Oracle® Human Resources Management Systems

Payroll Processing Management Guide (Australia)

Release 12.2

Part No. E59093-09

May 2023

ORACLE®

Oracle Human Resources Management Systems Payroll Processing Management Guide (Australia), Release 12.2

Part No. E59093-09

Copyright © 1995, 2023, Oracle and/or its affiliates.

Primary Author: Swathi Mathur

Contributing Author: Joy Hooper, Esanakula Munisekhar

Contents

3   Payroll Statutory Deductions and Reporting

4   Payroll Processing and Analysis

5   Payroll Event Rules

HRMS Glossary

Index

Send Us Your Comments

Oracle Human Resources Management Systems Payroll Processing Management Guide (Australia), Release 12.2

Part No. E59093-09

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

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

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

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

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

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

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

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

Preface

Intended Audience

Welcome to Release 12.2 of the *Oracle Human Resources Management Systems Payroll Processing Management Guide (Australia).*

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

- The principles and customary practices of your business area

- Oracle Human Resources Management Systems (HRMS)

  Oracle HRMS is a major component of the Oracle E-Business Suite of applications. If you are unfamiliar with Oracle HRMS, then Oracle suggests that you attend one or more of the Oracle HRMS training classes available through Oracle University.

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

Related Information Sources

Oracle HRMS shares business and setup information with other Oracle Applications products. Therefore, it is advised that you reference other user guides and implementation guides when you set up and use Oracle HRMS.

Guides Related to All Products

Oracle E-Business Suite User's Guide

This guide explains how to navigate, enter and query data, and run concurrent requests using the user interface (UI) of Oracle E-Business Suite. It includes information on setting preferences and customizing the UI. In addition, this guide describes accessibility features and keyboard shortcuts for Oracle E-Business Suite.

Oracle Application Framework Personalization Guide

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

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.

Guides Related to This Product

Oracle Human Resources Management Systems Implementation Guide

Learn about the setup procedures you need to carry out to implement Oracle HRMS successfully in your enterprise.

Oracle Human Resources Management Systems Configuring, Reporting, and System Administration Guide

Learn about extending and configuring Oracle HRMS, managing security, auditing, and information access.

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 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 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 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, organization chart, suitability analyzer, and performance matrices.

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 iRecruitment Implementation and User Guide

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

Oracle Learning Management Implementation Guide

Learn how to implement and configure Oracle Learning Management (OLM).

Oracle Learning Management User Guide

Use Oracle Learning Management to accomplish your online and offline learning goals.

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.

Integration Repository

The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a

complete catalog of Oracle E-Business Suite's business service interfaces. The tool lets users easily discover and deploy the appropriate business service interface for integration with any system, application, or business partner.

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

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

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle E-Business Suite data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle E-Business Suite data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle E-Business Suite tables are interrelated, any change you make using an Oracle E-Business Suite form can update many tables at once. But when you modify Oracle E-Business Suite data using anything other than Oracle E-Business Suite, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle E-Business Suite.

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

1

Payrolls

Payrolls Overview

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

Payrolls in Oracle HRMS

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

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

Key Concepts

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

- Consolidation sets, *Oracle HRMS Payroll Processing Management Guide*

- Assignment sets, page 1-6

- Element sets and distribution sets, *Oracle HRMS Compensation and Benefits Management Guide*

Reporting on Payrolls

For more information, see Reports and Processes in Oracle HRMS, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Payrolls

You can use Oracle Payroll to define a payroll, or range or payrolls that best suit your organizational needs.

Can you pay an employee with several assignments a single payment?

Yes, Oracle Payroll enables you to pay a single payment to an employee with several assignments within your organization. You enable the payment by selecting the Multiple Assignment check box on the Define Payroll window.

Can you run payroll processes and reports multilingually?

Payroll processes and reports are always submitted and always run in the local language only. This means that US and UK payroll reports can only be run in English. Canadian reports can be run in English or Canadian French.

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

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

Is there any checklist that you must follow while running the various payroll processes?

Oracle recommends that you follow this checklist while running the various payroll processes for that period:

- Do not update employee or assignment data while running the Payroll Run, Quickpay, Prepayment, Quick Prepay, Balance Adjustments, BEE, BAA, RetroPay, Costing, RetroCosting, Costing of Payments, Archiver processes . These processes access people as well as assignment data to derive results. Some of these processes are interdependent. An update to employee/assignment data can result in inconsistent results.

- Do not update element details, element link details, element entry details while running the Payroll Run, Quickpay, Balance Adjustments, BEE, BAA, RetroPay, Costing, RetroCosting processes as element details are accessed while running these processes for different assignments.

- Do not update organization, payroll, group details while running the Payroll Run, Quickpay, Prepayment, Quick Prepay, Costing, Costing of Payments, RetroCosting process.

- Do not update fastformulas while running the Payroll Run, Quickpay, Retropay

processes as fastformulas are accessed by these processes.

Payroll Definition

Consolidation Sets

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

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

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

Changes to a Consolidation Set

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

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

See Assignment Sets, page 1-6

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

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

Exchange Rates

You can maintain daily exchange rates for use in foreign currency conversion, and you can also specify a date range for a specific rate. You maintain daily rates in Oracle General Ledger.

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

You can associate a daily rate with a conversion rate type by using predefined rate types such as Spot and Corporate. This means that the conversion rate associated with the rate type is automatically used whenever you perform foreign currency conversions. Some rate types such as Spot and Corporate are predefined. You can also use Oracle General Ledger to define additional rate types of your own.

See: Defining Conversion Rate Types, *Oracle General Ledger User's Guide*

When you create a business group, the Corporate currency type is predefined for Core HRMS (HRMS Reporting and Payroll Processes). However, you can modify HRMS User Tables so that the default value of Corporate can be overridden for each of the

following:

- HRMS Reporting

- Payroll Processes

See Selecting Exchange Rate Types for a Business Group, page 1-7

Assignment Sets

There are three uses of assignment sets in Oracle HRMS:

- You can run a QuickPaint report for a set of assignments, rather than individual assignments.

- You can process subsets of the employees assigned to a payroll. Normally you initiate payroll runs and other post-run processes for one or more payrolls at a time. However, if you need to process smaller groups within a single payroll, you define an assignment set.

- You can use a BEE concurrent process to create an identical batch line for each assignment in an assignment set.

There are three ways to define the set:

- You can enter selection criteria, which the system generates into a formula. When you use the assignment set, Oracle FastFormula runs the formula to find the assignments that match the criteria. It checks all the assignments in the business group or, if you select a payroll when you define the set, all the assignments to that payroll. When you define the set you can also include or exclude individual assignments to modify the set created by the formula.

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

    See: Defining an Assignment Set Using Formula Criteria, *Oracle HRMS FastFormula User Guide*

- You can select individually all the assignments you want to include in the set.

- You can start from a full set of all the employees in the Business Group or all the employees assigned to a selected payroll. Then you can exclude individual assignments from the set.

    See: Defining an Assignment Set by Including or Excluding Assignments, page 1-11

Selecting Exchange Rate Types for a Business Group

When you create a Business Group for BIS, HRMS Reporting or Payroll Processes the exchange rate type is predefined as Corporate. This is effective from the effective date of the Business Group.

However, you can set a different currency type for each Business Group. For example, you can select:

* A spot rate for Payroll processes to reflect daily exchange rates.

* A corporate rate for HR reporting to represent an end-of-month value.

You can define a different exchange rate type in the Table Values window.

To select an exchange rate type for a Business Group:

1. Query the EXCHANGE_RATE_TYPES table.

2. In the Exact field, select BIS, HRMS, or PAY from the list of values.

3. Enter the new value for the exchange rate type. The value will usually be Corporate (the default) or Spot, but you may also need to select other predefined GL Exchange Rate Types.

4. Change the Effective Date for this rate type, or accept the default.

   For details of available rate types, see Defining Conversion Rate Types, *Oracle General Ledger User's Guide*.

Defining Consolidation Sets

You must always select a consolidation set before starting a payroll run. This is because the consolidation set provides essential labelling for each payroll run. This applies even if you are only processing one payroll or one assignment set.

When you have defined a consolidation set, it is then available for selection when you start a payroll run.

You define consolidation sets in the Consolidation Sets window.

To define a consolidation set:

1. Enter the name of a new consolidation set and save.

To delete a consolidation set:

1. Query the consolidation set.

2. Choose Edit, Delete Record.

You can only delete a consolidation set if it is not the default set for a payroll and if it is not associated with any payroll processes.

Changing Consolidation Sets

You change consolidation sets for payrolls in the Update Payroll Run window.

> **Note:** Changes you make in this window are for the selected payroll processes only. Default consolidation set and pay advice information continue to apply to subsequent runs.

To change the consolidation set for a payroll:

1. Query the payroll whose consolidation set you want to change.

> **Tip:** Optionally, select the period for which you wish to change the consolidation set by providing a Period From date and a Period To date. If you do not specify a period then the update action will apply to all payroll periods for this payroll

Payroll run information for the payroll displays in reverse order from the last completed run. The Set region displays whether the run was for an element set and/or assignment set.

> **Note:** You can update consolidation set and pay advice information in this window regardless of the status displayed for the payroll run.

2. Enter a new consolidation set.

3. Update pay advice date and message information if required.

The pay advice date and message fields are for information only.

Defining an Assignment Set Using Formula Criteria

Use the Assignment Set window to define your set.

To define an assignment set using criteria for a formula:

1. Enter a unique name for the set.

2. Do *one* of the following:

   • If you are defining an assignment set for payroll processing, select a payroll. You cannot process an assignment set drawn from more than one payroll.

   • If you are defining an assignment set for other purposes, selecting a payroll is optional. If you select a payroll, the formula generated from your selection criteria will select assignments from this payroll only. If you do not select a payroll, the formula will select assignments from the whole business group.

3. Save the new set and click Criteria.

4. In the Assignment Criteria window, enter one criterion in each row, and join the criteria with AND or OR in the Condition field.

   Field details are:

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

   Operator details are:

Operator	Symbols	Meaning
Equals	=	Condition is true if both expressions have exactly the same value. For text, the case of the expression must be the same.
		For example: "Smith" is not equal to "SMITH".
Not Equal	!=	Condition is true if the result of the first expression does NOT have the same value as the result of the second expression.
Greater Than	>	Condition is true if the first expression is alphabetically after, is numerically greater than, or is a later date than the second expression.
Less Than	<	Condition is true if the first expression is alphabetically before, is numerically lesser, or is an earlier date than the second expression.
Greater Than or Equal To	>=	Condition is true if either the greater than OR the equal to operator returns a true result.
Less Than or Equal To	<=	Condition is true if either the less than OR the equal to operator returns a true result.

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

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

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

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

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

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

7. Save the set.

Defining an Assignment Set by Including or Excluding Assignments

Use the Assignment Set window to define your set.

To define a set by including or excluding assignments:

1. Enter a unique name for the set.

2. If you are defining a set for payroll processing, select a Payroll.

3. Save the new set.

4. Click Amendment.

5. Do one of the following:

- If you want to create a small set of assignments, select Include in the Inc/Exc field and select all the assignments for the set.

- If you want to start from the full set of assignments for the payroll or Business Group, select Exclude in the Inc/Exc field and select assignments to remove from the set.

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

6. Save your set.

Defining a Payroll

Use the Payroll window to define a payroll, including its calendar and valid payment methods.

To define a new payroll:

1. Set your effective date to a date early enough to handle any historical information you want to enter. Your effective date must be on or before the first period start date of the payroll calendar.

2. Enter the payroll's name and select its period type from the list.

3. Enter the end date of the payroll's first period, and the number of years for which the system should initially generate the payroll's calendar. You can increase this number later to generate additional years.

> **Note:** Be aware that some processes require the calendar to extend into the future. For example, the PTO Carry Over process requires payroll periods extending to the end of the new accrual term.

When you enter the First Period End Date, make sure that the corresponding start date of the first period is after the start date of the payroll.

> **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.

> **Note:** Australia, China, Hong Kong, India, Japan, Korea, Singapore, and New Zealand users: You can set the payslip offset to determine when employees can view their payslip information.

- The Check Date, sometimes called Pay Date, is the date of constructive receipt of pay, on which paychecks become negotiable.

- The Scheduled Run Date is the date scheduled for the Regular run of this payroll each period.

- The Cut Off date, included for your reference, is the final date for entering or changing payroll information before a run.

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

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

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

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

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

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

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

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

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

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

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

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

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

11. If the Payslip Modeler is enabled for your localization, then 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.

    Specify if you want to adjust the amounts for standard tax breaks.

    Specify if you want to enable reprioritization of pension related amounts as the last priority within the calculation category.

    For Japan users only:

    Click in the Further Payroll Information field and specify the following information

    •   income tax dependent reference type

    •   social insurance premium collection type

    •   user defined year end adjustment formula

    •   Hi Wp Monthly Remuneration Synchronous

    •   Geppen Santei Process Date (MMDD)

    •   Print Personal Number

15. Save your work.

16. Save your work.

17. 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.

18. 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*

Related Topics

For more information about using the payslip modeler, see the *Oracle Self-Service Human Resources Deploy Self-Service Capability Guide*, Payslip Modeling (UK).

Deleting Payrolls

You can delete a payroll if there are no active employee assignments or element links to it. However, if you have run processing for a payroll it is not advisable to delete it. If necessary, define a new payroll and simply discontinue use of the old payroll.

To delete a payroll:

1. Remove any element links or employee assignments to the payroll.

2. Query the payroll in the Payroll window, choose Delete Record and Save.

Setting Up Payroll Contact Information

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

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

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

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

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

See Allocating Payroll Contacts, page 1-17

Allocating Payroll Contacts

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

• Alphabetical range - where all employees with names from A to E have one named payroll contact, whereas employees with names from F to J have a different contact.

• Organizational criteria - where all employees in the Accounting department have one named payroll contact whereas employees in the Marketing department have a different contact.

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

To allocate payroll contacts:

1. Enter the effective date. The date that you supply determines which assignments receive a payroll contact. For example, if you enter 18-MAY-2005 the allocation applies for all assignments with this effective date, provided that they meet the criteria that your formula specifies..

2. Select the formula that contains your allocation criteria. You can select any formula of the Payroll Contact type, and these are the only formula types that appear in the list of values.

3. Click OK.

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

Defining Additional Payroll Run Types

Use Supplementary Run types for making payments in addition to payments processed in the normal payroll run. You can use a supplementary payroll run to process earnings and deductions such as bonuses, expenses or incentives for your employees. Depending on your requirements, you can set up to three supplementary run types.

You define run types in the Define Run Types window.

To define supplementary run types:

1. Define elements that will use the run type. When you define these elements, click the Process Separate check box to ensure that you process the element in a supplementary payroll run. See: Defining an Element, *Oracle HRMS Compensation and Benefits Management Guide*

To exclude elements for a run type

2. In the Define Run Types window, query the supplementary payroll run you want to set up. You can set up any of the three predefined run types:

   • Additional Payment Run A

   • Additional Payment Run B

   • Additional Payment Run C

3. Click Elements to open the Define Element Type Usages window.

4. Select the element to exclude from the pay run.

5. Select the usage type as "Exclude".

6. Enter the effective start and end dates for the elements.

7. Repeat these steps to select further elements.

To assign a payment method for the run type

You can assign a different payment method for the run type, if you use different payment methods for each of the run types. For example, you can use the payment type "Cash" for expenses, "Direct Credit" for bonus etc.

8. Click Payment Methods to open Define Run Type Payment Methods window.

9. In the Name field, select the payment method.

10. Enter a number in the Priority field to determine the order for Oracle Payroll to use each payment method. The application uses the method with the lowest number first.

11. Enter either the amount or percentage of the assignment's pay to be paid by this method. For example, you can assign 50% (or an amount) of the run type pay to the payment method.

    If the total of the amounts you allocate to payment methods is less than the amount to be paid to the employee, Oracle Payroll uses the payment method with the

highest priority number to pay the excess amount.

12. Save your work.

> **Note:** You can optionally assign a different payment method for the run type for an employee by selecting the run type in the Personal Payment Method window. See: Entering Payment Methods for an Employee Assignment., *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

2

Payroll Payment and Distributions

Payroll Payment and Distributions Overview

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

Payroll Payment and Distributions in Oracle HRMS

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

Key Concepts

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

Reporting on Payroll Payment and Distributions

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

Payroll Payment and Distributions

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

Can you verify that payments have been made?

Yes. Oracle Payroll is fully integrated with Oracle Cash Management. This enables you to use Oracle Cash Management to verify that payments have been cashed. Reconciliation can be applied to payroll checks/cheques and third party checks/cheques. You can identify which checks/cheques have been cleared and the date on which they were cleared. You can also view a reconciliation report which shows if voided checks/cheques appear to have been cashed.

Can Oracle Payroll handle different pay frequencies?

Yes--you can set up different pay frequencies, for example weekly or monthly, so that you can pay different sets of employees at different intervals. Each payroll can only have a single pay frequency and you must set up at least one payroll for each pay frequency that you define.

Multiple payrolls in a Business Group
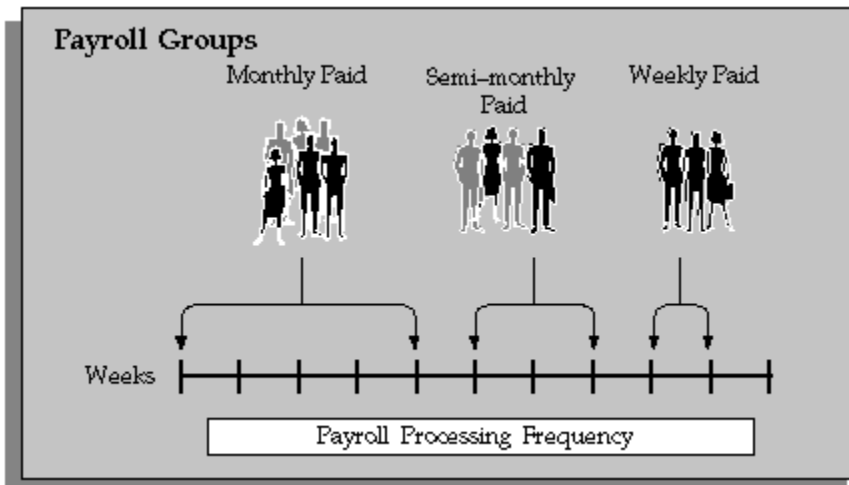
Note: Semi-monthly is not a valid frequency for UK payroll users.

Can you group employees according to payroll categories in your organization?

You can assign people to any work structure such as an employment category or a particular location. You can also define a special grouping for your organization. For example, you can create a group to indicate membership of a union.

Can you set up a payroll to process multiple assignments for an employee?

Yes. If the Multiple Assignment Prepayments has been enabled for your localization,

you will see the Multiple Assignment check box on the Payroll window. The process is activated by selecting the Multiple Assignment check box.

Do you have flexible control over payment methods?

You can define a payroll to include different types of payment method - for example, payment by bank transfer, payment by check/cheque, and so on. When you process the payroll you can then pay the set of employees for that payroll in any of the following ways:

- All employees receive payment by a single default payment method for their payroll.

- Employees receive payment by a combination of the payment methods that you have defined for their payroll.

- Individual employees receive payment that can be distributed between the defined payment methods in proportions different from those applying to other employees belonging to the same payroll.

Can you model your payslip?

Yes, you can model your payslip, if the Payslip Modeling functionality is enabled for your localization. Contact your system administrator to check if it is available for your localization.

Employees and payroll administrators can model a paycheck/payslip by running a mock payroll run.

Payment and Distributions

Payment Methods for Your Enterprise

You can define as many payment methods as you require for your enterprise. When you create a payroll, you can select which of these methods are valid for employees assigned to that payroll. You select one method as the default method for the payroll. To choose the payment methods for an individual employee, use the Personal Payment Method window. If you do not enter any personal payment methods, the employee is paid by the default method for the payroll.

Payment Methods and Payment Types

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

- Direct Deposit

- Check/Cheque

- Cash

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

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

You can also define payment methods for third party payments, such as court-ordered wage attachments. Third party payments are always made by cheque/check, so methods for these payments must have the type Cheque (Check).

Valid Payment Methods

A valid payment method is a payment method that:

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

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

- Is an accepted local variation for your enterprise

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

Payment Method Types: Required Information

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

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

Payment Methods and Employees

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

Payment Methods and Source Bank Accounts

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

Payment Methods: Summary

Observe these guidelines when defining your payment methods:

- Each payroll must have at least one valid payment method.

- Each payroll must have a default payment method.

- Each employee must have at least one valid payment method.

- Each source account must have at least one valid payment method.

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

1. Define your organizational payment methods.

   See: Defining a Payment Method, page 2-7

2. Link your organizational payment methods to a payroll.

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

Cash Management and Oracle Payroll

Oracle Cash Management manages and controls the enterprise cash cycle. The Cash Management auto reconciliation matches Oracle Payroll against bank statement lines if the transaction meets the following criteria:

- The Oracle Payroll payment number matches the statement line payment number.

- The Oracle Payroll payment amount matches the statement line payment amount.

Cash Management accesses a view of payments generated by Oracle Payroll and compares it against the information on the bank statement. This process generates error messages on mismatched transactions.

Each time a new payment method is created, the bank details transfer to Oracle Accounts Payable. When defining a payment method, you must enter the **GL Cash Account** field to work with Cash Management.

> **Important:** Because payment method details are passed to Accounts Payable from Payroll, it is important to ensure that you are entering this information correctly. If you inadvertently enter incorrect details, you could end up with reconciliation issues later.

Cash Management is available only for the Payroll payment methods of checks/cheques and electronic fund transfers (such as NACHA in the U.S, Direct Deposit in India).

