See: Creating User Types and Statuses, *Oracle HRMS Enterprise and Workforce Management Guide*

2. Set the value of the user category that you created as the profile value for the profile PAY: Statement of Earnings User Category.

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

3. Add the predefined element sets for your earnings and deductions to the SOE Information EIT at the business group level.

   For Canadian and US users only: SOE Information functionality is not available for Canadian and US legislations.

   Swedish users only: Ensure that you have enabled your elements to display a code.

You do this at the business group level by entering Extra Element Details for each element. When you select the EIT, you can make a further selection of Element Name, and specify a code for your selected element. This ensures that your SOE displays the element code in the earnings, deductions, and information regions.

See: Business Group: Entering SOE Information, page 1-22

4. Create an element set containing all the elements that you want to see displayed in the information region of the SOE.

   For South Africa only: The Information region has been renamed to Fringe Benefits and Other Non Payments region. You use the predefined ZA SOE Fringe Benefits and Other Non Payments element set to display information in that region. You enter this element set in the Elements 3 field when you define your SOE Information at business group level. The South African localization does not use balance attribution.

   Users should now restart the Apache server as instructed in the final step.

5. Complete the SOE Detail Information EIT by adding the elements in your element set, and the SOE display balances to the EIT at the business group level.

   See: Business Group: Entering SOE Detail Information, page 1-23

6. Link the predefined SOE balance attribute to your business group. The attribute name is likely to have a leading localization code followed by the stem _SOE_BALANCE_ATTRIBUTES.

7. Define the attributes for your SOE balances.

8. Restart the Apache server and then check the SOE to ensure that the SOE displays the requirements that you selected.

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.

Payroll Statutory Deductions and Reporting

Swedish Tax, Statutory Deductions, and Involuntary Deductions Information

Oracle HRMS supports the calculation of the following types of deductions:

- Income Tax
- Court Orders

Income Tax

A person's tax card indicates the amount of tax to be withheld from wages or compensation paid by the employer. Oracle HRMS supports the following tax cards:

- A Tax Card
- F Tax Card
- Combination of A and F Tax Card
- Tax at Source Tax Card
- Tax Free with Threshold Tax Card
- No Tax Card

At the beginning of every Swedish tax year, employers send a tax card request, with all the employees' information to the tax authority, for electronic tax card upload. The tax authority sends back the tax card information for all the relevant employees. Oracle HRMS supports the tax card requisition and the tax card upload processes.

See: Uploading the Tax Card, page 5-19

Oracle Payroll supports the following types of earnings for income tax calculation:

- Regular Earnings
- Lumpsum
- Benefits in Kind
- Travel Expenses

See: Setting Up Income Tax, page 5-18

See: Setting Up Benefits in Kind, page 4-34

See: Setting Up Travel Expenses, page 4-33

Swedish 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, page 5-27

Oracle HRMS also supports the manual processing of negative payments. Negative payments may occur in Swedish payroll processing. Typically, negative salary occurs when permissible deductions exceed the net salary.

See: Setting Up Negative Payments, page 5-22

Court Orders

Employers are responsible for making regular deductions from the salary of employees who incur court orders. Oracle Payroll enables you to manage these regular deductions until the court orders are discharged and also make payments to the enforcement office.

See: Setting Up Court Orders, page 4-33

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 authority. The application will extract the tax information for each employee assignment.

1. Create your provincial tax offices.

   See: Organization Classifications, page 1-3

   See: Setting Up Swedish Organizations, page 1-13

2. In the Element Entries window, select the elements you have created to complete the information for the employee.

   See: Making Manual Element Entries, page 4-25

3. Link the Tax element to your payroll.

   See: Defining Element Links, page 4-22

4. Attach the Tax element to all employee assignments. You need to attach the Tax Card element to the employee's primary assignment.

5. Upload the tax card details into your application.

   Important: Depending on updates from the tax authority, you may have to change or correct the tax information for a particular employee. To do this, you can update the tax information manually using the Tax Cards User Interface. Ensure you do this using datetrack in the update mode, else you could reset all tax balances and lose all previous tax information for the employee. The Tax Cards User Interface enables you to enter data for a tax card in both the Tax and Tax Card elements through the same page, which opens in a browser and performs various validations on the data you enter.

   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 5-19

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 authority 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 authority sends back a file, which is the same request file with the tax information added to every employee assignment record. The tax authority 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 authority issues a new tax card, you will have to update the new tax card manually in the application.

1. **To run the Tax Card Requisition process:**

   1. Convert the flat file that you receive from the Swedish 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: Running the Meta-Mapper, *Oracle HRMS Implementation Guide*

   3. Choose the Single Request option.

4. Query the Swedish Tax Card Requisition request in the Submit Request window.

5. Enter the information for the following parameters:

   - Effective Date
   - Magnetic Filename
   - Requesting Legal Employer
   - Request for

     Note: You select the legal employer for which the request is made.

   - Test Run

6. Submit the request.

7. Close the window.

2. **To run the Tax Card Upload process:**

   1. Choose the Single Request option.

   2. Query the Swedish Tax Card Upload request in the Submit Request window.

   3. Enter the information for the following parameters:

      - File Name
      - Effective Start Date
      - 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.

Uploading the Tax Table

Oracle HRMS enables you to upload the tax table for a new tax year.

The tax administration sends the electronic tax table in a fixed file format to the employer. You upload the tax table information into the application.

To upload the tax table:

1. Choose the Single Request option.
2. Query the Swedish Tax Table Upload request in the Submit Request window.
3. Enter the information for the following parameters:
   - File Name
   - Start Date
4. Submit the request.
5. Close the window.

Purging the Tax Table

You can purge old tax table records. You can also use the purge functionality to remove a tax table that you upload for a wrong time period.

To purge the tax table:

1. Choose the Single Request option.
2. Query the Swedish Tax Table Purge request in the Submit Request window.
3. Select the information for the following parameters:

- Start Date
- End Date

4. Submit the request.
5. Close the window.

Setting Up Negative Payments

Negative payments occur in Swedish payroll processing when the permissible 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 two arrears elements:

- Tax Arrears
- Court Order Arrears

To adjust the tax arrears manually, you must enter the amount in the Tax Arrears Payment element that Oracle HRMS provides.

> **Note:** The arrears payment functionality does not make any changes to 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 4-22

2. Link these payroll arrears elements to the employee's assignments.

   See: Making Manual Element Entries, page 4-25

Payroll Processing and Analysis

Process Part of a Payroll

Oracle Payroll enables you to run a payroll and conduct post-processing on a payroll that has completed successfully. You can also enter subsequent changes and corrections for a payroll that has not completed successfully.

Oracle Payroll makes use of the following concepts when implementing payroll procedures:

Assignment Sets

Occasions when you need to use assignment sets for the payroll run include:

- You need to process the night shift earlier than the rest of the payroll as they must receive their pay advices the night before the rest.
- You need to process a correction run, as entries were not received in time for the normal run and the overtime must be paid this period.
- You want to process an additional run for a long service award, which the enterprise is presenting as a cheque/check to each qualifying employee.

To fulfil these requirements, you can select from a range of assignments:

- Include all assignments
- Include or exclude individually identified assignments
- Use a formula to include or exclude certain groups of assignments

Consolidation Sets

A consolidation set is a grouping of payrolls that simplify post-run processing and reporting. It enables you to produce a single set of reports, costing results, and other results for all payrolls in a consolidation set. When you run a payroll, make sure that you have named the consolidation set to which the payroll belongs.

Element and Distribution Sets

With a normal payroll run, you would want to include all elements, but for a long service award bonus you would want to include only the bonus element and the statutory elements. You first calculate gross pay for ascertaining the gross amount to transfer into the payroll account. Then you complete the gross to net calculation.

You can select element sets as follows:

- Include all elements
- Include or exclude individually identified elements
- Include or exclude classifications of elements.

Canada only: When creating a Run set, you need to explicitly add the Canadian Tax recurring element to your element set.

US only: When creating a Run set, you need to explicitly add the VERTEX recurring element to your element set.

The predefined elements for Oracle Payroll are processed for every payroll run in which they have been included. The deductions are recalculated using the period totals, the amount already paid in previous runs is deducted, leaving the remainder as the deduction for the new payroll run.

QuickPay

QuickPay enables you to carry out payroll processing for individual employees. You can use QuickPay to pay employees who are leaving and who require payment immediately. If an employee asks what their net pay will be this month, you can run QuickPay to find the answer, then roll it back to remove all results from the database.

QuickPay: Two Options for PrePayments:

Once the QuickPay run has a status of Complete, you have a choice of two options for post-run processing:

- Include the QuickPay in the batch prepayments processing for the assignment's payroll.

  Choose this option if, for example, you have a new employee who joins after the payroll run for the current period has taken place. Instead of rolling back the whole payroll and resubmitting it with the new employee added, you run QuickPay instead so that you can include the new employee in the consolidation set for batch prepayments.

- Start the PrePayments process from the QuickPay window, if necessary overriding the default payment method.

  Choose this option if, for example, an employee is leaving and is waiting to be paid by cash or cheque/check.

Troubleshooting QuickPay: Concurrent Manager

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

You may receive one of the following error messages:

- **The process has not started**

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

- **The process has started but has not finished**

  Ask your system administrator to investigate the reason for this.

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 SE_EFT_HEADER, SE_EFT_FOOTER, and SE_EFT_BODY to set up the payment file.

1. Record the available formula details to the payment method.

   > **Note:** You must use the payment type Swedish Direct Payment SEK.

   See:Defining a Payment Method, page 5-10
2. Run the payroll process.

   See: Starting a Payroll Run, page 5-25
3. Run the pre-payment process.

   See: Running the Pre-payment Process, page 5-26
4. Submit the EFT request using the Submit Request window.

See: Running the EFT Process, page 5-28

5. View the output of the EFT file.

Running the EFT Process

Oracle HRMS provides the concurrent program Swedish 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 Swedish 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.

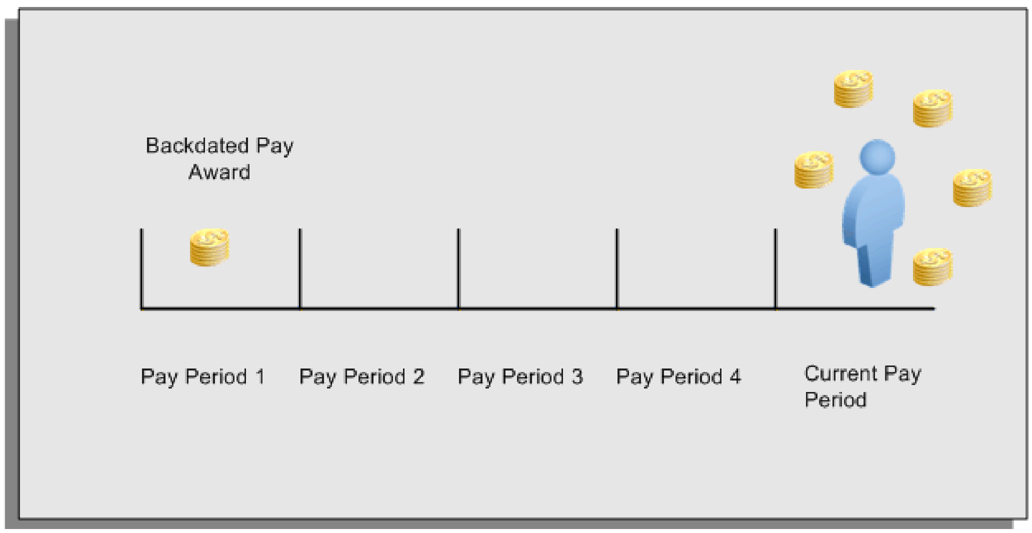
RetroPay Processing

Overview of RetroPay Processing

Purpose of the RetroPay Process

Run the RetroPay process to ensure that your payroll run for the current period reflects any backdated payments or deductions. Backdated adjustments can occur when:

- An employee receives a pay award that is backdated to a previous pay period.
- The payroll department makes a retrospective correction for an error that occurred in a previous pay period

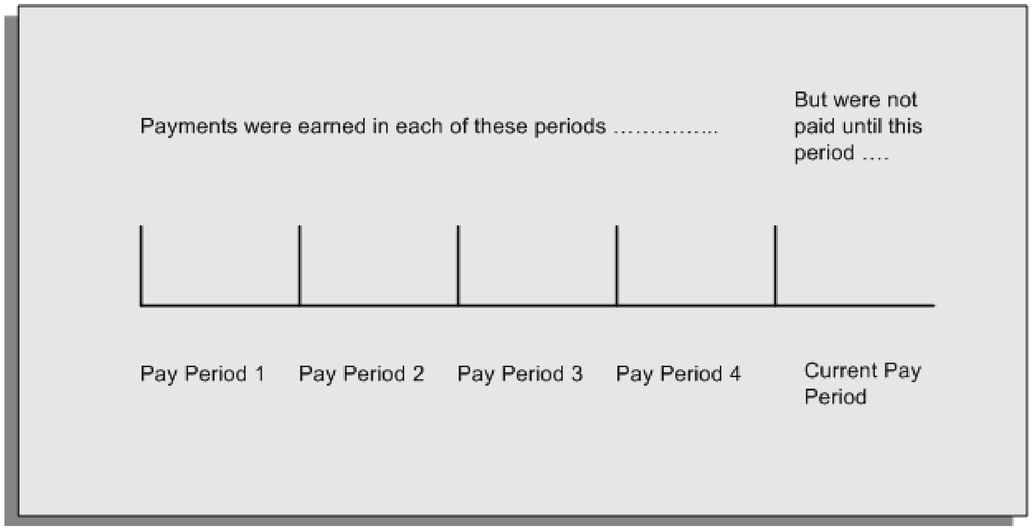


For example, at the start of the current pay period, this employee has a pay award backdated to pay period 1. The employee has not yet received any payments for this award. In the current pay period the employee is entitled to payments that represent the backdated amounts for:

- Each of the preceding payroll periods (pay periods 1 to 4)
- The current pay period

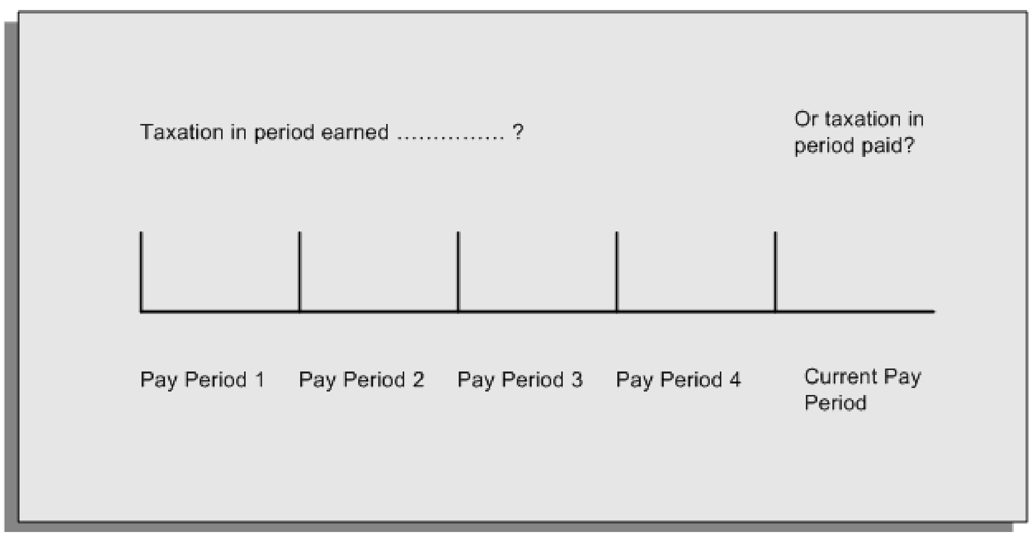
You run your RetroPay process to ensure that the employee receives correct payment when you next run the payroll.