For information on the payment methods and the reconciliation functions for the different localizations, see Setting Up Integration of Cash Management with Oracle Payroll for EFT Reconciliation, *Oracle Payroll Processing Management Guide*

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

Defining a Payment Method

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

From this window, you:

- Supply the name and starting date of your payment method.

- Enter the details of the source bank account from which your enterprise makes the payment.

- Specify the General Ledger (GL) accounts that hold reconciliation and error details for the payment method.

- Handle costing for the payment method. For example, you can specify whether to transfer the costs to GL and whether costing applies to cleared payments only, uncleared payments only, or a combination of cleared and uncleared payments.

- Confirm that your source bank account in Oracle Payroll is the same bank account that Oracle Cash Management uses to clear your payments. This confirmation assures you that you are operating with a single consistent bank account rather than with duplicate accounts that introduce accounting errors.

To define a payment method:

Supply a name and start date for your payment method

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

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

   For a third-party payment method, always select the type Check/Cheque. 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.

The error account is a general ledger account that acts as a temporary account until the error is discovered or the unknown transaction is identified. This error account holds all of the discrepancies until you find them. You use this account when the proper account cannot be determined at the time the transaction is recorded.

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.

Map the Payee organization to make third party payments

16. Click the Payees button.

17. The Payees button is enabled only when the following conditions are met:

    • The Third Party Prepayments functionality has been enabled for your legislation.

    • The profile option PAY: Use Third Party PrePayments Rollup is set to Yes using the System Profile Values window for all Payment Methods with Third Party Payment check box selected. See User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide* for more information.

18. In the Payee Organization window, enter any number of Third Party Payee Organization with different bank account details.

19. You can specify the payment period on which the payment becomes eligible to be paid, in Payment Period field, thus deferring the payments from each period until

the payments are paid.

20. When you enter an organization with multiple bank accounts, enter the Overriding Balance to distinguish the amounts to be paid into each account.

Enter further information for the payment method

21. 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.

22. **For Norway users only:** Enter values for the following fields to define the payment method level. (The same payment type supports the ISO20022 and older Telepay process).

Field	Description
Initiating Party Name	Enter the name of the known party.
Sender ID	Enter the initiating party ID. This unique organization identification is assigned by an institution using an identification scheme. Typically, this is the customer-ID in the debtor bank based on the *Brønnøysundregistrene* and their Central Coordinating Register of Legal Entities, or other identification arranged with the bank.
Scheme Name	Enter the code for the identification scheme as published in an external list. The options are BANK and CUST: • BANK: Debtor/creditor relates to a sub-level agreement under the main agreement (a bilateral agreement between a customer and a bank) regarding a special service or subsidiaries or divisions. When the scheme name is BANK, the Sender ID should have a Customer Service ID assigned by the bank. • CUST: Debtor/creditor relates to the main-agreement with the financial institution. When the scheme name is CUST, the sender ID should be the organization number of the initiating party.

Field	Description
Batch Booking	Indicate whether [the requestor] has requested a single entry per individual transaction or a batch entry for the sum of the amounts of all transactions within the group of a message. The options are: • No: Single Booking requested. • Yes: Batch Booking requested. This default value is Yes. **Note:** The Yes and No values are reflected in XML as true and false.
Service Level Code	The service level code specifies a pre-agreed upon service or level of service between the parties as published in an external service level code list. Select one of the following options: • NURG (Non-urgent Payment): Select as the default. • SDVA (Same Day Value): Intercompany only (not for salaries). • SEPA (Single Euro Payments Area) • URGP (Urgent Payment): Only suppliers (SUPP) but not for salaries.

Field	Description
Payment File Format	This field indicates which supported payment file format and process are in use. The supported processes are Telepay and ISO 20022.
	• Telepay: Indicates that the older file format and process, the Norwegian Payment Process, are in use. This is the default value if the field is blank. If this value is set, and you run the newer ISO20022 process, then an error occurs.
	• ISO20022: Indicates that the ISO 20022 file format and process are in use. If this value is set and you run the older Telepay process, the following error message appears: *Bank file format processed is not according to specified set up on Payment method*.
	Note: If you see this message, you must roll back the error process before running the new process.
Payment Identification ID	The payment identification ID is a reference assigned by a sending party to identify the payment information block within a message.
Payment Method	Select one of the following values to specify the payment type to use for transferring the funds:
	• CHK: Cheque
	• TRF: Credit Transfer. This default value is TRF.
Debtor Name	Enter the name of the debtor party.
Debtor ID	The debtor ID is a unique identifier assigned to a debtor organization by an institution using an identification scheme.

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, *Oracle HRMS Enterprise and Workforce Management Guide*

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, *Oracle HRMS Enterprise and Workforce Management Guide*

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.

Running the Enable or Disable Global SOE Process

You use this process to determine how your statements of earnings are displayed. You have a choice of the forms-based SOE, or the global SOE which is framework-based and readily customizable. You can either:

- Enable the global SOE if you want to override the forms-based default

- Disable the global SOE if you prefer to continue using the old forms-based format.

You run the Enable or Disable Global SOE process from the Submit Request window.

To run the Enable or Disable Global SOE:

1. Select the Enable or Disable Global SOE process in the name field.

2. Enter whether you want to Disable or Enable the Global SOE in the parameters window.

3. Click OK and choose the Submit button.

Viewing Statement of Earnings Information

Oracle Payroll allows you to view an employee's statement of earnings through the Statement of Earnings window, without having to run the Statement of Earnings report.

There are various ways to view and access the Statement of Earnings window. The information displayed in the Statement of Earnings window may vary depending on whether Pre-Payments has been run, or if a payroll run only has been processed.

To view the last payroll with Pre-Payments run against it:

1. From the Assignment window, choose the Others button, and select Statement of Earnings.

   The Statement of Earnings window is displayed.

To view the most recently run QuickPay:

You can view the Statement of Earnings directly via FastPath.

Viewing the statement of earnings via FastPath displays the most recent statement of earnings for an employee with Pre-Payments information.

1. From the Assignment window, choose the Others button, and select QuickPay.

   The QuickPay window is displayed.

2. Choose the View Results button and select Statement of Earnings from the View Results window.

   The Statement of Earnings window is displayed.

To view the most recent statement of earnings via FastPath:

1. From the Navigator menu, select FastPath and select Statement of Earnings.

2. Enter the details of the employee whose statement of earnings you wish to view.

   The Statement of Earnings window is displayed.

To view the statement of earnings information without running Pre-Payments:

You can view the processed payroll without any Pre-Payments information from the Payroll Processes window and the Employee Assignment Processes window.

See: Viewing Assignment Process Results for an Assignment, page 4-28.

See: Viewing Assignment Process Results for a Payroll Assignment, page 4-28.

Setting Up Payslip Information and Generating Payslips

You need to identify any additional information you want to appear on your payslips using payslip balances and elements. Once you have identified the information to archive and display, run your regular payment and archive processes and generate your payslip for printing or viewing online.

To set up your payslip:

1. Select the payslip balances and elements to be included in your payslips.

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

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

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

   For Ireland: Enter the balances and elements information in the SOE Balances and SOE Elements windows.

See: Selecting SOE Balances, *Oracle HRMS for Ireland Supplement* and Selecting SOE Elements, *Oracle HRMS for Ireland Supplement*

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

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

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

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

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

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

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

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

   To change balances or include additional balances on the payslip:

   1. From the Total Compensation menu, select Basic and then Balance.

   2. Query for the element whose balance you want to add, and click Attribute.

   3. Click on a new row under Attribute, and choose the attribute you want to display from the list of values. This represents where the current balance will appear on the payslip.

   4. Choose a dimension from the list of values.

   5. To delete an entry, select the row and click Delete.

   6. Save your changes.

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

Generating the Payslip

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

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

   See: Extracting Information to Appear on the Payslip, page 2-18

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

7. Print your payslips in the usual way. Users in the Netherlands and China, run the payslip report to produce a formatted report ready for printing and sending out to your employees.

   See: Printing the Payslip, page 4-25

8. **US and Canada only**: Oracle Payroll provides the flexibility to choose the way annual salary is calculated and reported on the Online Payslip (both HTML and PDF). This flexibility is available through the HR: Base Annual Salary Display on Standard Work Conditions profile option.

   See: Defining the Profile Option for Pay Annualization, *Oracle HRMS Payroll Processing Management Guide (US)*

Extracting Information to Appear on the Payslip

You run the payslip archive process to extract and gather relevant information to appear on your employees' payslips. The archiver accesses the payslip information for the dates you select and copies the information across to storage archive tables, where it is picked up and converted into a format for printing and distributing to employees or for viewing online through the self service application.

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

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

Run the payslip archiver from the **Submit Request** window.

To run the payslip archiver:

1. Select your country's payslip archive process in the **Name** field.

China and Netherlands: Select the Payslip Archiver.

India: Select the Payroll Reports Archive (India).

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

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

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

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

US and Canada Payroll: If required, you can set the PAY:Show Payslip with Zero Net Pay profile option to archive the payroll data and generate payslips for those employees receiving a net pay amount of zero.

For US, see: Managing the Payroll Archive, *Oracle HRMS Payroll Processing Management Guide (US)*

For Canada, see: Running the Canadian Payroll Archiver, *Oracle HRMS Payroll Processing Management Guide (Canada)*

2. In the **Parameters** window, select a payroll name and consolidation set. This selects the employees for whom you want to run the report. When you select a payroll, the default consolidation set is displayed.

3. Enter the start and end dates for the period of time you want the information extracted. You typically run this process for the same dates you ran your payroll.

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

5. Choose Submit.

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

3

Payroll Statutory Deductions and Reporting

Payroll Statutory Deductions and Reporting Overview

Oracle Payroll enables you to meet the statutory requirement to deduct Income Tax and Insurance contributions from employee earnings. The following topics explain how tax and insurance deductions are implemented in Oracle Payroll for Australia:

- PAYG: Legislative Details, page 3-3

- PAYG in Oracle Payroll, page 3-4

- FBT: Legislative Details, page 3-7

- FBT in Oracle Payroll, page 3-8

Payroll Statutory Deductions and Reporting

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

Is Oracle Payroll flexible enough to calculate different legislative taxes?

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

Is the entry of tax details flexible enough to meet my organizational needs?

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

Is Oracle Payroll capable of processing the latest taxation updates?

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

Can Oracle Payroll transmit PAYE information electronically? (UK only)

Yes. EDI allows two-way electronic transmission of documents between the Inland Revenue and employers. Oracle UK Payroll has developed a specified formatted file that, if used in conjunction with third party software, can be transmitted electronically to the Inland Revenue.

Can you record P11D details and submit an annual return? (UK Only)

You can use Oracle HR to update your records throughout the year to show all the Class 1A National Insurance contributions for which your organization is liable. You can make this information available to employees so that they can preview their NI liabilities. You can then generate a report to view the final details and you can submit the complete and validated records to the Inland Revenue to comply with all reporting requirements.

Understanding Taxes and Social Insurance

PAYG: Legislative Details

Pay As You Go (PAYG) is the system of deducting income tax installments from employees' personal earnings, and remitting the money to the Australian Tax Office (ATO).

The amount of tax payable is determined by the information provided on the Employment Declaration form, and whether or not the employee is entitled to be paid Leave Loading.

In various instances, the tax for some earning types may be calculated separately as per the ATO recommendation. These include:

- bonuses

- commissions

- backpay

- advance pay

What tax scales are available for PAYG?

The following table defines the seven tax scales in ATO's statement of formulas:

Australian PAYG Tax Scales

Scale	Description
1	where tax-free threshold not claimed in TFN Declaration
2	where payee is eligible to receive leave loading and has claimed tax-free threshold
3	foreign residents
4	where tax file number not provided by payee
5	where payee claimed full exemption from Medicare levy in Medicare levy variation Declaration

Scale	Description
6	where payee claimed half exemption from Medicare levy in Medicare levy variation Declaration
7	where payee not eligible to receive leave loading and has claimed tax-free threshold

Additionally, an employee may have applied for a tax variation which means that their tax deduction would be one of:

- fixed tax percentage

- fixed dollar amount

- tax exempt

What is the tax calender for PAYG?

The tax year starts on 1 July one year and ends on 30 June the following year. Each tax year may be referred to as a combination of the two partial calendar years, for example 97/98.

PAYG in Oracle Payroll

Oracle Payroll provides as startup data all the elements, balances and other components you need to correctly administer PAYG. It also provides legislative upgrades to keep your payroll processing up to date with current legislation.

If you include employees in more than one payroll run each processing period, Oracle Payroll's calculations for tax deductions take into account the sums already deducted in that period.

Higher Education Loan Programme (HELP)

A Higher Education Loan Programme (HELP) deduction is payable by employees who have an accumulated HELP debt. HELP is payable in addition to PAYG tax.

Employees who are entitled to a Medicare Levy Variation or Exemption are exempt from making HELP repayments for that year.

Student Financial Supplement Scheme (SFSS)

The Commonwealth Government provides some tertiary students with financial

assistance in the form of an SFSS loan. Repayment of this SFSS loan is payable in addition to PAYG and HELP.

Rebates and Family Tax Assistance

Rebate amounts being claimed are entered on the Employment Declaration window. Rebate amounts claimed are calculated according to the standards set out by the ATO and are deducted from the PAYG tax installments depending on the type of pay received - for example, weekly, fortnightly or monthly income.

Medicare Levy

The Medicare Levy is payable on the taxable income of all residents of Australia. Generally, the levy is automatically paid as part of tax installments deducted from salary or wages by a person's employer.

Are there any Medicare Levy exemptions?

There are two types of Medicare Levy exemptions:

- FULL - tax installment deductions are calculated using the ATO's Scale 5.

- HALF - tax installment deductions are calculated using the ATO's Scale 6.

Who is entitled to Medicare Levy adjustments?

If a person has applied for a levy adjustment then they will have specified whether they have a spouse and the number of children they have. A person only on tax scales 2, 6 or 7 may have a levy adjustment - that is, they have claimed the tax-free threshold.

Medicare Levy Surcharge

Employees earning an income greater than the thresholds defined by the ATO and not covered by private health insurance must pay Medicare Levy Surcharge (MLS).

The MLS is calculated at 1% of the employee's income.

Taxing of Bonus Payments

A bonus is a payment typically made to an employee as a means of recognition or performance or services. You can spread the tax for a bonus payment across the pay periods in which it is earned.

You must set up earnings types taxed in this way in the Spread secondary classification.

Taxing of Commission Payments

Commission payments are considered to be part of salary or wages.

Where a commission is paid for regular single pay periods of one week to one month, add the amount to any other salary or wages for that period. Tax instalment deductions are calculated according to the appropriate tax scale.

How does Oracle Payroll deal with commission payments?

Where commission payments relate to a period in excess of one pay period, or are paid on an irregular basis, the PAYG deduction may be calculated using either of the following methods:

- spread

- progressive

You must set up earnings types taxed in this way in the Spread or Progressive secondary classification.

Elements within the Spread classification will produce indirect feeds to the Spread Deduction element.

Elements within the Progressive classification will produce indirect feeds to the Progressive Deduction element.

Leave Loading

A portion of leave loading is not taxable. Only the amount exceeding this portion is to be taxed. This amount is taxed at the same rate as the employee's other salary or wages. PAYG on leave loading elements is calculated within the main PAYG formula.

For information on the tax-free portion of leave loading you should refer to the standards defined by the Australian Tax Office.

Leave loading elements must be set up in the Leave Loading secondary classification.

Taxing Earnings at Fixed Rate

There may be some circumstances where earnings are subject to a different tax rate than the standard PAYG rates.

Any earnings type that is required to be taxed at a fixed rate must be set up as elements within the Fixed secondary classification.

Payment Frequency

There are four supported pay frequencies in Australia:

- weekly (52 pay periods)

- fortnightly (26 pay periods)

- semi-monthly (24 pay periods)

- monthly (12 pay periods)

Tax Variation

The Employment Declaration form records whether a person is totally tax exempt or whether they can apply to have their tax calculated at a standard percentage rate or a fixed amount deducted.

If an employee has a variation, then all earnings and allowances will be taxed as per the variation, regardless of whether they are bonus or commission payments and so on.

> **Note:** If an employee has a tax variation of either a fixed amount, percentage or exempt on termination, their tax reverts back to the scale calculated by the Declaration Form.

Off Cycle Payments

If you include employees in more than one payroll run each processing period, Oracle Payroll's calculations for tax deductions take into account the sums already deducted in that period.

Taxing of Retrospective Payments

Taxing of retrospective payments is based on the period in which they fall into, and the length of time that has elapsed since the payment was due.

Deductions on retrospective amounts can be made in the following manner:

- if the retrospective payments are for periods greater than 12 months ago, they are to be taxed at a flat rate of 21.5%

- if the retrospective payments are for periods less than or equal to 12 months ago, they are to be taxed at the employee's current tax rate.

FBT: Legislative Details

Fringe Benefits are benefits that an employee receives from their employer in place of salary or wages.

Fringe Benefits Tax (FBT) is tax that is payable by the employer for non-salary benefits provided to the employee.

What are the FBT reporting requirements?

The FBT reporting requirements apply to all employers who provide fringe benefits to an employee with a total grossed up value of more than $2000 for a FBT year. The grossed up taxable value of the benefits must be included on the employee's payment summary for the financial year.

What does grossed up value mean?

The fringe benefits value to be reported on each payment summary will factor in the income tax that would have been paid in cash salary rather than in fringe benefits - this is the 'grossed up' value.

What is the calendar year for FBT?

The FBT year start on 1 April and ends on 31 March the following year.

How does the difference between the PAYG calendar and the FBT calendar affect reporting?

With the grossed up value of the FBT allowance now appearing on payment summaries, the FBT balance needs to be held after the collection of the following year's FBT figures.

FBT in Oracle Payroll

You set up your Fringe Benefits elements in the Elements window. You must assign the Fringe Benefits elements you create to the Primary Classification of Fringe Benefits.

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

The Fringe Benefits elements you create are then picked up for inclusion on the Payment Summary.

See: Setting Up Fringe Benefits Tax, *Oracle HRMS Compensation and Benefits Management Guide (Australia)*

> **Note:** Payment of the Fringe Benefits can be made via Oracle Payroll or through Oracle Payables.

Foreign Employment Income

Employees considered Australian residents for tax purposes, but working overseas, are considered Foreign Workers. The monies earned while being employed overseas is considered foreign income. Foreign income is taxable and the ATO requires the reporting of foreign employment payments on a separate Payment Summary - Foreign Employment Payment Summary.

Oracle HRMS for Australia enables you to:

- Record foreign worker information and calculate taxes for foreign workers

- Report the foreign income in the end of year reports and Printed Payment Summary for Foreign Workers

- Report the foreign income in the End of Year Data file and Reconciliation Reports

Processing and Reporting Foreign Employment Information

Oracle HRMS for Australia enables users to record and process foreign income information of employees working overseas to ensure correct tax calculation and reporting.

Assignment Status

Oracle provides predefined assignment statuses that users can use to record if an employee works overseas or in Australia:

- Foreign Worker J – use this status for periods of foreign work that is part of Joint Petroleum Development Area (JPDA)

- Foreign Worker F – use this status for periods of foreign work that is not part of JPDA

The End of Year archive process uses this assignment status to determine which earnings will appear on which Payment Summary. If an employee works partially overseas and partially in Australia, the employee will receive payments for both foreign and normal assignment statuses and therefore receive two Payment Summaries.

Predefined Elements and Balances

Oracle provides the following predefined elements to use while processing foreign income for taxation purposes.

- Foreign Tax Paid - Oracle provides a predefined element Foreign Tax Paid and corresponding balance Foreign Tax Payments. You can calculate the overseas tax deducted in AUD and feed to this element. Based on the amounts fed to this element, the application calculates the total tax as (PAYG Tax – Foreign Tax Paid).

  Use this element to reduce the tax paid by the employee in Australia as employees would have already paid tax for the amount in a foreign country. This element is optional.

- Retro Foreign Tax Paid - Use this element to input any overseas tax paid against retro earnings.

- Foreign Tax Adjustment - If the Foreign Tax Paid is greater than the PAYG liability, the application uses this element and will adjust the tax to be paid to zero.

- Foreign Leave Payments on Terminations - Use this element to calculate the ratio of foreign employment to Australian employment for the purposes of termination payment calculations.

- Foreign Worker Days - Use this element to override the number of days used in the proration calculation for a pay period, which has partial foreign work and partial Australian work.

Processing Additional Payments, Bonuses, and Commissions

Additional Payments as defined by the ATO include retrospective payments, commissions, bonuses, and similar payments which are now combined for the purpose of taxation. The taxation of these Additional Payments differs depending upon the financial year the Additional Payment falls into.

Oracle enables you to process and tax these bonuses, commissions and additional payments depending on whether these payments are accrued in the current financial year or a prior financial year.

Bonuses and commissions are combined and taxed with retrospective payments in a previous financial year. That is; combined and a yearly reconciliation is completed to determine the tax.

You must create a secondary classification of Additional for all Earnings Element to ensure the correct taxation and reporting of retrospective payments. All elements and formula results must have a commencement date of 1 July to ensure correct cross financial year calculation. A sample FastFormula AU_ADDITIONAL_RETRO_PAY is available that determines the periods that the retrospective payments belongs to, and then passes these results to the appropriate predefined element for correct taxation and reporting. You can assign this FastFormula to the originating element or the RetroPay element depending on the method of RetroPay element setup.

For information on Taxation of Additional Payments, refer to the Technical Brief - Additional Payment Processing in Australia - Including retrospective processing, bonuses and commissions, Document ID 395853.1 on My Oracle Support.