Period Earned is Distinct from Period Paid



When backdated payments occur, the accuracy of your subsequent payroll processing depends on distinguishing between:

- The period in which the payment was earned
- The period in which the payment was made

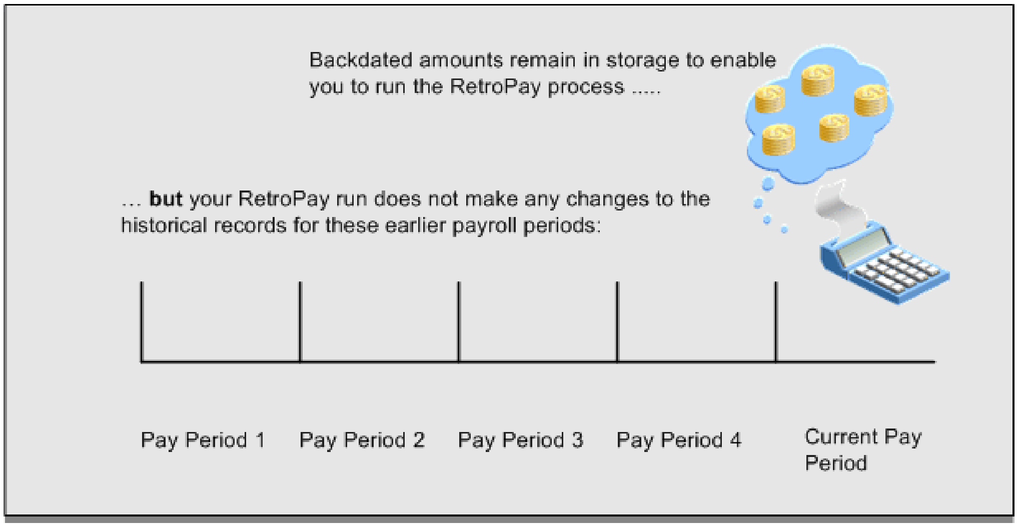


For example, the taxation implications are different for:

- A pay award backdated to period 1 and not paid until the current period. You may want to tax this award in the current period.

- A correction to an underpayment in period 3 which is paid to the employee in the current period. You may want to tax this correction in period 3 rather than in the current period.

The RetroPay Process Does Not Overwrite Your Historical Payment Records



You never overwrite historical payroll data when you run RetroPay. Although you recalculate all periods that have retroactive changes whenever you run a RetroPay, you never modify the stored results for these periods. Instead, you create one or more RetroPay entries to receive the process results.

Think of the RetroPay process as a calculator holding results in memory so that it can process a final set of results. The RetroPay process uses your historical results to calculate the changes for the current period. The results for your current period change, but your historical records remain unchanged.

Process RetroPay with Overlapping Periods

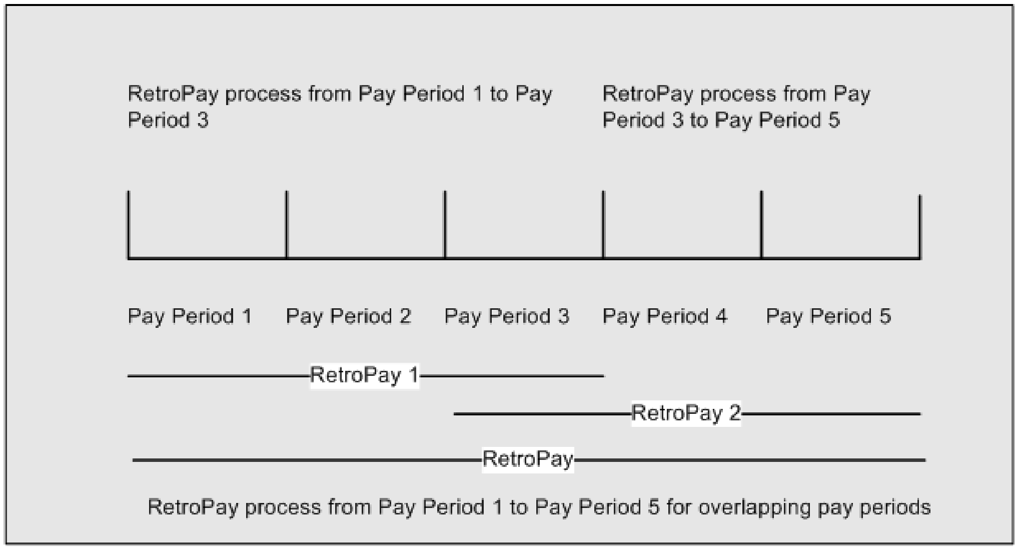
The RetroPay process recalculates payroll runs, balance adjustments and reversals from a particular date onwards, the start date of the recalculations. When you have retroactive changes overlapping another retroactive change, the application resets the start date to the earliest start date of the RetroPay processes and recalculates.

For example, you perform a RetroPay (RetroPay 1)for an assignment in period 3, with Payroll Runs being recalculated from a start date of period 1. In period 5, you perform another RetroPay (RetroPay 2) for the assignment with a start date of Period 3. The second RetroPay detects an overlap of RetroPays and sets the start date to the earliest start date.

In this case, the application sets the start date as Period 1. An overlapping override occurs to ensure that the balances are correct for the RetroPay process.

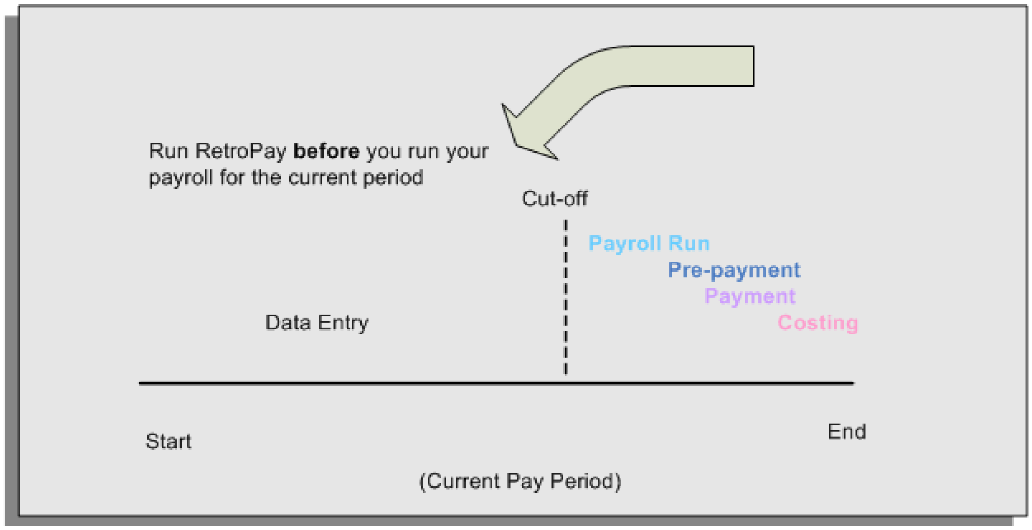
The processing of overlapping RetroPay results in an overall increase in time to process the RetroPay. If there are multiple overlaps, the increase in time is excessive.

> **Additional Information:** Please note that RetroPay Overlap is not available by default for all localizations. To use this feature, localizations must need to enabled it.
>
> For more information on RetroPay Overlap , please refer to RetroPay Overlap - A Technical White Paper Note ID 842307.1on My Oracle Support



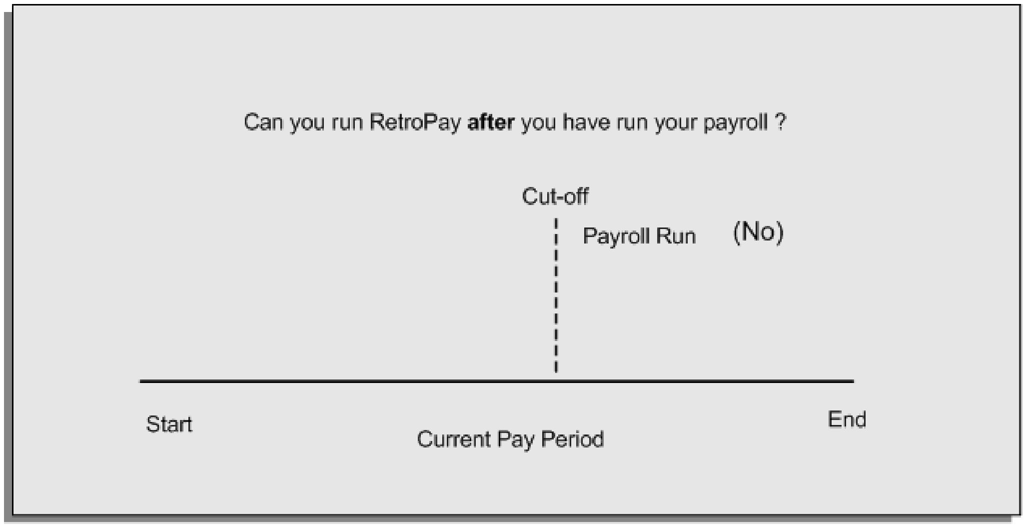
When to Run the RetroPay Process

The RetroPay Process and the Payroll Cycle



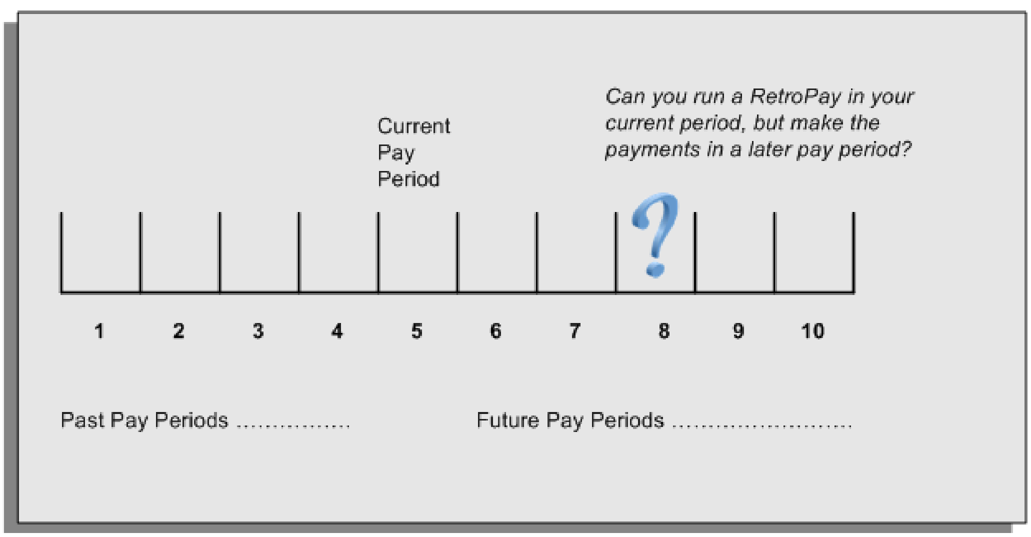
It is important to run your RetroPay process at the correct point in the payroll cycle. Always run RetroPay immediately before you run a payroll, and, for greatest accuracy, as close to the cut-off date as possible. The cut-off date is the point at which all data entry for the payroll is complete.

The RetroPay Process Always Precedes a Payroll Run



The RetroPay process cannot occur after your payroll run. If you run your payroll and then discover further backdated adjustments you must hold them over until a later payroll period and run the RetroPay process in that subsequent payroll period.

Backdated Adjustments Are Always Paid in the First Open Payroll Period



When you run a RetroPay process in your current payroll period, any backdated adjustments are always paid in your current payroll period. So, a RetroPay process in period 5 calculates any backdated adjustments from periods 1 to 4, and marks them for payment in period 5.

You cannot stipulate that a RetroPay process in period 5 should withhold any resulting payments until a future pay period. For example, you cannot stipulate that a RetroPay run in period 5 should withhold payments until period 8.

If you want to use a future payroll period such as period 8 to make payments of backdated amounts for periods 1 to 4, then you must wait until period 8 before you run your RetroPay process.

Setting Up the Retro-Notifications Report

You use the Retro-Notifications report to identify any changes that have a retrospective effect for payrolls that you have already run. You can define the relevant types of change by setting up an event group to specify the changes. Follow these steps to set up the Retro-Notifications report:

To enable dynamic triggers:

1. Navigate to the Dynamic Triggers window.

2. Enable any dynamic triggers that the application generates. It is important to enable these triggers to ensure your payroll processing updates each database table correctly. The recommended minimum list of triggers to enable for the Retro-Notifications report is as follows:

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

To define an event group:

1. Navigate to the Table Event Group window.

2. Enter a name for your Event Group, for example, Retro-Notification Events.

3. Select Retro as your event groups type.

4. Save your entries.

5. Select the events that will produce notification if retrospective changes occur. Specify the following information to identify the type of update and the database table to which it applies:

   - Update Type
   - Base Table Name
   - Column Name

   For example:

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

To enable the Incident Register:

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

Setting Up Enhanced RetroPay with Component Usages and Element Time Spans

You can decide whether each retrospective payment requires:

A full reprocessing in which you recalculate all amounts for the current payroll. This option is typical when you are processing backdated payments, or when you want to deduct tax for backdated amounts in the period when it was earned, rather than in the current payroll period.

A limited reprocessing in which you recalculate only some of the amounts for the current payroll. This option is typical when you are processing corrections, or when you want to deduct tax for retrospective changes in the current payroll period rather than in the period when it was earned.

Components for RetroPay

Oracle Payroll describes each different type of RetroPay run as a component. You set up RetroPay component usages to define how RetroPay will process the component. For example, you could set up a component Earnings Correction for the element Basic Salary. A component always has:

- A name (for example, Earnings Correction)
- A reprocess type (Static, Partial, Reprocess) to determine how to process the component

Element Time Spans for RetroPay

For each of these components, you define an element time span to specify the start and end dates of the retro processing, and which RetroPay element applies for each time span. If you are creating RetroPay elements manually, you must follow the process given below to set up retro components and element spans to process RetroPay correctly.

> **Tip:** Please check if your Localization has components and time spans predefined that you can use to process retropay.

> **Additional Information:** Please check if your localization has any upgrade processes enabled if you are upgrading your current elements.

Setting Up Retropay Component Usages:

Retropay component usages assign the components to the elements you created, ensuring all the elements recalculate with the latest values.

1. Query your defined element, in the Element window.

2. Select the Recalculation tab, and check the Retro Components button.

   Note: South African users: Select the predefined ZA Statutory Updates event group from the list of values in the Recalculation Events field. Alternatively, you can create and attach an event group of your choice

3. In the Retropay Components region of the Retropay Element window, choose the component field, and an appropriate component from the list of values.

   Note: Do not enable the Retro Component of the elements that are themselves being used to process retropay for another element.

4. Select the Reprocess Type. If you select Static, then Retropay will not process any changes to the element when running the relevant component. Opting for the Reprocess Type ensures the element changes process.

5. Save your work.

6. You can now enter the element time spans.

Setting Up Element Span Usages for Elements:

The element time span usages defines the start and end dates for retropay processing. Most elements have the standard time span of Start of Current Year to End of Time already assigned, to cover any changes made in the current year. For each earnings element, or imputed earnings element with a defined retropay component usage, you must define two element span usages. These element span usages cover the earnings for both the current and the previous year, defining not only how far back processing should cover, but also up to where a particular retropay element carries forward the retro changes. You must define your retropay elements and components before defining the element time spans.

Set up the Element Span Usages in the Retropay Elements window.

1. Query your defined element in the Element window.

2. Select the Recalculation tab, and check the Retro Components button.

3. In the Retropay Elements region, select the appropriate time spans from the From and To fields, to define the time period the retropay element is covering.

4. Select the retropay elements you created from the Retropay Element field.

5. Save your work.

Setting Up Overlapping RetroPay Using Balance Adjustments

If you have overlapping periods for making retro payments, ensure that the Retro Overlap feature is enabled. This process recalculates from the latest reprocess date and uses Balance Adjustments. Follow these steps to set up the Retro Overlap feature :

To set up Retro Overlap using Balance Adjustments:

1. Run the corresponding concurrent program to enable the retro overlap feature for your localization, for e.g. Enable Retro Overlap for all UK Business Group.

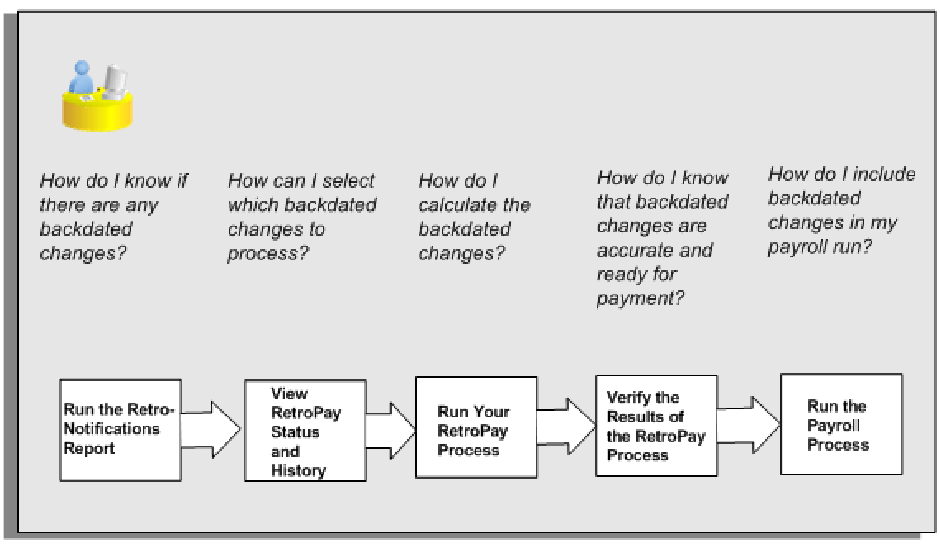
2. Set up all the Retro Element Types and associate them with their corresponding elements.