4

Payroll Processing and Analysis

Payroll Processing and Analysis Overview

Using Oracle HRMS you can run a payroll, perform post processing on a successful payroll, and also make changes and corrections for a payroll that has not completed successfully.

Payroll Processing and Analysis in Oracle HRMS

You can run your payroll as:

- A batch process if you want to include all employees or a group of employees in the same run

- A QuickPay process if you want to run a payroll for an individual employee

You can perform all the necessary post processing to generate payment for your employees once you are satisfied that your payroll run results are correct:

- The PrePayments Process enables you to allocate employee payments between the payment methods that you have defined.

- The Payments Processes enable you to make automated payments to a bank account, generate cheques/checks and report on the amounts paid to your employees. You can also verify that cheques/checks have been cashed.

- The External/Manual Payments Process enables you to make cash payments or to pay employees from external sources.

You can analyze your payroll run results to get early notification of possible discrepancies:

- The Payroll Exception report enables you to identify overpayments or underpayments.

- The Void Cheque/Check Payments Process allows you to cancel a cheque/check that was produced in error.

- Employee Run Results give you a list of all results created for this payroll run.

You can use these processes for correcting a payroll run:

- Correction of Run Results: Retries. Retries enable you to correct a payroll run before post-processing has occurred.

- Correction of Run Results: Reversals. Reversals enable you to correct a payroll run when post-processing has already occurred.

- Correction of Run Results: Rollbacks. Rollbacks enable you to correct a payroll run without keeping any record of the original run.

You can run these processes to make accurate provision for current payments backdated from a previous pay period, or current payments received in advance for a future pay period:

- The RetroPay process enables you to retrospectively distribute current payments to the period in which they were earned.

- For non-North American legislations, the Advance Pay process enables you to pay employees in advance for an absence recognized by your legislation.

Key Concepts

To enable you to process and analyze payrolls, you need to understand these concepts:

- QuickPay, page 4-7

- Continuous Calculation, page 4-8

    Note: You can use this if it is enabled for your localization.

- Running the PrePayments Process, page 4-35

- Retries, page 4-125

- Reversals, page 4-126

- Rollbacks, page 4-124

- RetroPay, page 4-80

- For non-North American legislations: Advance Pay, page 4-105

Reporting on Payroll Processing and Analysis

See Reports and Processes in Oracle HRMS, *Oracle HRMS Window Navigation and Reports Guide*

Payroll Processing and Analysis

The main purpose of the payroll run is to calculate employee pay correctly at regular intervals. In addition you can perform other payroll processes to ensure accuracy and provide flexibility for your organization. For example, you can roll back a payroll run when you want to carry out a test run without keeping any record of it having taken place. You can also run a RetroPay process when you want to make retrospective adjustments to allow for backdated pay awards.

Does Oracle Payroll enable you to run part payrolls?

Yes, Oracle Payroll enables you to run part payrolls. This is useful in each of the following circumstances where you do not want to process a payroll for the entire organization.

Calculating Pay for an Individual Employee or Group of Employees

If an employee leaves the company before the end of a payroll period, you will need to calculate the individual pay entitlement.

You may also want to calculate individual pay to check the details for an employee before starting a payroll run for all employees.

Specifying What Details You Can Include in a Payroll Run

You may want to specify that only particular types of earnings or particular categories of employee should be included in a payroll run.

Can you verify that a payroll run has completed successfully?

On completion of a payroll run you will need to verify that the run completed successfully. You can display run messages and view latest balances and assignment level results. You may also need to have relevant information grouped by topic in report format so that you can review the outcome of processing. Payroll runs can be monitored through the Payroll Progress Monitor, enabling you to view the name of the run and the percentage/time of completion.

Can you make adjustments after a payroll run has completed?

Oracle Payroll enables you to make each of the following types of adjustment when a payroll run has completed.

- Addition of late entries that were not included in the initial run

- Corrections to details that were wrongly entered in the initial run

- Retrospective distribution of current payments to the period in which they were earned

When you have made these corrections and modifications you can then run the payroll again. However, you do not need to rerun the entire payroll. You need only to perform a retry, and Oracle Payroll will reprocess only those items that were incorrect in the initial run.

Can you produce payment and costing information from a completed payroll run?

Oracle Payroll enables you to use the results of a payroll run to allocate payments to your employees, and to provide costing information.

Ensuring that Employees are Paid by the Correct Payment Method

When a payroll run has completed you need to pay each employee according to the payment methods that you have specified. You may also need to override the predefined payment methods where employees are receiving special payments such as bonuses, which may not be paid by the usual methods of payment. You also have the ability to pay an employee, who has multiple assignments within your organization, a regular single payment.

Ensuring that Costing Information Can be Provided

On completion of a payroll run you may need to distribute the associated costs across particular cost centers. For information on this, see: Cost Analysis Overview, *Oracle HRMS Enterprise and Workforce Management Guide*

Can Oracle Payroll run payroll processes throughout a payroll period?

Yes, the continuous calculation process enables you to process static employee data throughout the payroll period, leaving you extra time for validation and correction at the end of the payroll period.

What if you want to know how much gross pay is required to produce a given net amount?

Where employers have agreed to pay tax on a known fixed net payment, Oracle Payroll can calculate the gross amount that employees must receive in order to meet all deductions and still receive the correct net amount. This is referred to as Net-to-Gross processing, and the calculations that derive the correct gross amounts are referred to as Grossups, provided that the feature is enabled in your country.

Note: The entries made in the "Grossup Processing" tab on the earnings form only specify what deductions are to be included when calculating the gross pay. The system looks at the taxability rules to determine what deductions should be taken from an earning and does not take into consideration what is entered on the grossup processing tab. For example, if the gross up processing tab shows that Federal tax is to be the only tax included in the grossup calculation but the element is subject to CPP, EI and Federal tax as per the taxability rules, all three taxes will be deducted.

Can you process external and manual payments

Yes, Oracle Payroll enables you to make external and manual payments.

The Payroll Run

Process Part of a Payroll

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

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

Assignment Sets

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

- You need to process the night shift earlier than the rest of the payroll as they must receive their pay advices the night before the rest.

- You need to process a correction run, as entries were not received in time for the normal run and the overtime must be paid this period.

- You want to process an additional run for a long service award, which the enterprise is presenting as a cheque/check to each qualifying employee.

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

- Include all assignments

- Include or exclude individually identified assignments

- Use a formula to include or exclude certain groups of assignments

Consolidation Sets

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

Element and Distribution Sets

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

You can select element sets as follows:

- Include all elements

- Include or exclude individually identified elements

- Include or exclude classifications of elements.

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

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

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

QuickPay

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

QuickPay: Two Options for PrePayments:

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

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

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

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

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

Troubleshooting QuickPay: Concurrent Manager

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

You may receive one of the following error messages:

- **The process has not started**

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

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

  Ask your system administrator to investigate the reason for this.

Continuous Calculation

Continuous Calculation enables you to distribute your payroll processing throughout a payroll period. You can run processes such as the payroll run, prepayments steps, and costing, which deal with predominantly static employee data, at the start of the payroll period, leaving more time for validation and correction of changed data.

Continuous Calculation works by using triggers. You define triggers and events which inform the system when data has changed. For example, if an employee receives a bonus, the corresponding event is triggered. When you subsequently run the Continuous Calculation process, the system identifies these triggers and marks the corresponding payroll processes (such as the payroll run) to be repeated. The affected processes are repeated in a batch process which can be run as often as required. You define the frequency of the batch process when you run the Continuous Calculation process.

Event Group Qualification

Event Qualification is a system to restrict the type of datetracked-events to be interpreted from the Incident Register. You can qualify the event so only a subset of these event types are actually returned. An event qualifier is a basic definition of events to be monitored for a table to represent additional filtering.

You can form event groups that enable you to construct a grouping of events. A list of events gives you the ability to say "I am interested in this event occurring" and provides a simple solution for most problems. In more complex implementations, you can use Event Qualifiers. If, for example, there are date changes, you can address it to a further level of granularity such as "why the change occurred". It enables you to specifically control the events creation; for example, "to raise event if the change is from A to B, but do not raise it if it is from A to C. In other words, a specific change qualifies the event.

The Qualifiers button is enabled only when you enter an event with update type "Datetrack Update" using the Event Group window. An event can be qualified if predefined qualifiers exist for that table, and you can enter exact changes that cause the event to be valid or invalid.

If you require qualifiers, you can create a default change with old and new values set to

<ANY_VALUE>, such that all changes result in the event being registered. A list of exceptions to this default behavior displays in the Value Change Exception region. You can set some causes of the event and select the Valid check box and if the change occurs, the application fires the event or validates the event. For example, consider 20 possible values for a field but the event is considered important only if value10 is changed to value15. By using the Event Qualifiers, you can add a validation that the application should not process if the fields are changed from and to any other value.

The Event Qualification window enables you to record the name of the qualifier, the table being monitored, the qualifying value and query (the From and To clause for the validation) used to validate comparisons. The table PAY_EVENT_QUALIFIERS holds this information.

Qualifiers are of two types - direct and indirect comparisons. You can use direct comparisons for assignment changes and indirect comparisons for entry value changes. The indirect changes relate to dynamic triggers monitoring one table, but looking for changes in another table. This is particularly relevant to entries, where you can monitor the entries table, then look for changes in the entry value table.

The table PAY_EVENT_VALUE_CHANGES holds information detailing the definitions of the changes that cause the events to be valid or invalid. The table includes the qualifier and name that is to be used, with the values of from and to, the column that triggers the qualification check, with whether it is valid and the type of proration it relates to.

The comparison determines if the event is a valid event and the type of proration that is associated with that event. You can use <ANY_VALUE> and <NULL> to denote the type of change in the comparison.

The Run Proration field is enabled only if the Event Group is Proration and if the legislation has enabled it in PAY_LEGISLATIVE_FIELD_INFO.

For information on how to define event group qualifiers, see: Defining Event Group, Note ID: 971206.1 on MyOracle Support.

Starting a Payroll Run

You start a payroll run in the Submit Requests window.

To run a payroll:

1. In the Name field, select the name of your payroll run process.

2. In the Parameters window, which opens automatically, select the payroll.

3. Select the default consolidation set name for the payroll, then select the current payroll period display.

4. Select a new consolidation set for the run if required.

Use the consolidation set to control post-run processing of the results.

5. Select the payroll period for the run.

6. Select an element set and assignment set if required.

   US only: Make sure that you have included the VERTEX seeded recurring element in your element set if you are using an element set.

7. Select a run type.

8. If your legislation supports Regular and Supplemental runs, then select R for a Regular run or S for a Supplemental run.

   India only: Select "Bonus" run type for paying bonus.

9. You can optionally enter a message to appear on the statements of earnings for this run if your SOE is designed to support such a message.

10. Choose Submit.

Setting Up Continuous Calculation

To set up your system for continuous calculation:

1. In the Table Event Update window, check that the events are defined for the tables you require for continuous calculation.

2. If the table has already been defined, but the required event is missing, create either an Update, Delete, or Insert event and enter the table column to which the event refers. Select the change type defined by the event.

3. If the tables you require for continuous calculation have not been defined in the Table Event Update window, define them now in the Table Event Updates window.

   See: Making Table Event Updates, page 5-8

4. In the Functional Area Maintenance window, choose the Incident Register functional area. Make sure your triggers are included in this functional area. If your triggers are not included, insert them.

   You can also activate the triggers according to legislation or business group.

   See: Grouping Dynamic Triggers into Legislative Functional Areas, page 5-7

   > **Note:** When you save a single trigger, this has the effect of regenerating all triggers contained in the same package.

5. Run the Continuous Calculation process from the Submit Reports and Processes window.

    See: Running the Continuous Calculation Process, page 4-11

Running the Continuous Calculation Process

The Continuous Calculation process enables you to process static employee data throughout a payroll period.

You run the Continuous Calculation process from the Submit Requests window.

To run continuous calculation:

1. Enter Continuous Calculation in the Name field of the Submit Requests window.

2. Select a payroll.

3. Schedule your process.

    You can choose how often you want to run the continuous calculation process. For example, you can run the process every day, every week, or on specific days.

4. Choose Submit.

Running QuickPay

You navigate to the **QuickPay** window from an employee assignment.

To define a QuickPay run for an employee assignment:

1. Set your effective date to the day you want to make the QuickPay payment.

    The Payroll Period displays for the date selected, and the Date Paid and Date Earned for this period also display. Date Paid is the regular payment date for your legislation. You can update the **Date Paid** field, but only to another period's regular payment date.

    > **Note:** If you select an effective date for which there is no valid payroll period, all three fields remain blank. You cannot select an effective date earlier than the start date of the parent record - the employee assignment.

2. Select a consolidation set.

    The default is the consolidation set for the assignment's payroll.

> **Note:** The Number field remains blank and the status field remains
> set to Unprocessed until the QuickPay run process is completed.

3. If your legislation makes use of run types, select the run type for this QuickPay.

4. Enter a pay advice date and message if required. These fields are for information only.

5. Save your QuickPay definition.

> **Note:** All assignment processes for the assignment's payroll must
> have a status of Complete for you to save the definition. If not, you
> see an assignment interlock failure message. Check the status of the
> assignment processes in the Assignment Processes window, and
> delete, roll back or rerun any non-Complete processes.

If the QuickPay Run itself displays In Error or Marked for Retry, choose the **Retry Run** button to run the process again.

To execute a QuickPay run for an employee assignment:

1. Choose the **Element Selection** button if you want to check or verify element entries for the QuickPay run. All the elements for the assignment that exist as of Date Earned are listed in the **Element Selection** window. Select or clear the **Include in Run** check box for elements you want to include or exclude from the run.

2. You can choose the **Entry Values** button to view entry values for each element.

> **Note:** You cannot create, update or delete entries or entry values in
> the Element Selection and Entry Values windows. You can only
> select or clear the Include check box for entries.

3. Choose **Start Run** to run the QuickPay process.

   You run QuickPay from the **QuickPay** window, not from the **Submit Request** window. You can view the status of the run in the **View Requests** window. If necessary, you can then mark it for retry or roll it back either from the **QuickPay** window or the **Payroll Processes** window.

   When the run is processed, the **Status** and **Number** fields in the QuickPay Run block display values for the run as follows:

   • **Number**: Numbering is consecutive, starting from 1, for each QuickPay run in a payroll period. There is a separate series for each separate payroll. The numbering restarts from 1 for each successive period.

- **Status**: Values displayed for processed QuickPay runs are Complete, In Error, Mark for Retry. You cannot enter or update values directly in this field. Choose Retry Run to rerun the QuickPay process for runs with the status In Error or Marked for Retry.

    Important: Oracle recommends you to run QuickPay Prepayments after a QuickPay run to avoid any issues during processing.

For information about running PrePayments, see: Running Post-Run Processes for QuickPay, page 4-22

To archive QuickPay run:

You can archive payroll information after running the QuickPay process and QuickPay prepayment process successfully. The **Start Archive** button on the **QuickPay** window allows you to start the archive process. The **Start Archive** button gets enabled only when the QuickPay process and QuickPay prepayment process are completed for an assignment. Use the **View Requests** window to view the QuickPay archiver process details. The QuickPay archiver process is displayed in the window as the "Retry Payroll Process". Navigate to the **Payroll Process Results** or the **Assignment Process Results** window to review the Quick Pay Archiver results.

The following rules apply to the Start Archive process:

- If an assignment's QuickPay is processed using the Start Archive process, then this QuickPay is not eligible for process using the Payroll Archiver concurrent process.

- If an assignment's QuickPay has been processed using the Payroll Archiver concurrent process, then the **QuickPay** window allows you to retry the archiver process by enabling the **Retry Archive** button, that is the **Start Archive** button label gets changed to Retry Archive indicating that the Payroll Archiver or QuickPay Archiver is already processed.

    Note: The Start Archive button is not available by default for all legislations.

US Payroll Only: In addition to the general post archive processes, QuickPay archives data for the NACHA, Online Payslip (US), and Deposit Advice processes.

Mexico Payroll Only: In addition to the general post archive processes, QuickPay archives data for the CFDI Payslip process. The Payroll Archiver process or the Quickpay Archiver process archive data used by Cheque Writer (Mexico), Direct Deposit, and CFDI Payslip processes. Format 37 and DIM reports do not use the Payroll Archiver data, they instead use the data archived by the Year End Archiver process. You can roll back the QuickPay archiver results using the Rollback MX Payroll Process concurrent program. See: Correction of Run Results: Rollbacks, page 4-124

Running the Generate Run Balances Process

Run this process when you want to recalculate run level balance values that may have become invalid, such as through changes to historical data.

You run this process in the Submit Requests window.

To run the Generate Run Balances process :

1. In the Name field, select Generate Run Balances.

2. Select the Parameters field to open the Parameters window.

3. In the Parameters window, enter a start date from when you want run balances recalculated. This is mandatory.

4. Select a mode to determine which balances to include. There is no specific time required to run these, such as once a month. All Invalid Balances is likely to be run most often, with Single Balances and All Balances run as required. You can choose from the following:

   • A Single Balance - If you select Single Balance mode, the Defined Balance field becomes active.

   • All Invalid Balances

   • All Balances

     > **Important:** The profile option PAY: Allow All Balances for Assignment Level controls running the process for all balances at the assignment level. The profile option is set to No by default. Set this option to Yes if you want to run the process at the assignment level and for All Balances mode.
     >
     > If the profile option is set to NULL or No and you select the mode as All Balances, then you can select Group at the balance level. When you select the mode as All Invalid Balances, you can run for both Assignment and Group levels.

5. Select the option that shows the route for retrieving balance values, even if its status is Invalid.

6. Select a balance level to determine which balances are to be recalculated if enabled for your localization:

   • Assignment

- Group

- Assignment and Group

7. Click OK and then Submit.

Post Processing for a Payroll

Post-Processing for a Payroll

PrePayments Process

Within Oracle Payroll the PrePayments process enables you to select a payment method to pay your employees. You can distribute employee pay over more than one method using either a percentage or monetary split.

You can override the PrePayments process. For example, suppose you have run the normal payroll run and made payments via one payment method. You then have to run supplementary payments for some employees and pay them by a different payment method. The PrePayments process, having distributed the regular payments over the payment methods entered, allocates the supplementary payments to the override method.

Payroll Submission Archive and Payroll Submission Report

Ireland Users Only: Use the Payroll Submission Archive and Payroll Submission reports to submit payroll information to Revenue. You can generate these reports based on prepayments. This is a two-step process and includes archiving and reporting. Archiving enables you to archive the payroll details and the payroll submission report process enables you to generate the report based on the archived details.

Cheque/Check Writer Process

Run the Cheque/Check Writer process to determine the generation of cheques/checks for a specified payroll and consolidation set over a specified time period.

You can generate contiguous serial numbers for cheque/check printing, and you can use this feature to account for cheque/check stationery used during the cheque/check printing process. If you do this, you also need to take into account the cheques/checks you use to carry out the alignment of your printer.

A sample cheque/check report is supplied with the Cheque/Check Writer process. You can customize this report, or add your own cheque/check style to meet your enterprise requirements.

Oracle Payroll provides automatic cheque/check numbering for the Check Writer process. You can keep track of cheque/check numbers when you process multiple cheques/checks per day.

> **Note:** Your System Administrator can enable the HR: Default

Check/Cheque Number Method profile which enables you to use the automatic check/cheque numbering process.

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

Void Cheque/Check Payments Process

Run the Void Cheque/Check Payments process when you want to void cheques/checks you have issued using Oracle Cheque/Check Writer. You may want to do this if there is a printing error or if the cheques/checks you print are afterwards lost. The process cancels the cheques/checks issued, records details of the cancellation, and enables you to give a reason for cancelling.

Check Writer - Override Payment Date Process

When you reissue a check after voiding it using the Void Check Payments process, the Check Writer process prints the check with the original Payment Date by default. Using the Override Check Date feature, you can replace the original check date with a check date of your choice. For reporting purposes, the Payment Register Report captures the replacement date from the reprinted check.

External/Manual Payments Process

Use the External/Manual Payments window to record cash or cheque/check payments to employees from external sources or petty cash. The window enables you to record details of each payment.

Data Locks for Payroll Processes

Data locking is a mechanism that enables you to protect your data from unwanted updates. For example: If you are running a monthly report at the end of each month, the data contained in the report has to remain unchanged for as long as the report exists. If you want to change this data, you must first rollback the report.

Data Locks: Automatic or User Selectable

Automatic

Some payroll processes automatically lock your data and you do not need to take any additional action to apply a lock. For example, whenever you run the prepayments process, your data is automatically locked against update while the prepayments process completes.

User Selectable

Some payroll processes do not apply a lock automatically, but do provide you with the option of selecting a process to apply a lock. Where this is the case, the lock process can usually be selected from the Submit Requests window for your legislation.

For example, if you are using Oracle Payroll for Ireland you can select the P30 Data Lock process which specifies a date at which you want to lock the P30 monthly report before generating the report output. By applying the data lock you also maintains the lock date as a historical record so that you can be confident that subsequent monthly reports start from the correct point.

Data Locks: Rollbacks Can Override Them

You should also be aware that some payroll post-processes can override any data locks that you have established. Oracle Payroll does not provide validation to prevent this, since it is a legitimate action that you may need to perform. For this reason we recommend that you should always refer to the individual topics in Oracle Applications Help before attempting to work with user selectable data locks.

Generic Upgrade Mechanism Overview

Generic Upgrade Mechanism enables users to upgrade certain technical and functional aspects of HRMS and localizations. This is a generic process that localizations can configure to perform certain upgrade tasks either at the business group level, assignment level, or person level. All the upgrades are listed in table pay_upgrade_definitions.

To use the Generic Upgrade Mechanism process, you must ensure that it has been added to Request Group of your Responsibility.

Navigate to System Administrator > Security: Responsibility: Define.