3. Define a retro element for every element that feeds a balance. The Balance Adjustment process uses the retro entries created in future periods to do adjustments.

4. Enable the 'Do Not Process' check box for any new retro elements used for retro balance adjustments.

Understanding the Sequence of Your RetroPay Activities

Given below is the sequence of retropay activities.



Follow this sequence to:

1. Identify outstanding backdated adjustments

2. Monitor and control the processing of backdated adjustments

3. Include backdated adjustments in your next payroll run.

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

   Run the Retro-Notifications report to identify any backdated changes that have not been included in a payroll run.

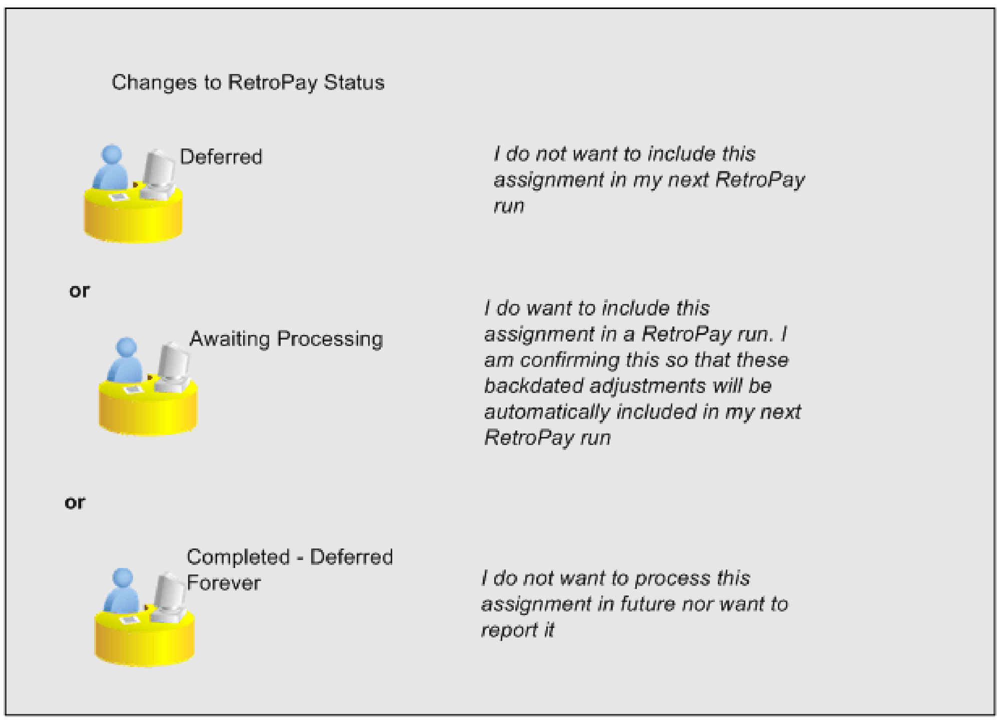
   You can save your summary of backdated changes into an event group.

   Once you have identified the retrospective changes, you can then decide whether to include them in your RetroPay process.

   The Enhanced Retro-Notifications report uses the Payroll Events Model to identify what changes have occurred to your underlying data. If these changes correspond to the retrospective types of change that you want to be notified about, then these changes appear on the Retro-Notifications report.

2. **View RetroPay Status and History**

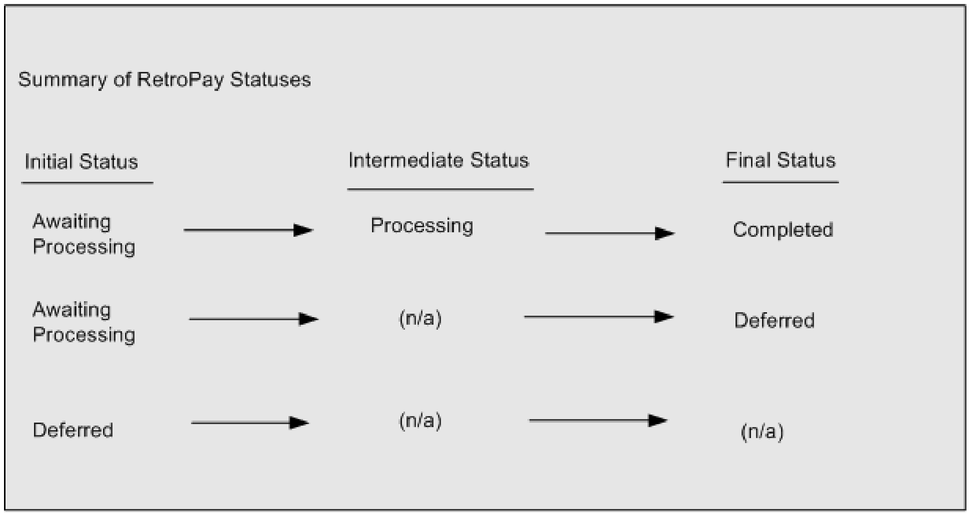
   Once you have identified unprocessed retrospective payments, you can determine how you want to process these changes.



   The Retro-Notifications report identifies the assignments with backdated adjustments. If you defer, then the assignment is not included when you next run RetroPay.

   You can also include additional assignments that the Retro-Notifications report did not identify. This typically occurs when you discover additional backdated adjustments that were not known about when you ran the Retro-Notifications report.

The following diagram shows the sequence of statuses for each RetroPay status:



Once RetroPay processing begins, the initial status changes to an intermediate status of Processing.

You can query all retro assignments that are at the initial (outstanding) status, and all retro assignments at the final (completed) status.

The following diagram shows what statuses are included when your query All Outstanding, and All Completed:

See: Viewing RetroPay Status and History, page 5-42

3. **Run the RetroPay Process**

   You enable Oracle Payroll to make retrospective adjustments for the combination of changes identified on the Retro-Notifications report, and subsequently modified when viewing RetroPay status.

4. **Verify Your RetroPay Results**

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

5. **Run Your Payroll**

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

Viewing RetroPay Status and History

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

Use the RetroPay Status window to:

- Identify any assignments that have changes implying retrospective processing.
- Specify how you would like to process any outstanding retrospective changes.
- Confirm that your application has processed the specified requests.
- Create or update multiple retro assignments for status as Awaiting Processing or Deferred.

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

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

To search for assignments that have retrospective changes:

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

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

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

   Recalculation Date: Use this start date and end date to determine the period for retrospective changes.

   Status: Select the status that you want to identify.

   - All Completed. This status displays all assignments with retrospective implications that are already processed.

   - All Outstanding. This status displays all assignments with retrospective implications that are not yet processed.

   - Awaiting Processing. This status indicates that this assignment has cleared for processing and that the processing will occur in the next payroll run.

   - Completed. This status indicates that this assignment has now been processed.

   - Completed – Deferred Forever. This status indicates that the retro assignments created by the system are deferred forever. The action of the retro assignment (RETRO_ASSIGNMENT_ACTION_ID) is to changed to –1. The retro assignments are not processed in the future nor reported with the new status.

   - Deferred. This status indicates that an assignment was scheduled for processing, but that the processing was deferred and will not occur until you change the status.

   - Processing. This status indicates that an assignment is being processed.

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

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

To change the status of an assignment:

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

1. Select the assignment that you want to change.
2. Select the new status for the assignment from the Change Status list of values.
3. Click Change Status.

To view the elements included on each assignment:

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

To update or delete elements for each assignment:

1. Select the assignment name.
2. Click Update to add an element to the assignment.
3. Click Delete to remove an element from the assignment.