Query your responsibility and the Request Group used.

Go to Security > Responsibility > Request.

Query the Request Group noted previously and add the program Generic Upgrade Mechanism.

Some of the upgrade programs that are available within Oracle HRMS are described here:

> **Note:** Please note that not all the upgrade programs have been enabled for all localizations. Contact your administrator for the upgrade program for your localization.

BEE Input Value Upgrade at Business Group Level:

Enables setting of default values for input values with lookups or value set for BEE batch transfers.

Balance Date and Time Definition Upgrade:

Updates the run result table with time_definition_id, start and end dates. The time definition gets attached if no Time Definition is attached to an element.

QuickPay Exclusions Table Upgrade:

The QuickPay Exclusions Table Upgrade program enables users to exclude an element entry in a QuickPay definition once the QuickPay has been processed. The element entries will no longer need to be explicitly included in a QuickPay definition, rather the available entries that are process able will be processed by QuickPay unless they are explicitly excluded by the user.

> **Important:** The QuickPay Exclusions Table Upgrade option will not be available in the list of values of the Generic Upgrade Mechanism process if the process has already run.
>
> To check whether this process has already been run, execute the following query:
>
> ```
> select * from pay_upgrade_status pus
>     where exists (select 'x' from pay_upgrade_definitions
> pud
>     where pud.upgrade_definition_id = pus.
> upgrade_definition_id
>     and pud.short_name = 'QPAY_EXCL_TABLE' );
> ```
>
> If this query returns a Status of "C", then the process has already been run.

Remove Applicant Assignment Link Usages:

The Remove Applicant Assignment Link Usages upgrade program is run for all business groups containing assignment link usages whose parent assignment is an applicant assignment. Eligibility criteria allowing, split date effective rows in pay_assignment_link_usages_f are combined into a single row. Thus dramatically reducing the volume of data in this table and as a result improves performance in certain processes.

Single Latest Balance Table Upgrade:

The latest balances for an assignment or person are stored in the following three tables:

- PAY_PERSON_LATEST_BALANCES

- PAY_ASSIGNMENT_LATEST_BALANCES

- PAY_BALANCE_CONTEXT_VALUES

When you run the upgrade process for the Single Latest Balance Table Upgrade, the data is moved from the above three tables to PAY_LATEST_BALANCES table. Any payroll process - Payroll Run, Quick Pay, Balance Adjustment that run after the upgrade will maintain and use the new table.

Sparse Matrix Null Run Result Values Functionality:

Enables the Sparse Matrix functionality when you run this program. Localizations can use the Sparse Matrix functionality only if their legislation has seeded RR_SPARSE legislation rule to 'Y', and executed the new ENABLE_RR_SPARSE upgrade.

Sparse Matrix Null Result Values Upgrade:

Purges old NULL run result values present prior to upgrade. This upgrade is optional and is legislatively enabled and requires a row for it in pay_upgrade_legislations table.

Update Action Type of Assignment Action:

Run the Update Action Type of Assignment Action upgrade program for each business group separately. It updates the column PAY_ASSIGNMENT_ACTIONS. ASSIGNMENT_ACTION_TYPE with the PAY_PAYROLL_ACTIONS.ACTION_TYPE.. Following the upgrade, you must build statistics on your HR table - PAY_ASSIGNMENT_ACTIONS.

Some payroll processes are coded to use assignment_action_type, if the upgrade has been run. This ensures better performance of the payroll processes.

Upgrade Involuntary Deduction at Business Group Level (UK only):

Use the Generic Upgrade Mechanism to migrate your Involuntary Deduction elements at the business group level, migrating each business group separately. This process does not compile any fast formulas and therefore you must submit the request to recompile all uncompiled fast formulas.

Upgrade Elements for Enhanced Retropay for Business Groups (US/Australia):

Use this program to upgrade elements for Enhanced RetroPay to ensure a faster Enhanced Retropay process. This is enabled for US/Australia localizations.

Australia only The upgrade process picks an element set for retro upgrade only if the set has been used in a Retropay By Element process. You can verify this by the

following query:

```
select payroll_action_id
from pay_payroll_actions ppa
where ppa.action_type = 'L'
and ppa.element_set_id = &element_set_id
```

Substitute &element_set_id with the Element Set ID of the Retro element set requiring upgrade.

If the above query does not return rows then please execute a dummy Retropay By Element run with the above element set.

Upgrade Entry Process Details with Tax Unit

Users can run this process to handle the update of data in the table PAY_ENTRY_PROCESS_DETAILS to update TAX_UNIT_ID column table as necessary. The process is enabled for all localizations, irrespective of whether the Legislation Rule RETRO_TU_CONTEXT is set to Y or not. However, the process is effective only for those localizations with the rule set to Y.

Australian users: You can run this process independently or through the existing Upgrade Elements for Enhanced Retropay for Business Groups process.

China, Korea and Singapore users : You must submit the new upgrade process.

Disability Status Upgrade (UK only):

 Users can record disability information using the options: Disabled, Not Disabled, or NULL. Oracle HRMS enables users to record employees as Partially Disabled. In the event, if an employee has been recorded using one of disallowed options, users can use the Generic Upgrade Mechanism - Disability Status Upgrade process to correct the designation.

This process updates the non-UK specific categories to Yes, and migrate existing records having disability recorded to the Disability form from Person form.

The Generic Upgrade Process generates an output displaying the list of employees with their old and new disability categories. This output is located with the other log files and can be reviewed to determine which records were modified. This process migrates only Employees and Applicants, but will not migrate other person types.

South Africa: End Date Business Address at Person Level:

 The Generic Upgrade Mechanism process includes a parameter South Africa: End Date Business Address to end-date the business address at the person level and to pick the business address of the employee from assignment level and report errors if the business address of the employee is not specified at assignment level.

Related Topics

For more information on Generic Upgrade Mechanism, see: Questions regarding Generic Upgrade Mechanism note ID 561154.1 on My Oracle Support.

For more information, see: What is SPARSE Matrix and How does it Help to Minimise Size and Growth of Run Results and Run Result Values Tables note ID 368723.1 on My Oracle Support.

Processing Single Touch Payroll

Employers are required to report YTD figures on a pay by pay basis rather than one report at the end of the year. Employers send the file to the ATO using a sending service provider (SSP) as the XML file requires further processing to meet the file submission requirements from the ATO.

Oracle HRMS provides the single touch payroll process to archive all the employees and their information to produce the STP Report. You can report the changes to TFN for the assignment if required. You can run the archive process multiple times for the same period or parameters for the same or different group of employees. Each archive includes all employees even if the information has been archived earlier. Even if there are multiple archives for the same employee, the most recent assignment record is always reported in the STP Report.

When you rerun an archive for the same period or parameters, you must either delete or roll back the previous archives. You can combine the multiple archives to produce one XML file. The submission date must be the same for all archives to produce a combined XML file. You can reconcile or view what has been archived.

The STP process produces an exception Report and a validation report from the data in the archive and not the live system.

You can run the exception report separately from the Submit Requests window by enabling or disabling the report sections based on the parameter values.

See: Setting up Single Touch Payroll, page 4-70

Running Post-Run Processes for QuickPay

To run PrePayments and other processes from the QuickPay window:

1. Choose the Start PrePayments button. If required, you can override the default payment method for the assignment. You have a choice of Cash or Cheque/Check for prepayments run from the QuickPay window.

   The status for the completed process displays in the Status field in the QuickPay PrePayment block.

2. When a status of Complete displays, do *one* of the following:

- Choose the External Payment button to make payment by cash or cheque/check from the External/Manual Payments window.

- Leave the payment to be made by a batch Cash or Cheque/Check Writer process for the consolidation set.

    Important: Oracle recommends you to run QuickPay Prepayments after a QuickPay run to avoid any issues during processing.

Viewing Payroll Process Results

To view, retry or roll back payroll processes:

1. Select the name, period dates and action type of the payroll you want to view results for.

    If you leave the Period To field blank, then the end date in the Period From field becomes the end date for the query. If you run the query directly without entering payroll or period details, then the window displays all payroll process results for all payrolls in the Business Group.

2. Choose Find.

    The window displays details of all payroll processes for the payroll and period selected. You can see further display details.

3. To mark a payroll process for retrial, select the Retry check box for the record. You can then run the Retry process from the Submit Requests window.

4. To monitor the progress of a payroll run, select the record and choose the Process Info button. This activates the Payroll Progress Monitor, allowing you to view the name of the run currently processing and the percentage/time of completion. You can update these details through the Refresh button or check the Automatic Refresh box to enable changes to display as they occur.

5. To roll back a payroll process, select the record and choose the Delete Record icon. This deletes the process from the database and returns all values to their former state.

    Note: Use the Payroll Processes window to roll back small processes only. It is better to roll back large processes such as payroll runs from the Submit Requests window. This runs the process under concurrent manager control, freeing you to carry out

other tasks during processing and handling the process more quickly. You can also run processes for assignment sets in Submit Requests.

6. To see further information about the assignments making up the payroll process, select the record and choose from the buttons at the bottom of the window. Information then displays for the records you select.

- **Assignment Process:** Lists details of the assignment processes making up the payroll process.

- **Message:** Displays any system messages relating to the payroll process.

- **Process Info:** Summarizes processing status information for the assignment processes.

- **Conc Manager:** Enables you to query details of the run to view log file details.

- **Breakdown:** Summarizes costing process information as follows:

  - Costings that were correctly costed (Normal Number)

  - Costings posted to the suspense account

    > **Note:** Costings can be posted to the suspense account if costing codes are wrong or, for example, values missing for distributed costing. Such costings still have a status of Complete. For costing processes to be given a status of Error there must be a serious breakdown at system or process level.

- **Output:** You can view and download magnetic media, audit and other output files from the View Payroll Process Results page after running the Federal/State/Local W-2 magnetic media processes, State Quarter Wage Listings (SQWL's), and TIAA CREF interface. If the Output button is inaccessible (greyed out), this may indicate you are attempting to view output from a process other than the processes listed above, such as the PDF output from the Employee W2 PDF process.

  Singapore/Hong Kong users: You can view and download magnetic media, audit and other output files from the View Payroll Process Results page.

  Singapore users: You can view the output for these processes - IR8A File, IR8S File, A8A File, A8B File, and CPF Line Report.

- **Reconciliation Details** Allows you to see whether a specific payment has been cleared by the system with the following statuses:

- Cleared

- Uncleared

- In error

You can also see the messages produced by the reconciliation process.

Printing the Payslip

You can generate your payslips to be printed and distributed to your employees using a report that picks up the payroll information you extracted previously through the payslip archive process, and converts it into a formatted file ready for printing. The payslip consists of a header and a body section, with the information you enter in the Parameters window appearing on the header page and the payslip figures in the main body.

You run the payslip report from the Submit Request window.

To run the payslip report:

1. Select your country's payslip report in the Name field.

2. In the Parameters window, and select the parameters for the report..

3. Enter the start and end dates for the period of time you want the report to cover. You run the report for the same period as the payslip information extracted by the payslip archiver

4. Select a payroll, consolidation set, and assignment set. This selects the employees for whom you want to run the report. Selecting a payroll overrides the consolidation set and processes the report only for the selected payroll. You can opt to select just a consolidation set.

5. The Sort Order fields that appear on the header section of the payslip enable you to divide the payslips into areas of your choice. For example, the current defaults divide the payslips into Person Info 1(Employer), Organization and Full Name areas. You can change the default values that appear by selecting another item from the list of values, selecting information about Additional Employee Details, Address Details, Payroll Information and Employee Details.

6. Click Submit.

7. Click View Output to see or print the payslip report file.

Running the Electronic Lodgement of TFN Declaration Process

Tax File Number (TFN) details and other data are reported to the Australian Taxation Office (ATO) when an employee changes their tax details, or commences employment with a new employer.

This information is reported to the ATO using magnetic media in an ATO approved format.

The Electronic Lodgement of TFN Declaration process allows you to produce a report for any new or changed TFN details for the employees in an organization.

The generated report processes details of all the transactions up till midnight of the day before the Report End Date. Entries of employees that are updated on the date on which the report is run are not picked up in the current run. These employees are picked up in the next run.

The report processes all the transactions for the last 14 days up until midnight of the day before the Report End Date. The report does not include any changes entered on the date that you run the report.

You run the Electronic Lodgement of TFN Declaration process from the Submit Request window.

To run the Electronic Lodgement of TFN Declaration process:

1. In the Name field, select Electronic Lodgement of TFN Declaration. Then enter the Parameters field to open the Parameters window.

2. Select the legal employer for whom you want to run the report.

3. Optionally enter a supplier file reference to identify the report you are producing.

4. Enter the report end date. This will pick up any changes in information fourteen days prior to the report end date you enter.

5. Select the run type you want to produce.

6. Choose the Submit button.

Running the Direct Entry (Australian BECS Format) Process

Run this process when you want to produce a payment file for all employees. You must run Pre-Payments before running this report.

You run the Direct Entry report from the Submit Request window.

To run the Direct Entry report:

1. In the Name field, select Direct Entry (Australian BECS Format). Enter the Parameters field to open the Parameters window.

2. Select the payroll and consolidation set for which you are creating EFT output.

3. Enter a start date to restrict the payments to unpaid prepayments from the date you enter. If you do not enter a start date, then the process includes all unpaid prepayment runs.

4. Enter the end date of the process. This will be used to retrieve only the unpaid prepayments falling before this date

5. Enter the organization payment method.

   The PAYMENT_TYPE_ID defaults to "AU Direct Credit" and cannot be modified.

6. Enter the transaction date. This is the date when payment is made to the employee accounts.

7. Select a sort sequence. You can sort by either Name or Branch.

8. . Choose the Submit button.

Setting Up Payment Summary Allowances

Any allowances you create that you want displayed separately on the Self-Printed Payment Summary Archive Report must be defined.

To define your payment summary allowances:

1. Create a primary balance for the allowance you are creating. You define your balance definitions in the Balance window.

   Enter a name and reporting name for the balance. Choose the Dimensions button and select _ASG_YTD as the balance dimension.

2. Create an element that will be used for the payment of the allowance you have created.

   > **Note:** The element you create must use the primary classification of Earnings.

3. Click in the Further Information field. The Further Information Element Information window is displayed.

4. In the Allowance field, select Yes from the list of values. Enter the name of that balance you created which you want to associate with the allowance element you are creating.

> **Note:** There should be a one-to-one association of your allowance element to a primary balance. For example, the element 'Allowance_A' feeds the balance 'Balance_A', and the element 'Allowance_B' feeds the balance 'Balance_B'.

Ensure the element feeds the balance you selected in the primary balance field.

5. Save your work.

Viewing Assignment Process Results

You view these results in the Employee Assignment Processes window.

To view assignment process results for an assignment:

1. Select the employee's name or assignment number.

   The employee's payroll displays automatically. If the employee has an assignment to more than one payroll, select the one you want.

2. Select the period dates of the payroll you want to view results for.

   If you leave the Period To field blank, the end date in the Period From field becomes the end date for the query.

3. Choose the Find button.

   The window displays details of all the assignment processes for the employee assignment and period selected.

   - **Number:** This is the assignment process ID.

   - **Applied To:** For reversals, external/manual payments and prepayments, this field displays the assignment process ID of the parent process.

Viewing Assignment Process Results for a Payroll Process

To view assignment process results for a payroll process:

1. In the Payroll Process window select a payroll, a range of dates, and an action type.

   If you leave the Period To field blank, the end date in the Period From field becomes the end date for the query.

2. Choose the Find button.

   The window displays details of all the payroll processes for the payroll and period selected.

3. Select a payroll process and choose the Assignment Process button.

   All the assignment processes for the selected payroll process now display.

Running the Leave Liability Report

Leave liability is the accrued debt owed by an organization for the leave balances of their employees. You can run the Leave Liability report to reconcile leave balances or to determine excess leave balances.

> **Note:** You must run the Annual and Long Service Leave Liability Process before you run the Leave Liability report.
>
> See: Running the Annual and Long Service Leave Liability Process, page 4-29

You run the Leave Liability report from the Submit Request window.

To run the Leave Liability report:

1. In the Name field, select Leave Liability Report (Australasia). Then enter the Parameters field to open the Parameters window.

2. Select the Payroll Run from the list of values.

3. Select the cost centers and the payroll you want to run the report for.

4. Choose the Submit button.

Running the Annual and Long Service Leave Liability Process

The Annual and Long Service Leave Liability Process extracts the information used in the Leave Liability Report.

> **Note:** You must run the Annual and Long Service Leave Liability Process before running the Leave Liability report.

See: Running the Leave Liability Report, page 4-29

You run the Annual and Long Service Leave Liability Process from the Submit Request window.

1. In the Name field, select Annual and Long Service Leave Liability Process. Then enter the Parameters field to open the Parameters window.

2. Enter the effective date for which you want to run the process.

3. Choose the Submit button.

Running the Employee Assignments Without Payroll Report

Use the Employee Assignments without Payroll report to identify any employee assignments that do not have a payroll.

You run this report from the Submit Requests window.

To run the Employee Assignments without Payroll report:

1. Select Employee Assignments Without Payroll report in the Name field.

2. Click in the Parameters window, and select the parameters for the report.

3. Enter the beginning date. This is the date from which you want to begin identifying assignments without a payroll.

4. Enter the end date. This is the date at which you want your report to conclude.

5. If you are running the PDF version of this report, then select a template for your PDF output.

6. Click OK.

7. Click Submit.

Running the Payroll Actions Not Processed Report

Use the Payroll Actions Not Processed report to identify all payroll actions not yet processed.

You run the Payroll Actions Not Processed report from the Submit Requests window.

To run the Payroll Actions Not Processed Report:

1. Select Payroll Actions Not Processed Report in the Name field.

2. In the Parameters window, and select the parameters for the report.

3. Enter a start date for the report to begin from.

4. Enter an end date to indicate the end of the reporting period.

5. Enter further identifying information to make your report as specific as possible. For example, you can enter payroll name, consolidation set name, and Government Reporting Entity (GRE).

6. Select the mode, for example, costing, payroll archive, and prepayments.

7. If you are running the PDF version of this report, then select a template for your PDF output.

8. Click OK.

9. Click Submit.

Running the Employee Assignments Not Processed Report

Use the Employee Assignments Not Processed report to produce a list of all unprocessed employee assignments and decide on sort criteria for the list.

You run the Employee Assignments Not Processed report from the Submit Requests window.

To run the Employee Assignments Not Processed report:

1. Select Employee Assignments Not Processed Report in the Name field.

2. In the Parameters window, and select the parameters for the report.

3. Enter a beginning date for the start of your reporting period.

4. Enter an end date to specify the end of your reporting period.

5. Enter further identifying information to make your report as specific as possible. For example, you can enter payroll name, default consolidation set name, Government Reporting Entity (GRE), and location.

6. Enter the sort options for your report.

7. If you are running the PDF version of this report, then select a template for your PDF output.

8. Click OK.

9. Click Submit.

Running the Element Register Report

Use the Element Register report after a payroll or QuickPay run to display a listing of the elements and pay values for each employee. You can specify selection criteria to determine what the report includes. For example, you can select elements by element set, element classification or by individual element name. You can also specify a report output type for browser display, or for export to an editable spreadsheet.

You run the Element Register report from the Submit Requests window.

For Canada users only: When you run the report for the Canadian localization, the report output is based on the value that is set for the ICX: Numeric Characters profile option. For example, if the profile option value is given as 10.000,00, then the report output is generated with the decimal separator "," (comma). When set to blank, the decimal and group separators are obtained from the NLS_NUMERIC_PARAMETERS setting in the database. The decimal separator will be "." (dot) and the thousand separator will be "," (comma), unless NLS_NUMERIC_CHARACTERS is modified.

To run the element register report:

1. Enter the Beginning Date Paid and the Ending Date Paid to specify your reporting period.

2. Select the criterion for determining which elements appear in your report. You can select one of the following:

   - Element set - your report includes all elements in an element set

   - Element classification - your report includes all elements belonging to a classification.

   - Element Name - your report only includes a single element

     When you have selected the criterion, enter a name to identify the particular element set, element classification or element for reporting. For example, if your criterion is element set, you enter the name of the particular element set that you want to report on.

3. Select the payroll, or consolidation set for your report. If you select a payroll, then the consolidation set appears by default. You must select either a payroll, or a consolidation set.

4. If you want to report on a single GRE, then select a GRE name. If you do not select, then your report contains information for all valid GREs.

5. If you want to report on a single organization, then select the organization name. If you do not select, then your report contains information for all valid organizations.

6. If you want to report on a single location, then select the location name. If you do not select, then your report contains information for all valid locations.

7. If you want to report on an individual employee select employee name. If you do not select, your report contains information for all valid employees.

8. Select an assignment set if you want to report on all assignments in a particular assignment set. You can only select a static assignment set. Dynamic, or formula-based assignment sets do not appear in the list of values.

9. Select a file type for your output.

   • HTML - this file type produces an output file that you can view in your browser.

   • Comma Delimited - this file type produces a comma delimited file that you can view in a browser. Additionally, you can save the comma delimited file as csv or txt so that you can open it for editing in a spreadsheet.

10. Click OK and then Submit.

Setting up Workplace Gender Equality Report

To generate the Workplace Gender Equality Report, you must follow the steps given below

1. Set up the salary and remuneration calculation options at the legal entity level or assignment level.

   See: Entering Legal Employer Information

2. Specify whether to calculate the salary or remuneration amount value using balances or elements/formulas at the legal entity level.

   See: Entering Legal Employer Information

3. If you have not specified at the legal entity level, then you can enter a value in the Salary or Remuneration field or use the balances or predefined elements/formulas at the assignment level.

   • If you enter a value in the Salary or Remuneration field, then the report uses this value. For example, if you select Balance as a calculation option but enter a value in the Salary field, then the value in the Salary field value is displayed in the report .

   • Oracle delivers the following balances defined that you can use :

     • Workplace_Gender_Salary

- Workplace_Gender_Remuneration

- Workplace_Gender_Bonus

- Workplace_Gender_Overtime

- Workplace_Gender_Superannuation

- Workplace_Gender_Discretionary

- Workplace_Gender_Other_Allowances

- Workplace_Gender_Other_Remuneration

- If you select Elements/Formulas, then you must use the predefined elements Workplace Salary or Workplace Remuneration or use the user defined formula.

  - Oracle delivers the predefined elements to use if you are using the Elements to calculate salary and remuneration. You must enter the input values to ensure the return value for the FastFormula is the last input value of the predefined element.

    - Workplace Salary

    - Workplace Remuneration

  - If you choose to use Formulas to calculate the salary or remuneration, then you must define a formula. You can define two formulas, one for Salary and the other for Remuneration. You can also choose to define only one formula for both, salary and remuneration. Oracle delivers the user defined formula AU_WORKPLACE_REMUNERATION to use for calculating the remuneration. You must define formula results.

4. Run the Workplace Gender Equality Report.

Running the Workplace Equality Gender Report

You run the Workplace Gender Equality Report to generate the workplace profile report. This process produces three processes:

- An archive – this has no output

- A validation Sheet – this lists all employees who have a zero value in Remuneration or Salary.

- An Excel spreadsheet which displays the output of the report.

You run the report from the Submit Requests window.

To run the Workplace Gender Equality report :

1. In the Name field, select Workplace Gender Equality report. The Parameters window opens.

2. Select the year you want to run for.

3. Select the legal employer you want to run report for.

4. Click OK and then Submit.

Running the PrePayments Process

Run this process when you want to do one of the following:

- Distribute employee pay over more than one payment method using either a percentage or monetary split. You define the amount or percentage to be paid by each method for each employee in the Personal Payment Method window. You can also indicate that payment methods should take account of run types and run types at personal level.

- Override the default payment methods. For example, you may need to run a supplemental payroll for which the distribution between payment methods will be different from that specified for the regular run. When you override the defaults, the payments for the supplemental run only are distributed according to the override payment method that you specify.

- If Multiple Assignments is enabled for your Payroll, the PrePayments process creates one regular cheque for all assignments and one cheque for each separate payment. Assignments must be included on the same payroll in the same payroll period or they will not be included.

    Note: The Net Pay from each assignment is deposited into the payment method account for the primary assignment unless the primary assignment is not processed. If it is not processed and the secondary assignment does not have a personal payment method, the employee receives a cheque.

    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.

Running the Third Party Prepayments Rollup Process

You run the Third Party Prepayments Rollup process to roll up the values of the third party prepayments to a consolidated value for the third party that is eligible to receive the payment. This process is responsible for generating the rollup values.

> **Note:** Ensure that you run the Prepayment process prior to running the rollup process.

You run this process from the Submit Requests window.

To run the Third Party Prepayments Rollup Process:

1. In the Name field, select Third Party PrePayments Rollup process.

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 third party prepayments rollup 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. Select the payment method to be rolled up in that run.

5. Click Ok and then Submit.

Running the Third Party Prepayments Rollup Details Process

You run the Third Party Prepayments Rollup Details to view the details of any payments made to the third party that have been rolled up. The summary of the payments made to each Payee organization by any employee can be viewed.

> **Note:** Ensure that you run the Third Party Prepayment Rollup process prior to running this process.

You run this process from the Submit Requests window.

To run the Third Party Prepayments Rollup Details process:

1. In the Name field, select Third Party PrePayments Rollup Details process.

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 third party 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. Select the particular payroll action to view the details of prepayments rolled up in that run.

5. Click Ok and then Submit.

Running the Cheque/Check Writer (Generic) Process

Use the generic Cheque/Check Writer process in preference to the non-generic process if you want to produce your output in XML format. You run the Cheque/Check Writer (Generic) process from the Submit Requests window.

To run the Cheque/Check Writer (Generic) process:

1. If you want to produce cheques/checks for a payroll, enter the payroll name.

2. If you want to produce cheques/checks for a consolidation set, enter the consolidation set name.

   You must supply either a payroll name, or a consolidation set name.

3. Enter a start date and end date to specify the period for which you want to produce cheques/checks.

4. Enter the payment type and the payment method.

5. Enter the sort sequence for the cheques/checks. The values of Organization and the Person default automatically.

6. Enter the cheque style.

7. Enter the first cheque/check number of your cheque/check sequence in the Start Cheque/Check field. If required, you can enter the last cheque/check number in the End Cheque/Check Number field.

8. Click OK to confirm that your parameters are correct.

9. Click Submit to run the Cheque/Check Writer process.

Running the Cheque/Check Writer Process

You run the Cheque/Check Writer process from the Submit Requests window.

To run the Cheque/Check Writer process:

1. In the Name field, select the appropriate process.

   Irish Payroll: Select IE Cheque Writer

Mexican Payroll: Select Cheque Writer (Mexico).

US Payroll: Select Check Writer.

All others: Select Cheque Writer.

2. In the Parameters window, select the name of a payroll or consolidation set. When you select a payroll, the default consolidation set is displayed.

3. Enter the start and end dates for the process.

4. Enter your cheques/checks payment method.

5. Enter the sort sequence for the cheques/checks This defaults to Organization, then to Person.

6. Enter your cheque/check style.

   If you enter Default, this selects the PAYRPCHQ sample cheque/check report.

7. Enter the first cheque/check number of your cheque/check sequence in the Start Cheque/Check field. If required, you can enter the last cheque/check number in the End Cheque/Check Number field.

   > **Note:** If your system administrator has enabled the automatic cheque/check numbering process, Oracle Payroll automatically provides the cheque/check number. (US and Canadian payroll only).

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

8. Choose Submit.

Running the Void Cheque/Check Payments Process

Void Check/Cheque Payments is a payroll process, and for every check/cheque that is voided, Oracle Payroll creates a corresponding assignment process.

You run the Void Check/Cheque Payments process from the Submit Requests window.

To run the Void Cheque/Check Payments process:

1. In the Name field, select Void Check/Cheque Payments.

   South African Payroll: Select Void Cheque Payments (South Africa).

2. In the Parameters window, select the payment run for the Cheque/Check Writer that you want to void.

3. Enter the date on which you want to void the cheques/checks. The default is your system date.

4. Enter, optionally, a reason for voiding the cheque/check issue.

5. Enter start and end numbers of the cheque/check sequence you are voiding. For single cheques/checks, enter the cheque/check number in both fields.

Reissuing a Voided Cheque/Check

If you void a cheque/check you reissue either with the same amount, or with a different amount. You can also reissue the cheque/check with a different date from the original check date.

See:Reissuing Voided Cheques/Checks with a Different Check Date, *Oracle HRMS Payroll Processing Management Guide*

To reissue a voided cheque/check with the same amount:

1. To verify that the void has been processed, select the employee in the Employee Assignment Processes window. For the process that originally produced the cheque, VOID will appear in the Status Column.

2. Run the Cheque/Check Writer process again. A new cheque/check will be produced with a new number.

3. If you want to verify the process, select the employee in the Employee Assignment Processes window. The number of the original prepayment will be in the Applied Column of the latest process.

4. Run the Void Payments Report any time after the void has been processed. See: Running the Void Payments Report, page 4-41

To reissue a voided cheque/check with a different amount:

1. Reverse the cheque/check that you have voided in the Reverse Payroll Run window. See: Correcting Run Results: Reversals, page 4-128

2. Enter the new amounts to be paid in the Salary Administration, or Element Entries window as appropriate.

3. Run QuickPay for the new amounts that is to be paid to the employee. See: Running QuickPay, page 4-11

4. Run the PrePayments process. See: Running Post-Run Processes for QuickPay, page 4-22

5. You can now do one of the following:

   • Manually issue the cheque/check. See: Making External/Manual Payments, page 4-43

   • Run the Cheque/Check Writer process again.

6. If you want to verify the process, select the employee in the Employee Assignment Processes window. The number of the original prepayment will be in the Applied Column of the latest process.

7. Run the Void Payments Report any time after the void has been processed. See: Running the Void Payments Report, page 4-41

Running the Cheque Listing Report

The Cheque Listing report shows the details of the cheque numbers issued and enables employees to sign for their cheques.

Run this report from the Submit Requests window.

To run the Cheque Listing report:

1. Select Cheque Listing in the Name field.

   Irish Payroll: select IE Cheque Listing

2. Select the payment run for which you want to show cheque details in the Parameters window.

3. Select the sort order for this report.

4. Choose Submit.

Running the Void Payments Report

Run the Void Payments report when you want to show the details of cancelled cheque/check payments.

Run this report in the Submit Requests window.

To run the Void Payments report:

1. In the Name field, select Void Payments Report

   Irish Payroll: Select IE Void Payments Listing

2. In the Parameters window, enter a start date and an end date for the report.

3. Select a payroll and/or consolidation set if you want to restrict your information by these parameters.

   US Payroll: You can optionally select a GRE.

   If you leave these fields blank, the report returns information on all payrolls for the period chosen.

4. Click OK and then Submit.

Running the Payroll Cheque/Check Payment Report

Use this report to view void and reversal information for a cheque/check. Select your parameters in the parameter wizard to determine the period and payment method for your report.

To run the Payroll Cheque/Check Payment report:

1. Enter the Process Start Date.

2. Enter the Process End Date.

3. Select a Payment Method.

4. Click Finish.

Voiding Magnetic Tape Payments

Run the Void Magnetic Tape Payments process when you want to cancel an EFT payment (NACHA or Direct Deposit for example) made by magnetic tape. The Void Magnetic Tape Payments process enters a record of the reversal into Oracle Payroll. Note, however, that the Void Magnetic Tape Payments process does not create a new magnetic tape for onward submission to the bank. You must contact the bank to request a manual reversal of the amount that you have voided. Remember that individual banks have different procedures for requesting a manual reversal. Before you request a reversal from your bank, always verify:

• The period of notice required for a reversal

• The information necessary to support a reversal request (for example, Employee Name, Social Security Number, Account Number, Routing Number, Amount, Effective Date, and so on).

• The preferred transmission method for the reversal request

You run the Void Magnetic Payments process from the Submit Requests window.

To run the Void Magnetic Payments process:

1. Select the payment run that you want to void.

2. Enter the effective date for the void process.

3. Enter a reason for voiding the payment.

4. Select the employee who received the payment that you want to void.

5. Select the payment that you want to void.

6. Click Submit

Making External/Manual Payments

You can use the External/Manual Payments window to:

- Make check/cheque payments to employees.

- Make cash payments to employees from external sources or petty cash.

- Complete the voiding of a payment to ensure that no one can reissue a payment once you have voided it.

You distinguish between each of these three uses by selecting one of three methods of handling the external/manual payment. Your selection of the handling method determines which type of external/manual payment you can make:

Method	Effect of Selecting this Method
Check Payment from Same Bank Account	Your check/cheque for the manual payment is drawn on the same bank account that you used for the original payment.
Other Form of Payment	Your manual payment is not made by a check/cheque drawn on the same bank account that you used for the original payment.
	Always select this method when you make manual payments in cash.

Method	Effect of Selecting this Method
Cancel Payment	Your payment cannot be reissued.
	Always select this method when you want to identify cancelled payments so that you can exclude them from reconciliation.

You access the External/Manual Payments window from either the Assignment window or the QuickPay window. However:

- If you enter from the Assignments window, you see the source type and its effective date. The source type is either PrePayments or QuickPay.

- If you enter from the QuickPay window, you see only the QuickPay source types. The Effective Date does not display because it is the same date as the QuickPay run. The Type does not display either because it is, by default, QuickPay.

   Note: External/manual payments for child assignment actions are not visible when you first open the QuickPay window. For example, if you attempt to view existing external/manual payments for a supplemental run, it initially appears that no external manual payments exist. However, the external payments are held as a child assignment action. To view such payments in the QuickPay window, the full sequence is:

   1. From the assignment, navigate to the QuickPay window..

   2. Select the run date.

   3. Navigate to the QuickPay Pre-payments field.

   4. In the empty field, click the down arrow.

   5. Click External Payments. You can now see any external/manual payrments for the child assignment action.

To make a cheque/check payment to an employee:

1. Query the Payment Method field to see a list of any unpaid cash or cheque/check payments for the current assignment.

2. Check the Pay check box for the payment methods you intend to pay manually. Enter the value of the payment and the cheque/check number.

3. Supply a Reason for requesting manual payment. We recommend that you record

your reason in the field provided rather than appending it to the cheque/check number details.

4. Select Check Payment from the Same Bank Account as the Method. This selection ensures that your External/Manual payment is from the same bank account as the original payment method. Also, if you intend to reconcile this payment in Oracle Cash Management, you must select Check Payment from the Same Bank Account.

5. Save your entry.

To make a cash payment to an employee:

1. Query the Payment Method to see a list of any unpaid cash, cheque or EFT payments for the current assignment.

2. Check the Pay check box for the payment methods you intend to pay manually. Enter the value of the payment, and the cheque/check number for check/payments. However for all other types of payment, leave the cheque/check number blank.

3. Supply a Reason for requesting manual payment. We recommend that you record your reason in the field provided rather than appending it to the cheque/check number details.

4. Select Other Form of Payment as the Method. You must use this method for cash payments and for cheques/checks that do not originate from the same bank account as the initial payment method.

5. Save your entry.

To prevent a voided payment from being reissued:

1. Query the Payment Method to see a list of any unpaid cash, cheque or EFT payments for the current assignment.

2. Check the Pay check box for the payment methods you intend to pay manually. Enter the value of the payment.

3. Supply a Reason for requesting manual payment. We recommend that you record your reason in the field provided rather than appending it to the cheque/check number details.

4. Select Cancel Payment as the Method. The external payment prevents the payment from being reissued. You should then reverse the payroll run to complete the voiding of the payment.

5. Save your entry.

Running the Generic Upgrade Mechanism Process

Generic Upgrade Mechanism is a generic process that localizations can configure to perform certain upgrade tasks either at the business group level, assignment level, or person level. All the upgrades are listed in table pay_upgrade_definitions.

You run the Generic Upgrade Mechanism from the **Submit Request** window.

To run the Generic Upgrade Mechanism process:

1. In the Name field, select Generic Upgrade Mechanism.

2. In the Parameters window, select the applicable parameter, if the upgrade program is enabled for your localization.

   - BEE input values at the business group level

   - Balance Date and Time Definitions

   - QuickPay Exclusions

   - Single Latest Balance Tables

   - Remove Applicant Assignment Link usages

   - Sparse Matrix Null Run Result Values Functionality

   - Sparse Matrix Null Result Values Upgrade

   - Update Action Type of Assignment Action

   - Elements for Enhanced Retropay for all Business Groups (US/AU only)

   - Upgrade Entry Process Details with Tax Unit

   - Involuntary Deduction at Business Group level (UK)

   - Disability Statuses (UK)

   - South Africa: End Date Business Address at Person Level (ZA only)

   - US: Upgrade Third Party Rollup Balance. See Processing Third Party Payments Rollup for US Payroll, *Oracle HRMS Payroll Processing Management Guide (US)* for more information.

3. Click OK.

Payment Summary Processing and Reporting Overview

You can automate the process of issuing payment summaries to employees during the financial year and submitting the information contained in these payment summaries to the Australian Taxation Office (ATO).

> **Note:** Oracle HRMS currently supports production of the Individual, Non-Business and ETP Payment Summaries.

The process of generating and reporting payment summary information involves four steps. You:

- Archive payment details for an individual, payroll or registered employer

- Review the archived data and correct any errors or exceptions

- Produce payment summary reports, including the Self Printed Payment Summary Report and ETP Payment Summaries

- Create and submit the ATO Payment Summary Data File

- Re-archive and replace an incorrect Payment Summary Data File

1. **Archive Payment Details**

   Run the Payment Summary Archive process to archive the balances reported on the Payment Summary. This process selects only employee records that have a blank (null) Payment Summary print date.

   > **Note:** Complete all payroll runs before you run the archive process.

   See: Running the Payment Summary Archive, page 4-48

2. **Review the Archived Data**

   Run the Payment Summary Validation Report to verify the data that appears on the self-printed summaries. The report highlights exceptions you need to correct before producing the Payment Summary reports. This report provides basic validation checks. Perform a more detailed check using the test Efile.

   See: Running the Payment Summary Validation Report, page 4-49

3. **Produce the Payment Summary Report**

   After you have archived and validated the payment summary data, you can produce a PDF of the Self Printed Payment Summary report. The PAR process creates locks to prevent you from reprinting a payment summary for an employee.

   See: Running the Produce and Print Self Printed Payment Summary XML PDF, page 4-52

4. **Produce the ETP Payment Summaries**

   You can issue employees an ETP Payment Summary at the time they terminate employment. You must produce ETP Payment Summaries at the end of the financial year for employees who did not receive an ETP payment summary at the time they terminated employment.

5. **Create ATO Payment Summary Data Files**

   If you produce self printed payment summaries, you must submit a file of this information to the ATO. This process uses the PAR process which creates locks that prevent reissuing data files.

   See: Running the Payment Summary Data File Process, page 4-63

6. **Regenerate and replace an incorrect Payment Summary Data File**

   You can replace a incorrect Payment Summary submitted to the ATO. The process regenerates the archive data for all the employees and compares the data with the original archive values for which Data File has been generated.

   See: Running the Payment Summary Archive - Amended, page 4-51

Running the Payment Summary Archive

The archival process archives all data for printing in the Payment Summary and submitting to the ATO. This ensures that the data does not change between printing it and sending it to the ATO.

The process archives data before you print any payment summaries for your employees.

You run the Payment Summary Archive process from the Submit Request window.

To run the Payment Summary Archive process:

1. In the Name field, select Payment Summary Archive. The Parameters window opens.

2. Select the financial year. If you do not enter a financial year, the application defaults to 30-JUN-current year.

3. Select the legal employer from the list of values.

4. Select a static assignment set from the list of values. You cannot enter the values for parameters Payroll and Assignment Number if you enter the assignment set.

5. Select the payroll that you want to process. If you do not enter a payroll, then the application processes all payrolls for the legal employer you select.

6. Select the assignment number if you are processing an individual employee for a

specified payroll.

> **Note:** The employee address reported is the employee's primary address.

7. Select the employee type that you are archiving. There are three options:

    • Both Terminated and Current Employees

    • Only Current Employees

    • Only Terminated Employees

    If you do not select the employee type, the application archives both terminated and current employees.

    > **Note:** The process does not archive the current or terminated employees (in the current or previous year) with zero balances in the current year.

8. In the Create Efile field, select Yes to generate a temporary electronic file (E-file). This electronic file enables you to validate the data before submitting the e-file to ATO. Once you validate and check the data in the temporary e-file, you can generate the actual e-file.

9. In the Check current reportable year only field, select Yes to archive the current reportable year only.

10. Click Submit.

Running the Payment Summary Validation Report

After you archive your payment summary data, you can review the details normally printed on the Payment Summary by running the Payment Summary Validation Report. You can produce the report as PDF or Excel output, and then review the data and correct any errors or exceptions.

During the year, you can rerun the report against your archived data to review these payment details and make necessary corrections. When you are satisfied that the data is correct, you can produce the Self Printed Payment Summary reports.

See: Payment Summary Processing and Payment Overview, page 4-47

You run the Payment Summary Validation report from the Submit Request window.

Run the Payment Summary Validation XML to produce a PDF or Excel file.

To run the Payment Summary Validation XML:

1. In the Name field, select Payment Summary Validation XML.

2. Select the financial year. If you do not enter a financial year, the application defaults to current year.

3. Select the type of payment summary - original or amended.

4. Select the archive id from the list of values. A list of all archives for the business group, legal employer, and financial year appears.

5. In the Exceptions Only field, select Yes to show only employees who have an exception, and details of their associated exception in the validation report. If you select No for this field, the validation report displays all employees with their appropriate standard information and any associated exceptions.

   The application reports exceptions such as:

   • Incomplete address details. For example, missing information such as address line 1 details, suburb, and post code

   • Use of the ATO tax file number formats such as:
     • 00000000000
     • 00111111111
     • 03333333333
     • 00444444444
     • 00987654321

   • Fringe benefits value over reportable limit but no YTD value

   • Unpaid ETP payments for the employee

   • Manual Payment Summary issued to the employee for the same financial year

   • An archived employee who is not receiving a payment summary. This event is possible when:
     • The employee was terminated in the last financial year with zero balances and no final process date, or
     • The employee was terminated in the last financial year with zero balances and a final process date after 30 Jun YY (where YY is last reporting year), or

- The employee is current or terminated (in the current or previous year) with zero balances for Payment Summary reporting.

6. In the sort order fields, you can optionally specify how to sort the report. Sort order options include:

   - Assignment Location

   - Employee Number

   - Employee Surname

   - Employee Type

   - Payroll

     Note: The employee address reported is the employee's primary address.

7. In the Display zero balance exception field, select Yes to display details of the current or terminated (in the current or previous financial year) employees with zero balances in the current year in the exception section. If you select No, the exception section of the report shows the number of employees with zero balances in the current year.

8. Click Submit.

9. Run the Generate Australian PDF Reports to produce the PDF output or the Generate Australian Excel Report to produce Excel output.

   See: Generating the PDF or Excel Reports, page 4-66

Running the Payment Summary Archive - Amended

You can now correct errors in Payment Summary information reported to the ATO using the Amended Payment Summary process. You can issue the amended Payment Summary to the employee and submit an amended Payment Summary to ATO.