To confirm that your specified requests have been processed:

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

To create multiple retro lines:

1. Select the Create Retro Lines button.
2. A spreadsheet opens.
3. In the spreadsheet that appears, enter new records with a status of Awaiting Processing or Deferred.
4. Click on Upload. You can select Commit All Rows or Each Row option, if you want the application to validate all records and commit or validate each record prior to uploading the details to the database. If you select Each Row option, then all successful records will be uploaded and error records will not be uploaded. Only

on successful validation, the application makes changes to the database.

If you select the Upload All Rows or Each Row, then the application does not validate the details prior to uploading.

To update the multiple retro lines:

1. Query the assignments with Awaiting Processing or Deferred.

2. Click on Download to Spreadsheet check box and click Go.

3. In the spreadsheet that opens, you can update the status. You cannot modify any employee or assignment information but can only change the status of the assignment or you can delete the retro entry or update the reprocess date of the retro entry.

    Note: In the Entry Delete/ Update column, ensure to select the applicable value if there are any entry changes made. If you do not select any value the application does not make any changes to the database.

4. Click on Upload. You can select Commit All Rows or Each Row option, if you want the application to validate all records and commit or validate each record prior to uploading the details to the database. If you select the Each Row option, then all successful records will be uploaded and error records will not be uploaded. Only on successful validation, the application makes changes to the database.

    If you select the Upload All Rows or Each Row, then the application does not validate the details prior to uploading.

Running the Retro-Notifications Report (Enhanced and Enhanced PDF)

After you have defined the components and element time spans, you can check the retrospective changes occurred. Oracle Payroll provides two types of retro notification reports that you can use report to identify all retrospective changes that have occurred since the last payroll run. This information is particularly useful when changes with retrospective impact are entered in Self Service HRMS independently of the Payroll department.

Oracle Payroll enables you to produce the report either in a text format or as PDF format. You can choose to run the report depending on your requirement:

- Retro -Notifications (Enhanced) Report – run this report to generate the output in text format

- Retro -Notifications (Enhanced PDF) Report - run this report to generate the output in PDF format that you can further customize to meet your requirements.

The Retro-Notifications report does not perform any RetroPay processing. It only identifies element entries that have changed. You must still run your RetroPay process separately to process these changes. After you have run the Retro-Notifications report, you can

- Run your RetroPay process on all assignments
- Edit the event group to remove or add assignments and then run your RetroPay process.
- Take no retrospective action on any of the assignments.

You can use the RetroPay Status window to schedule processing.

You run the Retro-Notifications (Enhanced) or the Retro-Notifications (Enhanced PDF) report from the Submit Processes and Reports window.

To run the Retro-Notifications (Enhanced) report:

1. Select the payroll. You can only run this report for a single payroll
2. If you want to see the retro-notifications for a particular event group, select an overriding event group.
3. If you want a report, select Yes in the Generate Report parameter.
4. Click OK, and submit.

To run the Retro-Notifications (Enhanced PDF) report:

1. Select the payroll. You can only run this report for a single payroll
2. If you want to see the retro-notifications for a particular event group, select an overriding event group.
3. If you are running the PDF-enabled version of this report, select a template for your PDF output.
4. If you want a report, select Yes in the Generate Report parameter.
5. Click OK and submit.

Running Enhanced RetroPay

Use the Enhanced RetroPay process to distribute backdated amounts or corrections that you have identified from the Retro-Notifications report.

You run the Enhanced RetroPay process from the Submit Requests window.

To run the Enhanced RetroPay process:

1. Enter an effective date to indicate the date from which you want to create the retrospective elements for Enhanced RetroPay process.
2. Select the payroll.
3. If you want to create retrospective entries in a different pay period other than effective date, enter an entry creation date. The application creates retrospective entries in the pay period in which the Entry Creation Date occurs.

   If you leave this field blank, the application creates the default retrospective entries as of Effective Date.
4. Click Submit

Running Quick RetroPay

Run Quick RetroPay to process any retrospective payments for a single assignment. You run the Quick RetroPay process from the Submit Requests window.

> **Note:** It is not mandatory to run the Retro-Notifications Report for QuickRetropay process.

To run the Quick RetroPay process:

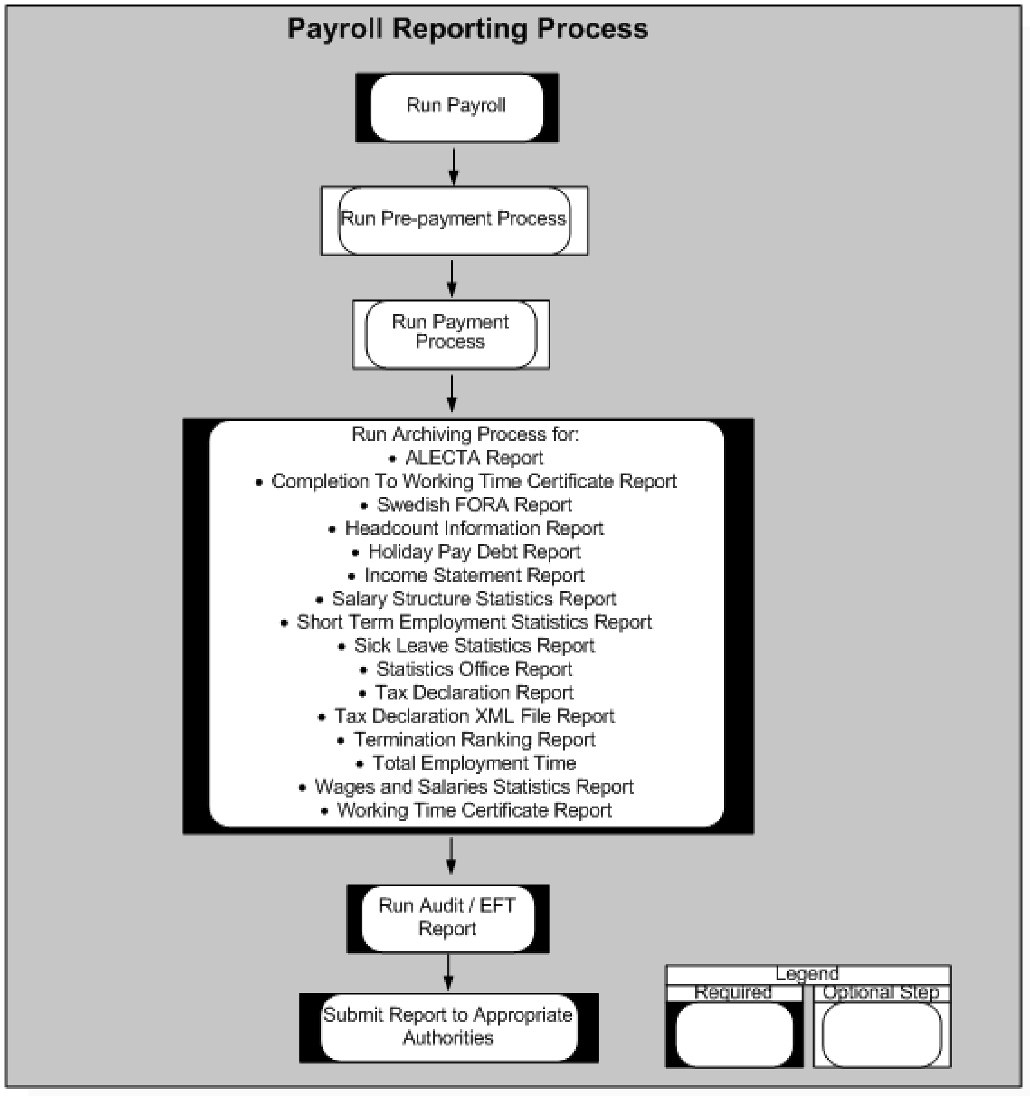
1. Enter a date on which you want to create the derived retro element entries. This is mandatory.
2. Select the assignment number of the assignment for which you want to run the backdated change. This is mandatory.
3. If you want the retro entries to get created in a different payroll period than that of Effective Date, then you specify an Entry Creation Date. This is optional.
4. Enter an earliest date from which you want to reprocess the assignment backdated changes. If you do not specify any date, then the application calculates it internally. This is optional.
5. If you want the retro-notifications for a particular event group, select an overriding event group.
6. Click Submit.