This process compares the details in the previously created data file (created during normal Payment Summary processing) for the financial year for each employee against the information currently being processed. If an employee has had any changes to a numeric item including dates, this process includes the employee in the Amended archive.

You run the Payment Summary Archive - Amended process from the Submit Request window.

To run the Payment Summary Archive - Amended process:

1. In the Name field, select Payment Summary Archive - Amended. The Parameters window opens.

2. Select the financial year. If you do not enter a financial year, the application defaults to 30-JUN-current year.

3. Select the legal employer from the list of values.

4. Select the assignment set and assignment number if you are processing for a specific employee.

   > **Note:** You must use static assignment sets for this process with the Include option. The application does not support dynamic assignment sets using FastFormula.

5. In the Create Efile field, select Yes to generate a temporary electronic file (E-file). This electronic file enables you to validate the data before submitting the e-file to ATO. Once you validate and check the data in the temporary e-file, you can generate the actual e-file.

6. Select Yes in the Subsequent Amended field, if you want an additional amended archive run. The default is No. You must run only after the Payment Summary Data File for Amended completes.

7. Click Submit.

Running the Produce and Print Self Printed Payment Summary XML - PDF

If your enterprise submits payment summary data to the Australian Tax Office (ATO) electronically, you can print a copy of the payment summary report for your employees. You produce the report as a postscript or PDF file after completing the payroll runs, and archiving and validating the payment summary data.

See: Payment Summary Processing and Reporting Overview, page 4-47

Printing a PDF version of the Payment Summary involves 2 steps:

1. Produce the XML file.

2. Print the PDF report.

To produce the XML file:

Use the Submit Request window.

1. In the Name field, select Produce Self Printed Payment Summary XML - PDF.

2. Select the legal employer.

3. Select the financial year. If you do not enter a financial year, the application defaults to the current year.

    Note: You cannot print the Self Print Payment Summary PDF before the financial year 2005/2006.

4. Select the type of payment summary - amended or original.

5. Select the archive id from the list of values. A list of all archives for the business group, legal employer, and financial year appears.

6. In the sort order fields, you can specify how to sort the report. Sort order options include:

    - Assignment Location

    - Employee Number

    - Employee Surname

    - Employee Type

    - Payroll

    If you do not specify the sort order, the report is sorted by registered employer.

    Note: The employee address reported is the employee's primary address.

7. Select Yes to print the all the employees in the payment summary XML. The report includes all employees with or without the self service option enabled. Select No to print the payment summary for employees who cannot view the payment summary using the self-service.

8. Click OK and click Submit.

    The process produces an XML file, Generate Self Printed Payment Summary XML (Australia)

To print the PDF report:

Use the Submit Request window.

1. In the Name field, select Print Self Printed Payment Summary PDF (Australia).

2. Select the legal employer.

3. Select the financial year. If you do not enter a financial year, the application defaults to the current year.

   > **Note:** You cannot print the Self Print Payment Summary PDF before the financial year 2005/2006.

4. Select the Request ID for the process you ran previously to generate the XML file.

5. Click OK and click Submit.

Running the Email Australian Payment Summaries Process

If your enterprise submits payment summary data to the Australian Tax Office (ATO) electronically, you can email the payment summary for your employees.

Use the Submit Request window.

To email Australian Payment Summary:

1. In the Name field, select Email Australian Payment Summaries.

2. Select the legal employer.

3. Select the financial year. If you do not enter a financial year, the application defaults to the current year.

4. Select the archive id from the list of values. A list of all archives for the business group, legal employer, and financial year appears.

5. Click OK and click Submit.

Running the Payroll Tax Report

Run this report to generate a payroll tax report detailing employer's liability for payroll tax contributions for a specified legal employer, state and month. You must run your payroll before running this report.

You can reconcile the breakdown balances with the total taxable income in the Payroll Tax report. The following balance types are used by the Payroll Tax report:

• Payroll_Tax

Payroll_Tax_ACT, Payroll_Tax_NSW, Payroll_Tax_QLD, Payroll_Tax_SA, Payroll_Tax_TAS, Payroll_Tax_VIC, Payroll_Tax_WA, Payroll_Tax_NT

- Payroll_Tax_Salaries_Wages

- Payroll_Tax_Commissions

- Payroll_Tax_Bonuses_Allowances

- Payroll_Tax_Director_Fees

- Payroll_Tax_Termination_Payments

  Payroll_Tax_ACT_Termination_Payments,
  Payroll_Tax_NSW_Termination_Payments,
  Payroll_Tax_NT_Termination_Payments,
  Payroll_Tax_QLD_Termination_Payments,
  Payroll_Tax_TAS_Termination_Payments ,
  Payroll_Tax_WA_Termination_Payments, Payroll_Tax_SA_Termination_Payments
  , Payroll_Tax_VIC_Termination_Payments

- Payroll_Tax_Eligible_Termination_Payments

  Payroll_Tax_ACT_Eligible_Termination_Payments,
  Payroll_Tax_NSW_Eligible_Termination_Payments,
  Payroll_Tax_NT_Eligible_Termination_Payments,
  Payroll_Tax_QLD_Eligible_Termination_Payments,
  Payroll_Tax_TAS_Eligible_Termination_Payments,
  Payroll_Tax_WA_Eligible_Termination_Payments,
  Payroll_Tax_SA_Eligible_Termination_Payments,
  Payroll_Tax_VIC_Eligible_Termination_Payments

- Payroll_Tax_Fringe_Benefits (Grossed up Value)

- Payroll_Tax_Contractor_Payments

- Payroll_Tax_Superannuation

- Payroll_Tax_Other_Taxable_Payments

Legislative balance feeds have been predefined. You can use the predefined legislative balance feeds or create your own.

You can configure designated legal employers if you want to use grouping for legal employers. See: GREs/Legal Entities: Entering Designated Group Employer Details, *Oracle HRMS Enterprise and Workforce Management Guide*

You can configure legal employers group names by editing the lookup AU_PAYROLL_TAX_GROUP_NAME.

See: Adding Lookup Types and Values, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

You run the Payroll Tax Report or the Payroll Tax Report (Australia)(XML)from the Submit Request window.

To run the Payroll Tax report:

1. In the Name field, select Payroll Tax Report (Australia).

2. Enter the month you want to run the report for.

3. Select the legal employer for whom you want to report.

4. Optionally, select the Australian state. If you leave this field blank, the report will generate details for all Australian states.

5. Enter the threshold override value for various states if you want to override the default values.

6. Select the format of the report. You can choose to print a summary or detailed report.

7. Click Ok and then Submit.

To run the Payroll Tax report (Australia)(XML):

1. In the Name field, select Payroll Tax Report (Australia)(XML).

2. Enter the start date from when you want to run the report for.

3. Enter the end date till when you want to run the report for a specific period.

4. Select the legal employer for whom you want to report.

5. Optionally, select the Australian state. If you leave this field blank, the report will generate details for all Australian states.

6. Enter the threshold override value for various states if you want to override the default values.

7. Select the format of the report. You can choose to print a summary or detailed report.

8. Click Ok and then Submit

Running the End of Year Reconciliation Summary Totals Report

Use the End of Year Reconciliation Summary Totals Report for end of year processing reconciliation. You can match this report to the summary page of the Payment Summary Validation Report and the printed Data file sent to the ATO.

You run the End of Year Reconciliation Summary Totals Report from the Submit Request window.

To run the End of Year Reconciliation Summary Totals Report:

1. In the Name field, select End of Year Reconciliation Summary Totals Report.

2. In the Parameters window, select the following:

    1. financial year - the current year is the default value.

    2. legal employer

    3. payroll

3. Select the assignment set for the selected payroll. If you specify the assignment set, then you cannot enter the assignment number.

4. Enter the assignment number.

5. Select the employee type to query.

6. In the Check current reportable year only field, select Yes to query only the current reportable year for the legal employer.

7. Click OK, then Submit.

Running the Payroll Reconciliation Summary Report

Use the Payroll Reconciliation Summary Report for a specific payroll or quick-pay run, or for a specific period. You can produce a text, PDF, or Excel output of the Payroll Reconciliation Summary Report.

Run this report from the Submit Request window.

Run the Payroll Reconciliation Payment Summary Report - Text to produce a text file.

Run the Payroll Reconciliation Payment Summary XML process to produce a PDF or Excel file.

To run the Payroll Reconciliation Payment Summary Report - Text:

1. In the Name field, select Reconciliation Payment Summary Report - Text.

2. In the Parameters window, select values in one of the following fields to define the payroll run. The application will disable the unused fields.

    - Organization

    - Legal Employer

    - Payroll

    - Employee

3. Select values in one of the following fields to define the payroll run. The application will disable the unused fields.

    - Start Date and End Date

    - Period End Date

    - Payroll Runs

        Note: The End Date parameter must be entered as the actual Pay Date for positive offset payrolls.

4. Enter the End Date of the period to be reconciled for a defined period run. This parameter will be disabled if Period End Date or Payroll Run has been entered.

5. Select the Period End Date from the list of values that match the selected Organization, Legal Employer, Payroll or Employee Name for a Payroll Run. The application defaults to the end date of the current period. This parameter will be disabled if Start Date and End Date have been entered.

6. Select the Payroll Runs from the list of values that match the selected Organization, Legal Employer, Payroll or Period End Date selected for a Payroll Run. This parameter will be disabled if Start Date and End Date have been entered.

7. In the Year To Date Summary Totals field, select Yes to calculate the totals, and No to leave blank. The default value is Yes.

8. Select Yes to exclude records of employees whose Net Payment is zero, and No to display records of all employees including the ones whose Net Payment is zero. The default value is No.

9. Select Yes to exclude records of employees whose Net Payment is less than zero, and No to display records of all employees including the ones whose Net Payment is less than zero. The default value is No.

10. Select an employee type to query.

11. Use the Sort Order fields to order the run report by Organization, Legal Employer, Payroll or Employee. The default order is to sort by Employee.

12. Click OK.

13. Click Submit.

To run the Payroll Reconciliation Payment Summary XML (PDF output):

1. In the Name field, select Payroll Reconciliation Summary XML.

2. Select the parameters as explained in steps 2-8 above.

3. Click OK, then Submit.

4. Run the Generate Australian PDF Reports to produce the PDF output.

   See: Running the Generate Australian PDF or Excel Reports., page 4-66

To run the Payroll Reconciliation Payment Summary XML (Excel output):

1. In the Name field, select Payroll Reconciliation Summary XML.

2. Select the parameters as explained in steps 2-8 above.

3. Click OK, then Submit.

4. Run the Generate Australian Excel Reports to produce the Excel output.

   See: Running the Generate Australian PDF or Excel Reports., page 4-66

Running the Payroll Reconciliation Detail Report

Run the Payroll Reconciliation Detail Report or the Payroll Reconciliation Detail Report (XML) for a specific payroll or QuickPay run, or for a specific period.

You can view hourly rate information on the Payroll Reconciliation Detail Report or the Payroll Reconciliation Detail Report (XML). The report lists the elements that contain information about the number of hours worked and the exact rate paid for those hours.

Use the Submit Request window to run the Payroll Reconciliation Detail Report or the Payroll Reconciliation Detail Report (XML).

To run the Payroll Reconciliation Detail Report:

1. In the Name field, select Payroll Reconciliation Detail Report. Enter the Parameters field to open the Parameters window.

2. Select one of the following parameters to generate a report at the appropriate level.

   • Organization

   • Legal Employer

   • Payroll

   • Employee

3. Enter the applicable date parameters:

   • Start date and end date for a defined period run. This parameter will be disabled if Period End Date or Payroll Run has been entered.

   • Period end date for a payroll run. The system defaults to the end date of the current period. This parameter will be disabled if Start Date and End Date have been entered.

   • Payroll run from the list of values.

4. Select the employee type you want to query. The three options available are Both Terminated and Current Employees, Only Current Employees and Only Terminated Employees.

5. Select whether to calculate the year to date summary totals in the Year To Date Summary Totals field. The default option is Yes.

6. Select whether to hide employees who have received zero payments, in the Suppress Current Zero Records field. The default option is No.

   > **Note:** Selecting No in this field excludes records of employees who have zero amounts for Gross Balance or Tax Balance. Records where an employee has an Eligible Termination Payment (ETP) and has zero amounts for Payments Balance or Deductions Balance are also excluded.

7. Select whether to display records of employees who have received any negative payments in the Suppress Negative Records field. The default option is No.

8. Use the Sort 1, Sort 2, Sort 3 and Sort 4 fields to order the report according to one or

all of the parameters: Organization, Legal Employer, Payroll or Employee. If you do not enter a value in any of the fields, the system defaults the Sort Order to Employee.

9. Click Submit.

To run the Payroll Reconciliation Detail XML (PDF output):

1. In the Name field, select Payroll Reconciliation Detail XML.

2. Select the parameters as explained in steps 2-8 above.

3. Click OK, then Submit.

4. Run the Generate Australian PDF Reports to produce the PDF output.

   See: Running the Generate Australian PDF or Excel Reports., page 4-66

To run the Payroll Reconciliation Detail XML (Excel output):

1. In the Name field, select Payroll Reconciliation Detail XML.

2. Select the parameters as explained in steps 2-8 above.

3. Click OK, then Submit.

4. Run the Generate Australian Excel Reports to produce the Excel output.

   See: Running the Generate Australian PDF or Excel Reports., page 4-66

Running the Pay Advice (Australia) (XML)

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

> **Note:** Pre-Payments needs to have been run prior to running the Pay Advice report.

You can view hourly rate information on the Payroll Advice (Australia) (XML) report. The report lists the elements that contain information about the number of hours worked and the exact rate paid for those hours.

You run the Pay Advice (Australia) (XML) from the Submit Requests window.

To run the Pay Advice (Australia) (XML) :

1. In the Name field, select the report name. Then enter the Parameters field to open the Parameters window.

2. Select the payroll for which you want to generate pay advices. This is mandatory field.

3. Select the payroll run from the list of values for which you want to generate pay advices. This is mandatory.

4. Do *one* of the following:

   • If you want to generate pay advices for all employee assignments, leave the Assignment Number field blank. From the list of values. Select the Organization and Location.

   • If you want to generate pay advices for a specific set of employees, then select the assignment set.

   • If you want to generate a single pay advice for an employee assignment, enter the employee assignment number.

5. In the sort order fields, you can optionally specify how the report should be sorted.

   Note: Sort Order 4 is a mandatory field.

6. Click Submit.

   See: Viewing Statement of Earnings Information, page 2-15.

Running the Fringe Benefits Report

You run the Fringe Benefits report from the Submit Request window.

To run the Fringe Benefits report:

1. In the Name field, select Fringe Benefits Report. Enter the Parameters field to open the Parameters window.

2. Enter the start and end date for which you want to run the report.

3. Select the cost center and choose OK.

4. Choose the Submit button.

Running the Superannuation Contribution Report

Run this report to identify monthly figures for superannuation salary and employer superannuation guarantee contributions. This report will also check if the employer superannuation contributions meet Superannuation Guarantee Contribution (SGC) requirements. Individuals whose SGC payments are not being met will be highlighted through the report.

You run the Superannuation Contribution report from the Submit Request window.

Select the Superannuation Contribution report (XML) from the Submit Request window to produce a PDF or Excel output.

To run the Superannuation Contribution report :

1. In the Name field, select Superannuation Contribution Report. Then enter the Parameters field to open the Parameters window.

2. Enter the cost center. If you do not enter a cost center, then all cost centers in the Business Group will be reported on.

3. Enter the date for which you want to run the report.

> **Note:** All payments made prior to the effective date in the month the effective date falls, will be reported.

4. Select the legal employer for which you want to run the report.

5. Select an employee if you wish to run the report for an individual, or leave the Employee Number field blank to run the report for all employees.

6. Enter the SGC rate.

7. Select if you want to report all employees or only exceptions. Employees for whom the amount of SGC contributed is less than 9.25% superable salary are reported as exceptions.

8. Click Submit.

Running the Payment Summary Data File Process

The Payment Summary Data File process generates an electronic file (e-file) for Australian Taxation Office (ATO). You can also generate a temporary e-file during the Payment Summary Archive report, to verify the contents of the e-file before submitting it to the ATO. Employers can now submit an amended Payment Summary to replace an incorrect Payment Summary submitted previously.

Note: For Employees reported in the current year's Datafile, who:

- were already terminated last year, and

- have fringe benefits more than $2000

The start and the end dates are reported as the current financial year's start date, in order to identify reportable fringe benefits.

You run this report from the Submit Request window.

To run the Payment Summary Data File process:

1. In the Name field, select Payment Summary Data File to open the Parameters window.

2. Select the legal employer and the current financial year.

3. Select the appropriate payment summary type - original or amended.

4. Click Submit.

> **Note:** The Payment Summary Data File does not report the details of current or terminated employees (in the current or previous year) with zero balances in the current year.

Running the End of Year Reconciliation Detail Report

Use the End of Year Reconciliation Detail Report for end of year reconciliation. The report shows the details of the payments made to employees in the financial year for a legal employer.

You can view hourly rate information on the End of Year Reconciliation Detail report. The report lists the elements that contain information about the number of hours worked and the exact rate paid for those hours.

You run this report from the Submit Request window.

To run the Payroll End of Year Reconciliation Detail Report:

1. In the Name field, select End of Year Reconciliation Detail Report.

2. Select the following values:

- financial year - the current year is the default value

- legal employer

- payroll - If you do not enter a payroll, then the application processes all the payrolls for the legal employer.

3. Select the assignment set for the selected payroll. If you specify the assignment set, then you cannot enter the assignment number.

4. Select the assignment number if you are processing an individual employee for a specified payroll.

5. Select the employee type to query.

   If you do not select the employee type, the application queries both terminated and current employees.

6. In the Check current reportable year only field, select Yes to query only the current reportable year for the legal employer.

7. Click OK, then Submit.

Running the End of Year Reconciliation Summary XML

Use the End of Year Reconciliation Summary XML to generate the report as a PDF or an Excel file for the End of Year processing and for all the legal employers in that period. Use this report also to reconcile the Payment Summary Validation report.

You run the End of Year Reconciliation Summary XML from the Submit Request window.

To run the End of Year Reconciliation Summary XML:

1. In the Name field, select End of Year Reconciliation Summary XML.

2. In the Parameters window, select the following values:

   - Financial year - If you do not enter a financial year, the application defaults to the current year.

   - Legal employer

   - Payroll

3. Select the assignment set for the selected payroll. If you specify the assignment set, then you cannot enter the assignment number.

4. Enter the assignment number.

5. Select the employee type to query.

6. In the Check current reportable year only field, select Yes to query only the current reportable year for the legal employer.

7. Click OK, then Submit.

What's Next

Run the Generate Australian PDF Report process or Generate Australian Excel Report process to produce the PDF or Excel output.

See: Running the Generate Australian PDF or Excel Reports, page 4-66

Running the Generate Australian PDF or Excel Reports

You can produce the following reports as PDF or EXCEL output:

- Payroll Reconciliation Summary

  See: Running the Payroll Reconciliation Summary Report, page 4-57

- End of Year Reconciliation Summary

  See: Running the End of Year Reconciliation Summary, page 4-65

- Payment Summary Validation

  See: Running the Payment Summary Validation Report, page 4-49

Producing the reports involves two steps.

1. **Generate the XML Data**

   You select the concurrent process (XML) to generate the XML data for your report, such as Payroll Reconciliation Summary XML.

   Enter the appropriate parameters and submit the process.

   Note the Request ID.

2. **Produce the PDF or EXCEL Report**

   You run the Generate Australian PDF Report or the Generate Australian EXCEL Report from the Submit Request window to produce the PDF or EXCEL report. You complete the following parameters:

   - Select the appropriate report for the generated the XML data.

     For example, if you ran the Payroll Reconciliation Summary XML report to generate the XML data, you would select the Payroll Reconciliation Summary report.

- Enter the date for the generated XML to restrict the list of Request IDs.

- Select the Request ID of the generated XML report.

- Select the template of the required report.

- Click View Output on the View Results Window to see the PDF or EXCEL output.

    > **Note:** To make changes to the EXCEL file, you must save the file with an .XLS extension.

Running the Upgrade Australia Address Style Process

Oracle HRMS for Australia supports both the Australia (International) and Australia address style. If you have previously used the Australia (International) address style and want to upgrade to Australia address style, you can run the Upgrade Australia Address Style process. This process upgrades the Australia (International) address style to the local Australia address style. The Australia address style provides a particular format of the address as required for the various year-end reporting. Using the local Australia address style ensures that the addresses are validated correctly while being entered rather than when generating the Payment Summary Validation report.

You run this request from the Submit Request window.

> **Note:** Running this process is optional. You can correct invalid/incomplete address data in between the Validate and Update modes.

To run the Upgrade Australia Address style:

1. In the Name field, select Upgrade Australia Address style.

2. Select the mode.

    - Select the Validate mode to check the existing Australia (International) address data and report any invalid/incomplete data.

    - Select the Update mode to update the address style.

3. Click OK and Submit.

Running the Upgrade Employee Tax Scales Process

You run the Upgrade Employee Tax Scales Process if you want to upgrade the existing employees with tax scale 7 to tax scale 2. The process first lists the employees who are eligible for an upgrade and who meet the following criteria:

- Employees with tax scale 7 and with open-end element entries for the Tax Information as of 01_Jul-2012

- Employees with tax scale 7 and open ended assignment records

For employees who do not satisfy these criteria, if there are any future dated element entries, then you must delete the future dated element entries and (or) future dated assignment records post 01-JUL-2012 or modify the tax scale of these employees manually from 7 to 2.

> **Important:** You cannot rollback this process.

You run the process from the Submit Request window.

To run the Upgrade Employees Tax Scales Process:

1. In the Name field, select Upgrade Employees Tax Scales process. The Parameters window opens.

2. Select the mode from the list of values: There are four options:

   - List of employees eligible for upgrade

   - List of all upgraded employees upgraded from tax scale =2

   - Upgrade employees from tax scale 7 to 2

   - Upgrade future or end dated employees from tax scale 7 to 2

3. Click OK and then Submit.

Running the SuperStream Report

Use the SuperStream report to generate the report as an XBRL or in CSV format for all the legal employers in that period.

You run the SuperStream Report from the Submit Request window.

To run the SuperStream Report:

1. In the Name field, select SuperStream report.

2. Click the Parameters field to open the Parameters window.

3. Select the report format to generate the output, whether XBRL, CSV, or XBRL and CSV

4. Select the mode that is required for reporting on, whether Contribution, Registration, or Contribution and Registration.

5. Select the fund type whether Defined Benefit, Superannuation, or Superannuation and Defined Benefit.

6. Select the legal employer. This is mandatory.

7. Select the payroll.

8. Select the period start and end dates. These dates are mandatory.

9. Select the Super fund from the list of values. The value *All Superfunds is available only if you select the CSV option in the Report Format field.

10. Select the Fund USI from the list of values. The value *All Superfunds USI is available only if you select the CSV option in the Report Format field.

11. Enter the payment transaction date. This is enabled for BPAY and Direct Credit payment method of Super Fund. You require this value if the mode is Contribution.

12. Enter the payment reference number. This is enabled for Direct Debit and Direct Credit payment method of Super Fund. You require this value if the mode is Contribution.

13. Select the assignment set from the list of values to restrict the report

14. Select whether to delete archive data when the contribution has more than 10,000 records. You must set this option to No if you have to run the Generate SuperStream Contribution XBRL program.

15. Click OK, then Submit.

Running the Generate SuperStream Contribution XBRL Report

When there are more than 10,000 contribution messages, users must run the Generate SuperStream Contribution XBRL for the batch number generated from the SuperStream Report. Run the SuperStream Report with Delete Archive Data option as No.

You run this report from the Submit Request window.

To run the Generate SuperStream Contribution XBRL Report:

1. In the Name field, select Generate SuperStream Contribution XBRL report.

2. Click the Parameters field to open the Parameters window.

3. Select the Request ID.

4. Select the batch number generated by the SuperStream report.

5. Enter the payment reference number.

6. Select whether to delete the archive data,

7. Click OK.

Setting up Single Touch Payroll

You must perform the following steps for processing and running Single Touch Payroll.

1. Enter the STP Information for the legal entity. See: GRE/Legal Entity : Entering STP Information., *Oracle HRMS Enterprise and Workforce Management (Australia)*

2. Enter the STP Intermediary Information for the legal entity. See:GRE/Legal Entity: Entering STP Intermediary Information, *Oracle HRMS Enterprise and Workforce Management Guide (Australia)*

3. If the employee is exempt from Single Touch Payroll, then enter the exemption information in the Single Touch Payroll extra information type. See:Assignment Extra Information Types, *Oracle HRMS Workforce Sourcing, Deployment and Talent Management Guide (Australia)*

4. Specify any other allowances that you want to report in the STP report. See: Setting up Reportable Allowances, *Oracle HRMS Compensation and Benefits Guide (Australia)*

5. To report the termination payment information in the STP Report for employees terminated because of death, you must set up the contact and benefit beneficiary information. See: Setting up Termination Payments for Employees on Death, page 4-71

6. Only an authorized user can send the files to the ATO. Specify the STP Report Authorizing FND user to create and send the report. See: Setting up STP Report Authorizing User, *Oracle HRMS Implementation Guide*

7. Set up the third party organization that will act as the service provider to send the

files to ATO. See: Setting up Sending Service Provider., *Oracle HRMS Implementation Guide*

8. Run the STP Payroll Archive process to archive the payroll information. See: Running the STP Payroll Archive Process, page 4-72

9. Run the single touch payroll report for the archived data to submit to the ATO. See: Running the Single Touch Payroll Report, page 4-76

10. Alternatively, run the exception report to view and reconcile the exceptions before submitting to the ATO. See: Running the STP Archive Exception Report, page 4-74

11. View the output using the STP report, validation report, and exception report.

12. Run the Single Touch Payroll Reconciliation Report to provide employers the ability to reconcile information in the live payroll system to the information being sent to the ATO via the STP file. See: Running the Single Touch Payroll Reconciliation Report, page 4-77

Setting up the STP Report for Terminations on Death

The Single Touch Payroll Reports shows the ETP payment information under the Benefit Beneficiary section for an employee terminated because of death.

To ensure that the STP reports accurately, you must record the following information:

1. Set up the contact (dependent/non-dependent/trustee) who is receiving the death benefit ETP of the deceased employee. Enter the name and address of the dependent contact. These are mandatory. The date of birth is optional.

   See: Entering the Next of Kith and Kin information, *Oracle HRMS Workforce, Sourcing and Deployment Guide (Australia)*

2. Enter the Death Benefit Type, Death Benefit Beneficiary, and the Tax File Number on the Termination window.

   See: Ending Employment , *Oracle HRMS Workforce, Sourcing and Deployment Guide (Australia)*

3. Run the STP Archive Process to archive the employee information to include in the STP report.

   See: Running the STP Archive Process, page 4-72

4. Run the Single Touch Payroll Report to submit to ATO.

   See: Running the Single Touch Payroll Report, page 4-76

5. Run the STP Archive Exception Report to see the exceptions for the STP process.

See: Running the STP Archive Exception Report, page 4-74

Running the Single Touch Payroll Archive Process

You run the Single Touch Payroll Archive process to archive the data for all the employees and their information to produce the STP report. The archive process can be run multiple times for the same period or parameters.

You run this process from the Submit Requests window.

To run the Single Touch Payroll Archive process:

1. In the **Name** field, select the Single Touch Payroll Archive process. The Parameters window opens.

2. Enter the following parameters.

3. In the **Event** field, select Pay if you are running the process for a regular pay. This is a mandatory option. Select **Update** event to ensure there are no balance adjustments left to be reported. For example, if FBT was missed and the employees were not paid after the adjustments. You run the update event at the end of the financial year.

4. Select the legal employer to run the archive.

5. Select the financial year to report. The default is the current financial year.

6. If you have selected the event as Pay (in step 2), then select the payroll and the pay period.

7. Enter the submission date. This is the regular payment date (date paid) of the pay period, which is sent to the ATO for the pay event. For the update event, the submission date must be within the financial year and cannot be later than the current date.

8. Select Yes in the **Exception Report** field to generate the exception report either in detail or a summary format. The default is No.

9. Select Yes in the **Validation Report** to generate the validation report. The default is No.

10. Select an assignment number or an assignment set to archive the data. You cannot specify the assignment number if you have selected an assignment set.

11. Select the employees to archive. The default is Both Terminated and Current Employees.

12. Select Yes in the **Final Event Indicator** field if the report is the final end of year report for all employee data being archived. This is mandatory and reported. If you select No, then you can run the archive again to report any changes before submitting to the ATO.

13. Click OK and then Submit.

Running the Single Touch Payroll Archive 2022 Process

You run the Single Touch Payroll Archive 2022 process to archive the data for all the employees and their information to produce the STP report. You can run the archive process multiple times for the same period or same set of parameters.

You run this process from the Submit Requests window.

To run the Single Touch Payroll Archive 2022 process:

1. In the **Name** field, select the Single Touch Payroll Archive 2022 process. The Parameters window opens.

2. Enter the following parameters.

3. In the **Event** field, select Pay if you are running the process for a regular pay. This is a mandatory option. Select **Update** event to ensure there are no balance adjustments left to report. For example, if FBT was missed and the employees were not paid after the adjustments. You run the Update file process at the end of the financial year to ensure that there are no balance adjustments.

4. The legal employer displays by default.

5. By default the current financial year displays. Select a financial year from the list of values to report

6. If you have selected the event as Pay (in step 2), then select the payroll and the pay period.

7. Enter a submission date. This is the regular payment date (date paid) of the pay period, which is sent to the ATO for the pay event. For the update event, the submission date must be within the financial year and cannot be later than the current date.

8. Select Yes in the **Exception Report** field to generate the exception report either a detail or a summary format. The default is No.

9. Select Yes in the **Validation Report** field to generate the validation report. The default is No.

10. Select an assignment number or an assignment set to archive the data. You cannot specify the assignment number if you have selected an assignment set.

11. Select the employees to archive. The default is Both Terminated and Current Employees.

12. Select Yes in the **Final Event Indicator** field if the report is the final end of year report for the employee data being archived. This is mandatory and reported. If you select No, then you can run the archive again to report any changes before submitting to the ATO.

13. Click OK and then Submit.

Running the STP Archive Exception Report

You run this report to display any exceptions for Single Touch Payroll. You can run the STP Archive Exception Report separately and choose to enable or disable the report sections based on the parameters specified.

To run the STP Archive Exception Report :

1. In the Name field, select **STP Archive Exception Report** . The Parameters window opens.

2. Select the **STP Archive Request ID**. The list of values displays the past archive runs with details of Request ID, Archive ID, Legal Employer, Payroll Type, and Pay Period.

3. Select Yes to display the payer exception messages. If you select No, then the payer exception messages will not be displayed.

4. Select to display the payee exception messages in summary or in detail. The summary type report shows only the exception messages and the detail type report shows the corresponding error values. The default **Yes in Summary**. Select No if you do not want to display any messages.

5. Select to see the payee exceptions. Select **By Payee** to display the exception list for each employee. Select **By Exception** to display all the employees having that exception. The default is **By Exception**.

6. Select Yes in the **Zero Balances Assignment** field to display the list of all employee assignments having their YTD balance as zero. This field is optional.

7. Select Yes in the **Lump Sum D Exceptions** field to display a list of all employee assignments having Lump Sum D exceptions.

8. Select Yes in the **Negative YTD Assignments** field to display a list of all employee assignments having negative YTD values. This field is optional.

9. Select Yes in the **Exempted Assignments** field to display a list of all exempted assignments from the Single Touch Payroll Archive process. This field is optional.

10. Select Yes in the **Exception TFN Assignment** field to display a list of all employee assignments with TFN numbers as 000000000, 111111111, 333333333, 444444444, or 987654321.

11. Click **OK** and then **Submit.**

Running the STP Archive Exception Report 2022

You run this report for exceptions for Single Touch Payroll. You can run the STP Archive Exception Report separately and choose to enable or disable the report sections based on the parameters specified.

To run the STP Archive Exception Report 2022:

1. In the Name field, select **STP Archive Exception Report 2022**. The Parameters window opens.

2. Select the **STP Archive Request ID**. The list of values displays the past archive runs with details of Request ID, Archive ID, Legal Employer, Payroll Type, and Pay Period.

3. Select Yes to display the payer exception messages. If you select No, then the payer exception messages will not be displayed.

4. Select to display the payee exception messages in summary or in detail. The summary type report shows only the exception messages and the detail type report shows the corresponding error values. The default **Yes in Summary**. Select No if you do not want to display any messages.

5. Select to view the payee exceptions. Select **By Payee** to display the exception list for each employee. Select **By Exception** to display all the employees having that exception. The default is **By Exception**.

6. Select Yes in the **Zero Balances Assignment** field to display the list of all employee assignments having their YTD balance as zero. This field is optional.

7. Select Yes in the **Lump Sum D Exceptions** field to display a list of all employee assignments having lump sum D exceptions. This field is optional.

8. Select Yes in the **Negative YTD Assignments** field to display a list of all employee

assignments having negative YTD values. This field is optional.

9. Select Yes in the **Exempted Assignments** field to display a list of all exempted assignments from the Single Touch Payroll Archive process. This field is optional.

10. Select Yes in the **Exception TFN Assignment** field to display a list of all employee assignments with TFN numbers as 000000000, 111111111, 333333333, 444444444, or 987654321.

11. Select Yes in the **Exception ETP Beneficiary** field to report the exception benefit beneficiary information for an employee terminated on death.

12. Click **OK**.

13. Click **Submit**.

Running the STP Archive Validation Report 2022

You run this report for validation of Single Touch Payroll information. You run this report from the Submit Requests window.

To run the STP Archive Validation Report 2022:

1. In the Name field, select **STP Archive Validation Report 2022**. The Parameters window opens.

2. Select the payroll action ID.

3. Click OK and then Submit.

Running the Single Touch Payroll Report

You run the Single Touch Payroll Report to produce the XML file to send to the Sending Service Provider (SSP – Third Party).

You run this report from the Submit Requests window.

To run the Single Touch Payroll Report:

1. In the **Name** field, select Single Touch Payroll Report. The Parameters window opens.

2. In the **Event** field, select whether it is a Pay or an Update type. You select the Pay option for a regular pay and the Update option when there are changes to be reported.

3. Select the legal employer for whom you want to run the report.

4. Select the financial year. The current financial year is displayed by default.

5. If the file was lost or corrupted, select Yes in the **Full File Replacement** field to regenerate the file. The default is No. When you select Yes, enter the previous submission ID. When you select No, enter the submission date and the archive ID.

6. Select a date to submit the file to the ATO. If there are multiple archives, then you can combine the files for a particular submission date.

7. To produce a STP report for a particular archive, select the archive ID. This option is enabled when the Full File Replacement option is selected as No.

8. If you have selected Yes for the Full File Replacement, then select the previous submission ID.

9. The **Declared By** value defaults to the user who has been set up and authorized to generate the STP file. You must set up the user in the lookup type PY_AU_STP_AUTH_USER, see: Specifying the STP Report Authorizing User

10. The **Sending Service Provider** value defaults to the value for the sending service provider set up in the lookup PY_AU_STP_SSP, see: Setting up Sending Service Provider.

11. Click **OK**.

12. Click **Submit**.

Running the Single Touch Payroll Reconciliation Report

Use the Single Touch Payroll Reconciliation Report to select the assignments to archive and to report the YTD values. The Single Touch Payroll Reconciliation Report program starts the STP Reconciliation Report program using the archived data to generate the output in Excel format. The program deletes the archived data after generating the Microsoft Excel report.

> **Note:** You cannot submit the STP Reconciliation Report program directly.

Run the Single Touch Payroll Reconciliation Report from the **Submit Request** window.

To run the Single Touch Payroll Reconciliation Report:

1. In the **Name** field, select **Single Touch Payroll Reconciliation Report**.

2. Click in the **Parameters** field.

3. Select the legal employer.

4. Select the financial year.

5. Select the payroll. This is an optional field. You must select this value if you want to report for a payroll period.

6. Select the payroll period to report the YTD values.

7. Select the employee type, if current employees or terminated employees. The default is **Both Terminated and Current Employees**.

8. Select the worker type. The default value is ALL. Select if the worker is a foreign worker (FW), an inbound assignee to Australia (IAA), a salary and wages worker (SAW), a seasonal worker (SWP), or a working holiday maker (WHM).

9. Select **Yes** to report the STP-exempted employees in the **Report STP Exempted Employees** field. The default is Non-Exempted Employees.

10. Select an assignment number to restrict the report that assignment.

11. Select an assignment set to restrict the report to a group of assignments.

12. Click **OK** and then click **Submit**.

Running the STP W1 and W2 Reporting Process

Run the STP W1 and W2 Reporting process to generate the W1 and W2 values of employees. These values include the salary, wages, allowances, bonuses, and the amounts withheld from any payments.

You run the STP W1 and W2 Report from the Submit Requests window.

To run the STP W1 and W2 Reporting process:

1. In the Name field, select **STP W1 and W2 Reporting**. The Parameters window opens.

2. Enter a start date from when you want to generate the W1 and W2 values for STP submission.

3. Enter an end date till when you want to report the data.

4. Select a legal employer to run the report. If you do not select the legal employer, then the report is run for all the legal employers.

5. Select a payroll to run the report. If you do not select the payroll, then the report is run for all payrolls.

6. Click **OK** and then **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
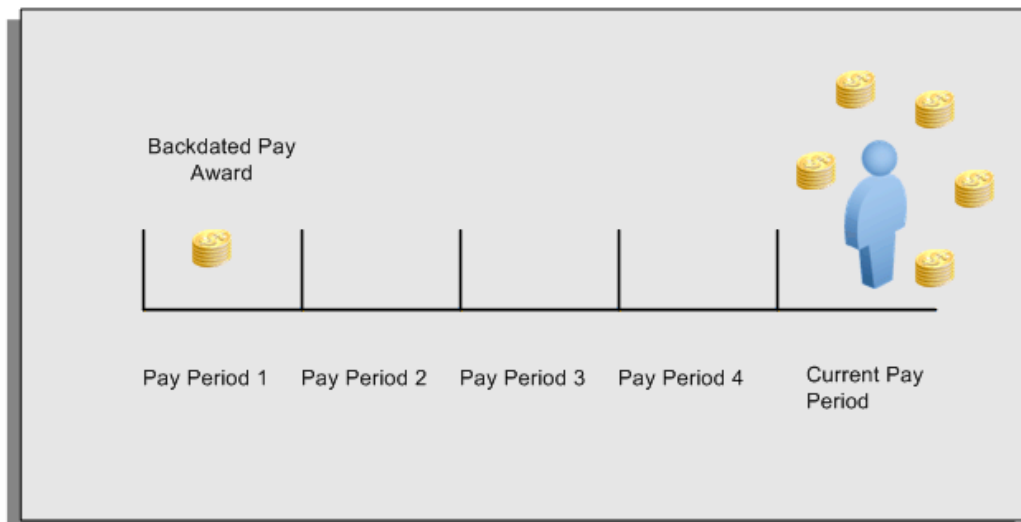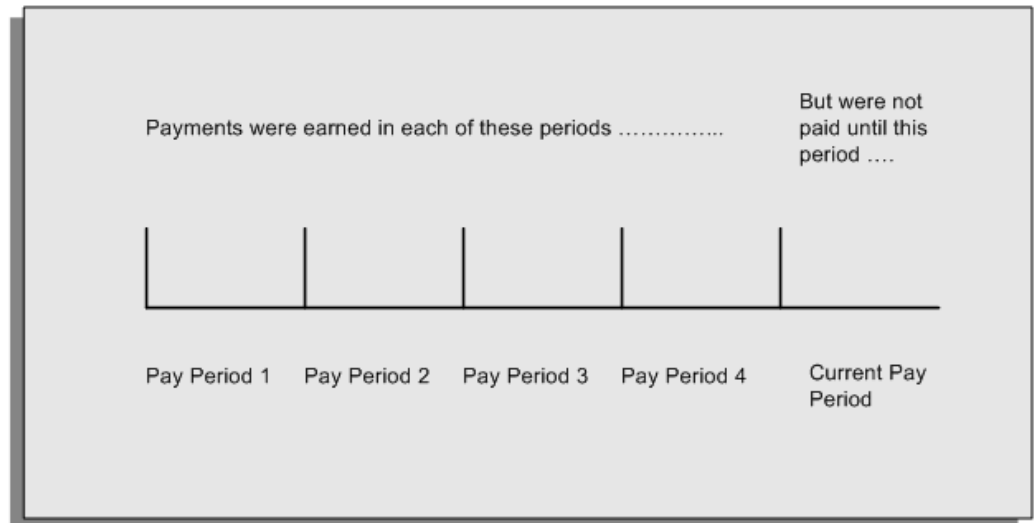

For example, at the start of the current pay period, this employee has a pay award backdated to pay period 1. The employee has not yet received any payments for this award. In the current pay period the employee is entitled to payments that represent the backdated amounts for:

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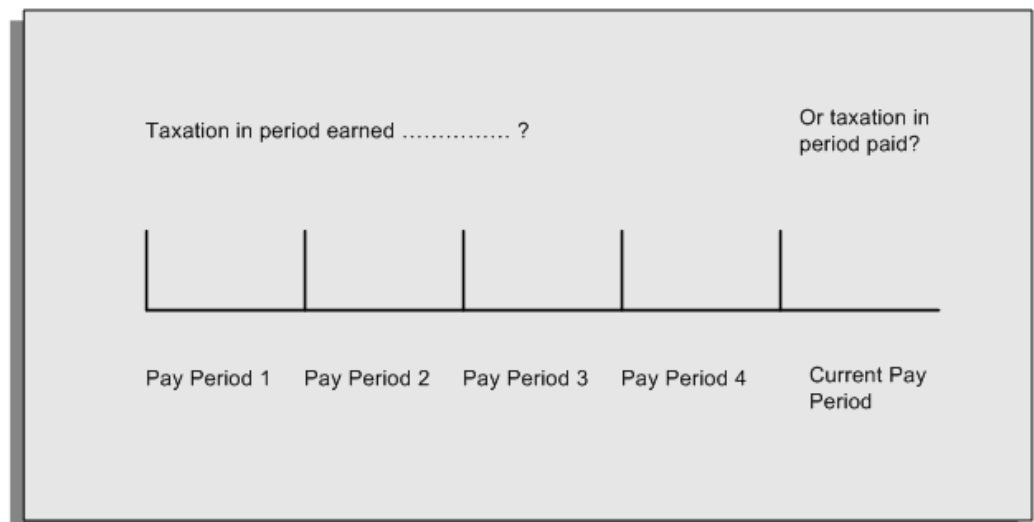
- The current pay period

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

Payments were earned in each of these periods .... But were not paid until this period ....

Pay Period 1   Pay Period 2   Pay Period 3   Pay Period 4   Current Pay Period

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

Taxation in period earned .... ?   Or taxation in period paid?