Payroll Reporting

Payroll, Deduction, and Payment Reporting Overview

You can run the following payroll, deduction, and payment reports:

- ALECTA Report
- Completion to Working Time Certificate Report
- Direct File Transfer
- FORA Report
- Headcount Information Report
- Holiday Pay Debt Report
- Income Statement Report
- Salary Structure Statistics Report
- Short Term Employment Report
- Sick Leave Statistics Report
- Statistics Office Report
- Tax Declaration Report
- Tax Declaration XML File Report
- Termination Ranking Report
- Total Employment Time Report
- Wages and Salaries Statistics Report
- Working Time Certificate Report



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 rearchiving. 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:

- FORA Report
- Income Statement Report
- Salary Structure Statistics Report
- Statistics Office Report
- Short Term Employment Report

See:Running the Archiving for Pay Related Processes, page 5-50

See:Running the Report for Pay Related Processes, page 5-50

Running the Archiving for Pay Related Processes

For an overview of the archiving process, see:Payroll, Deduction, and Payment Reporting Overview, page 5-48

To run an archiving process:

1. Choose the Request Set option.
2. Query the appropriate archive request in the Submit Request Set window.
3. Enter the parameters required for the archive program.

   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 5-48

To run the report:

1. Choose the Request Set option.

2. Query the relevant report request (audit or EFT) in the Submit Request Set window.

3. Enter the request parameters.

4. Submit the request.

5. Close the window.

6

Implementing Oracle HRMS

Additional Implementation Steps for Sweden

If you are implementing Oracle HRMS for Sweden you must also complete the following additional implementation steps.

Please see the implementation section in *Implementing Oracle HRMS* for all other implementation steps that are not specific to Sweden.

Additional Implementation Steps

Step 1: Set Up Swedish Organizations

Set up local units and legal employers to meet statutory Swedish requirements. You can also create social security offices and enforcement offices for reporting.

See: Setting up Swedish Organizations, page 1-13

Step 2: Run Meta-Mapper

You must run the Meta-Mapper to support the Tax Card upload process.

See: Running the Meta-Mapper, *Oracle HRMS Implementation Guide*

Step 3: Define Tax and Tax Card Elements

You must define the element links for tax and tax card.

You define the links in the Element Links window.

1. Select Tax in the Element Name field.
2. Select an effective date that is prior to the system date, for example, 01 Jan 1951.
3. Save your work.

4. Repeat the above steps for the Tax Card element.

See: Defining Element Links, page 4-22

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 5-18

Step 5: Upload Tax Card

You must upload the flat file, containing the employees' tax information, which you receive from the tax administration to calculate the tax deductions correctly.

See: Uploading the Tax Card, page 5-19

Step 6: Set Up Proration

You need to set up the proration and retro-notification information to process these payments correctly.

See: Setting Up Proration or Retro-Notification, page 4-30

Step 7: Set Up Retro-Notification and RetroPay

You need to set up the retro-notification and retropay information to process these payments correctly.

See: Setting Up Enhanced RetroPay with Component Usages and Element Time Spans, *Oracle HRMS Payroll Processing and Management Guide*

Step 8: 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 4-33

Step 9: Set Up Court Order Information

You need to set up court order information to calculate court order deductions.

See: Setting Up Court Orders, page 4-33

Step 10: Set Up Travel Expense Information

You need to set up travel expense information to capture the relevant details.

See: Setting Up Travel Expenses, page 4-33

Step 11: 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 4-34

Step 12: 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 4-35

Step 13: Set Up Negative Payment Information

You need to set up negative payment information to process negative payments manually.

See: Setting Up Negative Payments, page 5-22

Step 14: 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 5-27

Step 15: 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), page 5-14

> **Note:** When entering SOE information at the Business Group level, select the predefined element sets SE_SOE_EARNINGS_ELEMENTS and SE_SOE_DEDUCTIONS_ELEMENT and the predefined balance attribute SE_SOE_BALANCE_ATTRIBUTES.

Step 16: Upload the Postal Code File

You need to upload the file that contains the postal codes and corresponding post office names to view the data correctly in the application.

See: Uploading Postal Code, page 2-27

Index

A

Absence, 2-13
Absence categories
  examples, 4-41
Absence elements
  balances for, 4-44
  function of, 4-42
Absence reasons
  examples, 4-41
Absences
  elements for, 4-42, 4-43
  initializing balances for, 4-44
  referencing in payroll runs, 4-45
  setup for recording, 4-46
Absence types
  eligibility for, 4-42
  examples, 4-41
ADA reporting
  registering employees with disabilities, 2-8
additional element entries, 4-13
Additional element entries, 4-26
Addresses
  floor or office numbers, 2-20
Applicants
  checking information, 2-10
  creating applicant numbers, 2-6
archiving
  running, 5-50
Assignment
  entering additional details, 2-16
assignment sets
  as consolidation sets, 5-2
  creating, 5-3
  uses in payroll runs, 5-23
Assignment statuses
  terminating employee assignments, 2-22

B

Balances
  of time absent, 4-42, 4-44
  selecting for grossup, 4-29
Bargaining unit
  entering on assignment, 2-21
Bargaining Unit, organization classification, 1-4
Benefits in Kind
  overview, 5-17
  setting up, 4-34
Birth details, for payrolls, 2-7
Business Group, organization classification, 1-3
business groups
  defining, 1-13
  entering SOE detail for, 1-23
  entering SOE information for, 1-22
Business Groups
  additional information for, 1-16

C

CALC_GROSSUP_PAY_VALUE formula, 4-29
calendars
  for payrolls, 5-7
Canadian Process Payroll Run, 5-25
Classifications
  of elements, 4-6

classifications, organization, 1-15
Company Cost Center, organization classification, 1-4
Compensation and benefits
  qualifying conditions, 4-
consolidated legal entities, 1-3
consolidation sets
  changing, 5-2
  overview, 5-2
  uses in payroll runs, 5-23
Constituency, organization classification, 1-4
Contacts
  entering information, 2-27
Contracts
  referring an assignment to, 2-21
Correspondence languages, 2-11
Costable types
  for element links, 4-23
costing
  for payrolls, 5-6
Costing
  for assignments, 4-26
  for elements, 4-23
Course, 2-13
Court Orders
  overview, 5-17
  setting up, 4-33
Currencies
  of element entries, 4-14
Customizing
  People window, 2-3

D

Database items
  from element input values, 4-21
DEFAULT_GROSSUP formula, 4-29
define a payroll, 5-4
defining a payment method, 5-10
disabilities, overview, 1-30
Disability Organization, organization classification, 1-4

E

earnings
  prorating, 4-28
Education, 2-13
Electronic File Transfer
  Setting, 5-27
Element classifications
  secondary element classifications, 4-9
Element Classifications, 4-6
element entries
  additional, 4-13
  multiple, 4-12
  preventing, 4-13
Element entries
  additional, 4-26
  currencies for, 4-14
  hot defaults, 4-21, 4-27
  manual, for individual employees, 4-25
  overrides, 4-26
  validation, 4-21
element links
  standard, for automatic entry
    standard, 4-
Element links
  defining, 4-22
elements
  defining, 4-10
  setting up for gross-to-net processing, 4-36
Elements
  input values for, 4-19
  linking of, 4-22
  manual entry of, 4-25
  predefined, 4-2
  qualifying conditions, 4- , 4-24
element sets
  uses in payroll runs, 5-23
employee assignments
  entering, 2-13
  entering assignment number, 2-15
Employee assignments
  contract, 2-21
  defining as primary, 2-20
  manager-level, 2-20
  terminating employee ends all, 2-23
Employees
  creating employee numbers, 2-6
  entering date of death, 2-11
  entering miscellaneous details for, 2-11
  entering new office information, 2-10
Employer, organization classification, 1-4
employment categories

assigning employees to, 2-15
Employment Information, 2-22
End Assignment, 2-22, 2-22
End assignment status, 2-23
Enhanced RetroPay Process, 5-46
entering SOE detail for business groups, 1-23
entering SOE information for business groups, 1-22
event groups, 4-28
Exchange rates
currencies for element entries, 4-14
external organizations, 1-2

F

Formulas
for validation, 4-21

G

Genitive Last information
entering for person, 2-5
Grade ladder
entering on assignment, 2-21
grades
assigning employees to, 2-14
GRE/Legal Entity, organization classification, 1-3
GREs/legal entities, 1-3

H

holiday pay agreement, 2-21
Hot defaults
consequences of overriding, 4-27
for automatic updating, 4-21
Hours of work, 2-18
HR:View Payslip From Date for WEB (MM/DD/YYYY) profile option, 5-8
HR Organization, organization classification, 1-4

I

Implementation Steps
Swedish, 6-1
Income Tax
overview, 5-17
Income Tax Deduction
setting up, 5-18
Industry Codes, 1-28
Input values
currencies for, 4-14
defaults for, 4-24
defining, 4-19
validation, 4-24
internal organizations, 1-2

J

jobs
assigning employee to, 2-14

L

Legal Employer, 1-12, 1-13
additional information for, 1-16
assigning, 1-28
entering additional information, 1-26
Legal Employer, organization classification, 1-3
legal employers, 1-3
legal entities, 1-3
Legal Entity, organization classification, 1-3
links
standard, for automatic entry, 4-
Links
batch creation of, 4-23
defining, 4-22
entering costing information, 4-23
entering qualifying information, 4-24
link level input value changes, 4-24
Local Unit, 2-19
assigning, 1-28
entering additional information, 1-24
Local Units
selecting, 1-28
locations
assigning employees to, 2-14
Lookups
to validate element entries, 4-21
lookup types
ABSENCE_CATEGORY, 4-47
ABSENCE_REASON, 4-47
Lookup types
ELE_ENTRY_REASON, 4-26
EMP_ASSIGN_REASON, 2-20

M

Mail location information
entry of, 2-10
Mailstop
entering, 2-10
medical assessments
overview, 1-30
Medical Service Provider, organization classification, 1-4
Mexican Process Payroll Run, 5-25
multiple element entries, 4-12

N

Negative Payments
setting up, 5-22
Net to gross
selecting balances to exclude, 4-29
Net-to-Gross
setting up, 4-35
Net to gross processing
processing of earnings, 4-29
net-to-gross processing
setting up elements, 4-36

O

occupational health, 1-30
operating companies, 1-3
Operating Unit, 1-5
Oracle Cash Management, 5-8
organizational payment method, 5-10
organization classifications, 1-2
Bargaining Unit, 1-4
Business Group, 1-3
Company Cost Center, 1-4
Constituency, 1-4
Disability Organization, 1-4
Employer, 1-4
for the Canadian legislation, 1-5
for the Dutch legislation, 1-6
for the Finnish legislation, 1-11
for the French legislation, 1-6
for the German legislation, 1-7
for the Hong Kong legislation, 1-8
for the Hungarian legislation, 1-9
for the Indian legislation, 1-10
for the Korean legislation, 1-9
for the Mexican legislation, 1-8
for the Norwegian legislation, 1-11
for the Polish legislation, 1-11
for the Saudi legislation, 1-8
for the South African legislation, 1-12
for the Spanish legislation, 1-9
for the U.K. legislation, 1-5
for the U.S. legislation, 1-5
GRE/Legal Entity, 1-3
HR Organization, 1-4
Legal Employer, 1-3
Legal Entity, 1-3
Medical Service Provider, 1-4
Operating Unit, 1-5
Payee Organization, 1-4
Professional Body Information, 1-5
Representative Body, 1-4
organization classifications for Danish legislations, 1-12
organization classifications for Irish legislations, 1-13
organization classifications for Swedish legislations, 1-12
organization classifications for UAE legislation, 1-12
organizations
assigning an employee to, 2-13
defining, 1-13
deleting, 1-22
entering classifications for, 1-15
external, 1-2
removing, 1-22
representing enterprise structures by, 1-2
Organizations
adding to hierarchies, 1-16
entering additional information, 1-16
Overlapping RetroPay, 5-39
Overrides
for element entries, 4-26

P

Payee Organization, organization classification, 1-4
payment methods
defining, 5-10
for a payroll, 5-7
pay periods

selecting, 5-4
payroll
process part, 5-23
payroll calendars
table of frequencies, 5-2
payroll processes
PrePayments, 5-26
RetroPay, 5-29
Payroll Run (France), 5-25
Payroll Run (India), 5-25
Payroll Run IE, 5-25
Payroll Run process, 5-25
payroll runs
restricting processing with element sets, 5-23
starting off, 5-25
Payroll Run UK, 5-25
payrolls
assigning employees to, 2-15
check date, 5-5
cut off date, 5-5
defining, 5-4
payslip offset, 5-5
scheduled run date, 5-5
Payslip
generic, 5-8
viewing, 5-9
Pay values
defining, 4-20
Pension Provider, 1-13
People
entering additional personal information, 2-10
entering as contacts, 2-27
people groups
assigning employees to, 2-15
People window
entering additional personal information, 2-10
using, 2-4
Person, 2-13, 2-13, 2-13
Personal information
displaying, 2-3
entering, 2-2
positions
assigning employee to, 2-14
Postal Code
uploading, 2-27
Prefix information
entering for person, 2-4
Probation period
entering on assignments, 2-18
processes
Canadian Process Payroll Run, 5-25
Mexican Process Payroll Run, 5-25
Payroll Run, 5-25
Payroll Run (France), 5-25
Payroll Run (India), 5-25
Payroll Run IE, 5-25
Payroll Run UK, 5-25
RetroPay, 5-29
processing type
of elements, 4-12
process part of a payroll, 5-23
Professional Body Information, organization classification, 1-5
profile options
HR:View Payslip From Date for WEB (MM/DD/YYYY), 5-8
Progression points
entering special ceiling for, 2-20
proration, 4-28
setting up, 4-30

Q

Qualifications, 2-13
Qualifying conditions
failure to meet, 4-26
for elements, 4- , 4-24
QuickPay, 5-24
concurrent manager messages, 5-24
post-run processing, 5-24
Quick RetroPay, 5-47

R

regular runs
scheduled date of, 5-5
reporting
running reports, 5-50
representative bodies
organization classification, 1-4
Resumes
checking for applicants, 2-10
Retro-Notification
setting up, 5-35
RetroPay, 5-39

sequence of activities, 5-39
status and history, 5-42
viewing status, 5-42
Reviews
of employee performance, 2-17
of salaries, 2-17

S

Salary basis
assigning employees to, 2-17
Secondary element classifications
predefined secondary, 4-9
setting up elements for net-to-gross processing, 4-36
Social Security Office, 2-13
Social Security Offices, 1-25, 1-25
SOE
viewing, 5-15
pay advice, 5-15
Special ceiling points, 2-20
SSYK Skills Code, 2-22
standard element links, 4-
Standard work day, 2-18
statement of earnings
viewing, 5-15
pay advice, 5-15
statutory information
entering, 5-6
Suffix information
entering for person, 2-5
SUN Code, 2-13
Supervisor
entering on assignments, 2-18
Swedish Local Unit
additional information for, 1-16
Swedish Organizations
setting up, 1-13
Swedish Payment Output File, 5-28
Swedish Social Security Office
additional information for, 1-16

T

Tax Card Requisition
sending, 5-19
Tax Card Upload
receiving, 5-19
Tax Table Purge
purging, 5-21
Tax Table Upload
uploading, 5-21
Terminating employees, 2-23
adding to reasons for, 2-24
termination rules, 4-12
TFA Insurance, 2-11
Third Party
entering additional information, 1-27
Third Party Payments
setting up, 4-33
Title information
entering for person, 2-4
Total Substitute Service Period, 2-25
Travel Expenses
overview, 5-17
setting up, 4-33

U

ultimate legal entities, 1-3
Unions
recording employee membership of, 2-21

V

Validation
of element entries, 4-21

W

windows
Assignment, 2-13
Assignment Set, 5-3
Disabilities, 1-30
Dynamic Trigger Generation, 4-30
Element, 4-10
Find Organization, 1-21
Functional Area Maintenance, 4-30
Medical Assessments, 1-30
Organization, 1-3, 1-13
Organizational Payment Method, 5-10
Payroll, 5-4
Period Dates, 5-7
RetroPay Status, 5-42
Statement of Earnings, 5-15
Table Event Update, 4-30

terminate, 2-23
Valid Payment Methods, 5-7
Windows
Element Entries, 4-25
Element Link, 4-22
Entry Values, 4-26
Input Values, 4-19
Link Input Values, 4-24
maintaining personal information, 2-2
People, 2-4, 2-10
Qualifications, 3-1
Work and Personal Injury Report, 1-36
Work day information, 2-18
work incidents
overview, 1-31
Work Incidents
entering, 1-33
Work schedules
selecting for an employee, 2-11
Work telephone information
entry of, 2-7
Work Title, 2-22