Pay Period 1   Pay Period 2   Pay Period 3   Pay Period 4   Current Pay Period

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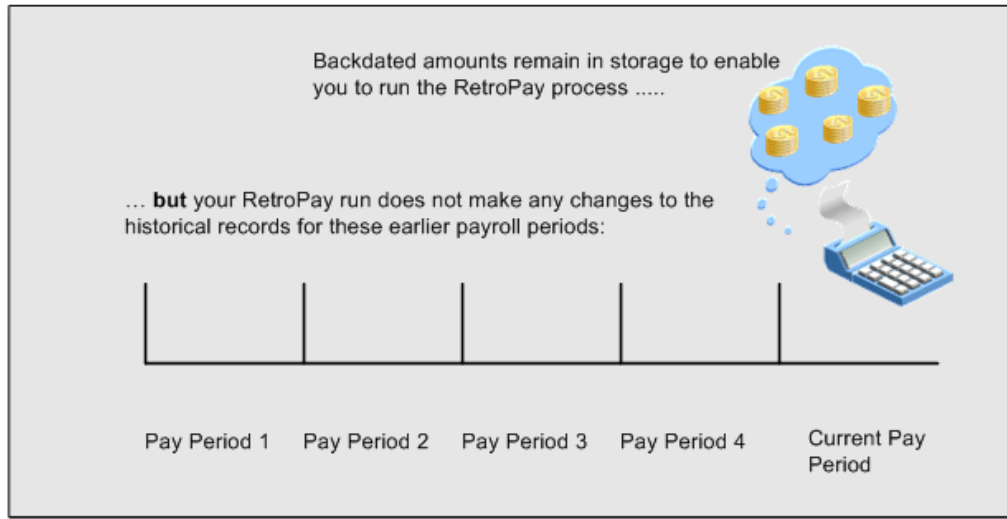
You never overwrite historical payroll data when you run RetroPay. Although you recalculate all periods that have retroactive changes whenever you run a RetroPay, you never modify the stored results for these periods. Instead, you create one or more RetroPay entries to receive the process results.

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.
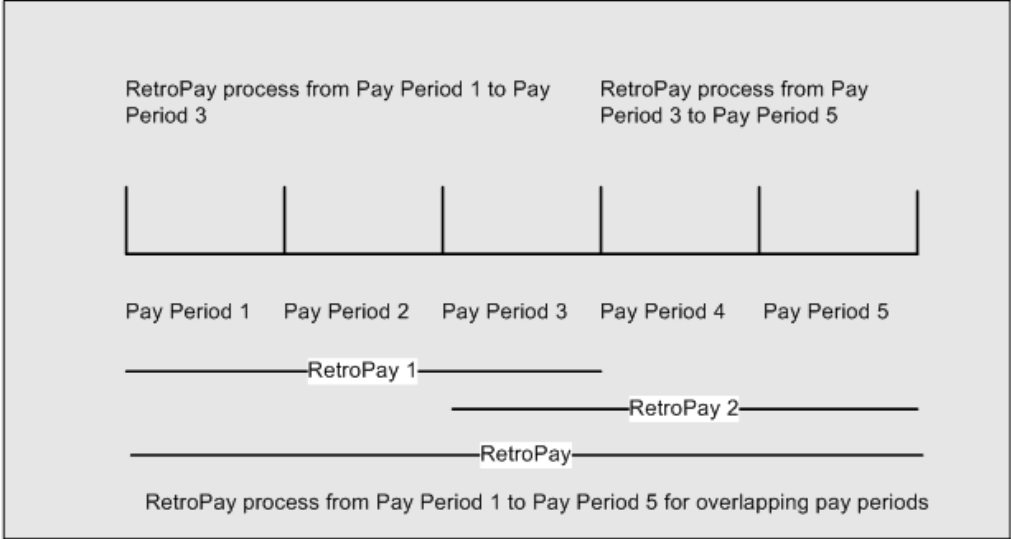
For example, you perform a RetroPay (RetroPay 1)for an assignment in period 3, with Payroll Runs being recalculated from a start date of period 1. In period 5, you perform another RetroPay (RetroPay 2) for the assignment with a start date of Period 3. The second RetroPay detects an overlap of RetroPays 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.
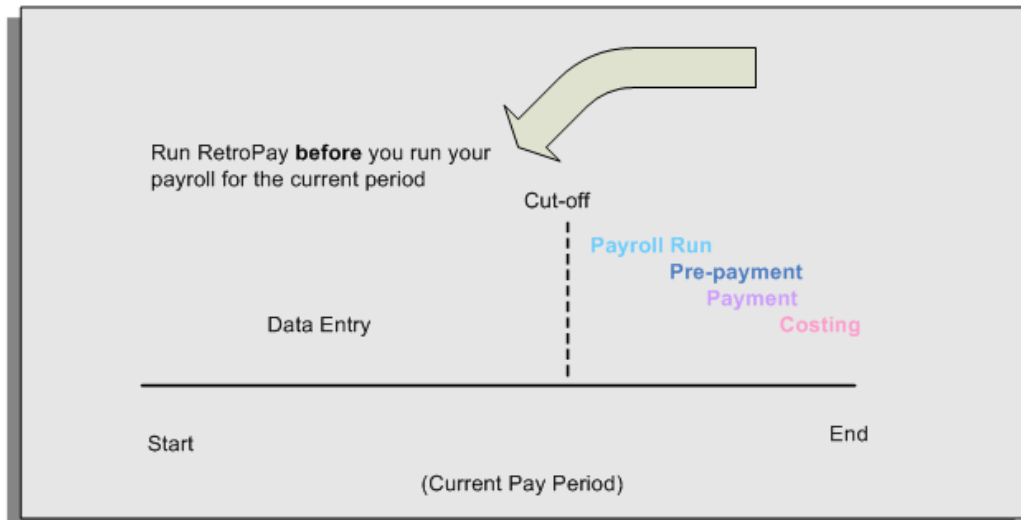
> **Additional Information:** RetroPay Overlap is not available by default for all localizations. To use this feature, localizations must need to enabled it.

> For more information on RetroPay Overlap , refer to *RetroPay Overlap - A Technical Brief*, Note ID 842307.1 on My Oracle Support.

RetroPay process from Pay Period 1 to Pay Period 3

RetroPay process from Pay Period 3 to Pay Period 5

Pay Period 1   Pay Period 2   Pay Period 3   Pay Period 4   Pay Period 5

RetroPay 1

RetroPay 2

RetroPay

RetroPay process from Pay Period 1 to Pay Period 5 for overlapping pay periods
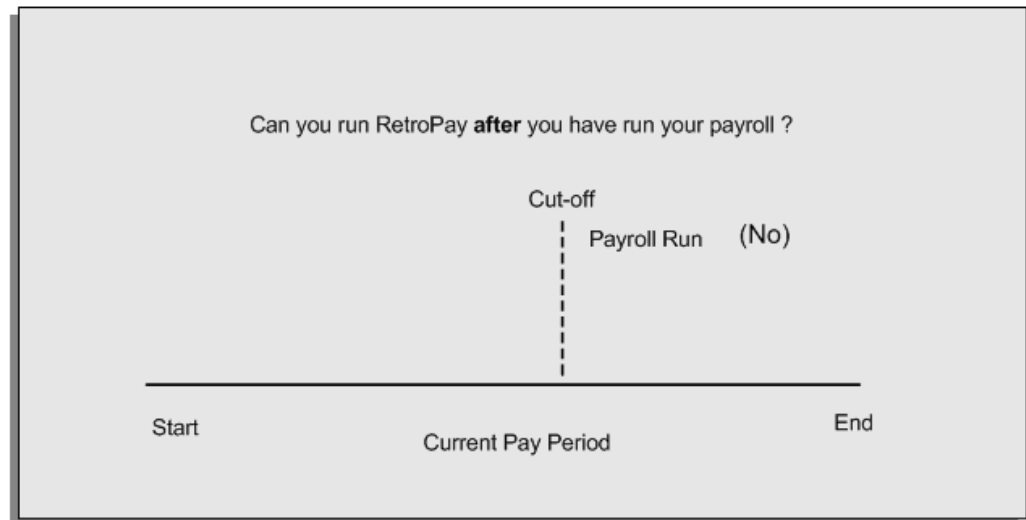
When to Run the RetroPay Process

## The RetroPay Process and the Payroll Cycle

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

The RetroPay Process Always Precedes a Payroll Run

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

Backdated Adjustments Are Always Paid in the First Open Payroll Period
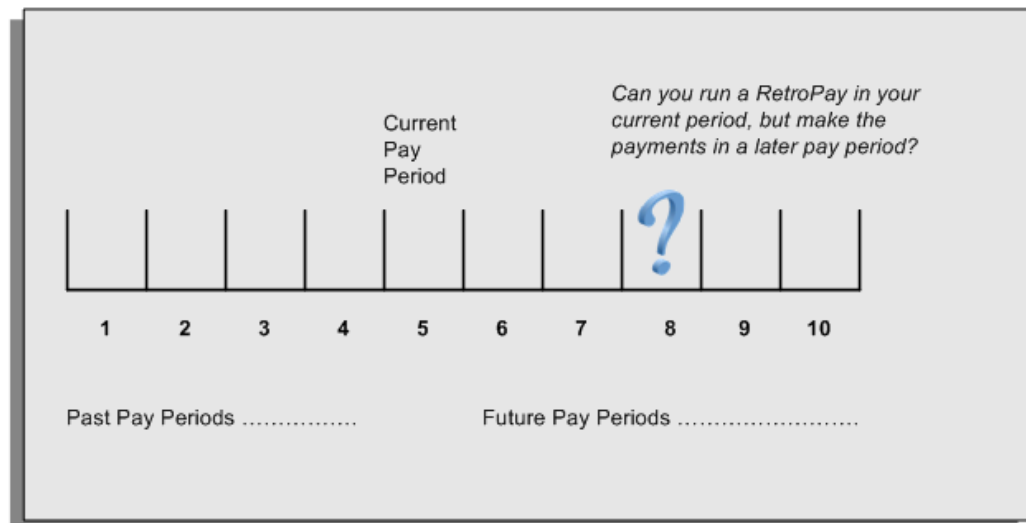
When you run a RetroPay process in your current payroll period, any backdated adjustments are always paid in your current payroll period. So, a RetroPay process in period 5 calculates any backdated adjustments from periods 1 to 4, and marks them for payment in period 5.

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

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

Troubleshooting RetroPay

The most common RetroPay problems occur when the RetroPay process completes, but produces unexpected results.

Consult these tables for quick reference on common RetroPay difficulties and their solutions. The problem description links or refers to extra information where you need more details to solve a problem.

- Troubleshooting Enhanced RetroPay and Retro-Notification, page 4-86

Troubleshooting Enhanced RetroPay and Retro-Notification

Problem Description	What to Do
View RetroPay Status does not display some of my expected choices	Contact your System Administrator. The configuration of View RetroPay Status is determined at setup.
	If the legislation rule RETRO_STATUS_USER_UPD is set to Y, then you have a choice when you view RetroPay status. You can either exclude the assignment from RetroPay processing (you select Deferred), or include it (you select Confirmed Awaiting Processing).
	However, if RETRO_STATUS_USER_UPD is set to N, then the assignment is automatically included in the next RetroPay run (it displays in View RetroPay Status as Included Awaiting Processing).

Problem Description	What to Do
After setting up Enhanced RetroPay,the Enhanced RetroPay run does not produce any results. US only :the Retro-Notification report (Enhanced) does not record a salary change for an employee unless you add the changed details from View RetroPay Status.	In both cases: Navigate to the Element window and ensure that the Default Component check box is checked. The United States has one component only (RetroPay) and one reprocess type (Reprocess) - you must check the Default Component check box for the element.
RetroPay Element field is missing when Enhanced RetroPay is enabled.	This is intended behavior. The RetroPay Element field is hidden when Enhanced RetroPay is enabled. You now add your RetroPay elements from the Retro Components button available from the Recalculation tab of the Elements window.

Troubleshooting RetroPay

Problem Description	What To Do
RetroPay process element entry not generated for one or more assignments.	Check that the element links exist, then check your RetroPay setup., page 4-88
Unexpected value returned.	Check your RetroPay setup., page 4-89
Start and end times ignored.	Check for a previous RetroPay run that overlaps with your current run. If there is an overlap, rerun a new RetroPay with dates that fully include the period processed by the earlier RetroPay.
RetroPay Warning: *Process Log shows zero employees in error - did not create element entries for processed employees.*	Check that you are using the correct balance in the RetroPay set. If you are processing RetroPay within a single calendar year, choose a balance that represents gross pay for year to date. If your RetroPay spans two years, do not select a balance with the _YTD dimension.

Problem Description	What To Do
Cannot use the Element Entries window to delete RetroPay generated elements.	Roll back the RetroPay process, remove the unwanted assignments from the assignment set and then rerun RetroPay. **Note:** The RetroPay process does not permit use of the Element Entries window to make these changes. This is expected behavior rather than an error.
RetroPay Error: *APP-6370 Cannot create an entry past the termination rule date.*	The setup of your RetroPay element (specifically, the termination rule) does not enable you to process terminated employees. Remove the assignments of terminated employees from your assignment set and then rerun RetroPay.

Detailed Problem Resolutions

This section provides step-by-step solutions for more complex problems.

Check that the Element Links Exist, and then Check Your RetroPay Setup

If the RetroPay process does not generate a RetroPay element for one or more assignments, follow this sequence to correct the problem,:

1. Check that there is a valid, current element link for each assignment in the RetroPay set. If the links do not exist, the RetroPay process can still calculate a retro-payment but cannot attribute the calculation results to an assignment.

2. Check that RetroPay entries exist for this assignment. Do this by inspecting the log file for the HR_HRPROC_EE_NOT_CRE message and searching for the text *Warning RetroPay has detected no change*. This text indicates that RetroPay entries do not exist. There are no differences between the original payroll run and the RetroPay run.

3. Check that your RetroPay setup correctly defines all the required balances. The RetroPay process always uses a balance to track the difference between an original entry and a retro entry. If retro-payments do not specifically feed your RetroPay balances, then the RetroPay process cannot identify that a retro-payment has occurred.

   Example (from U.K. Payroll)

If you specify an NI balance in your RetroPay setup and then make changes to element entries that are not subject to tax or NI, your run results will be different when you compare the original run and the retro-paid run. However, the RetroPay element does not include these changes because it can only report on those differences that affect the NI balance.

4. Confirm that your RetroPay element has a classification of Earnings. The Earnings classification ensures that you can pay the amounts identified by the RetroPay process. Other classifications, such as Information, do not allow you to make payments.

5. Find out whether your RetroPay definition includes any Year to Date (_YTD) balances. If you run a RetroPay process that spans the end of year, you could see unexpected results if you are using _YTD balances. Errors occur because the payroll run clears the_YTD balance at the end of year in preparation for the next year.

6. Check that there is a correct end date for the payment of RetroPay entries. Do this by View | Lists | Employees by Element to see whether the entry was created for an unexpected period. If this is the case, set the end date to the first date of the payroll period in which the RetroPay entry should be paid. For example, if you run RetroPay for June to September 2004 to pay back pay in October 2004, your start date should be 01-JUN-2005 and your end date 01-OCT-2005.

Check Your RetroPay Setup

If the RetroPay process returns an unexpected value follow this sequence to correct the problem,:

1. Check the logic of the RetroPay setup to determine that you are feeding the correct balance and confirm that you are not feeding the correct balance more than once.

2. Find out whether your RetroPay definition includes any Year to Date (_YTD) balances. If you run a RetroPay process that spans the end of year, you may see unexpected results if you are using _YTD balances. Errors occur because the payroll run clears the_YTD balance at the end of year in preparation for the next year.

3. Establish whether there are changes elsewhere in the application that might impact the value of a balance. This can be a difficult area to identify because anything that feeds the balance specified in the RetroPay definition can potentially affect the RetroPay.

   In particular:

   • Balances like Gross Pay can reflect multiple changes to an assignment. These changes can affect the recalculated value of that assignment.

   • Generic changes such as updates to a formula can affects the results of associated elements, and introduce balance value changes that subsequently

affect RetroPay values.

Setting Up 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:** Check if your Localization has components and time spans predefined that you can use to process retropay.

> **Additional Information:** 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.
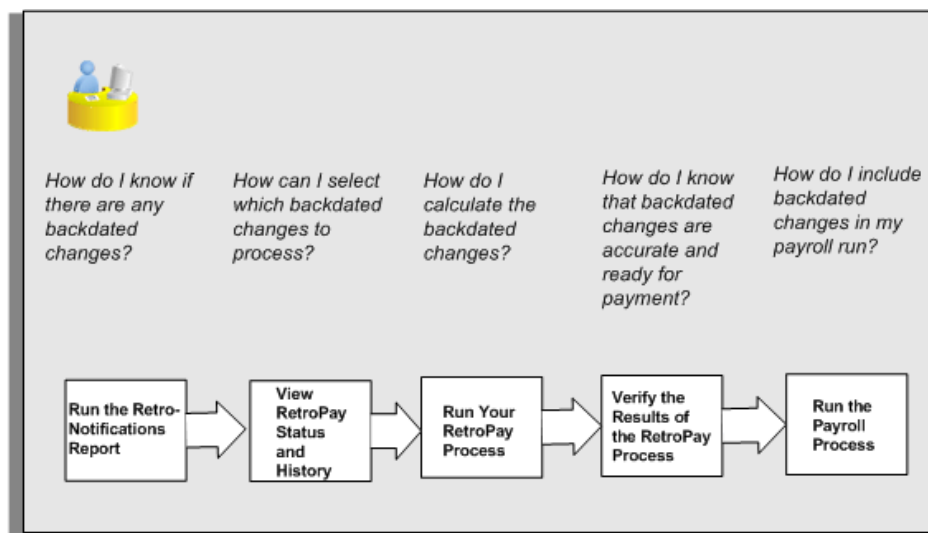
Follow this sequence to:

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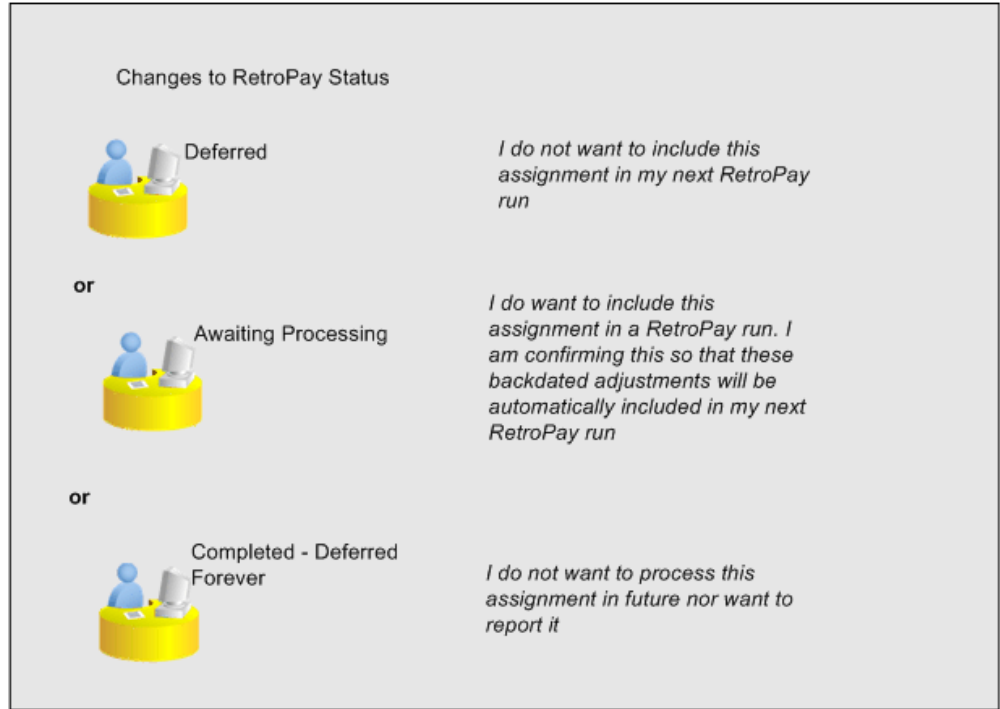
The Retro-Notifications report identifies the assignments with backdated adjustments. If you defer, then the assignment is not included when you next run RetroPay.

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:

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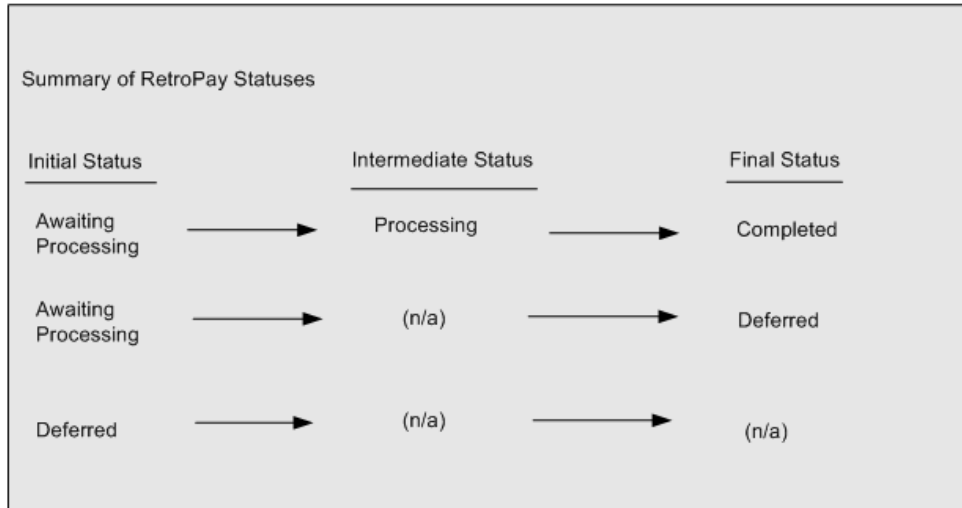
Once RetroPay processing begins, the initial status changes to an intermediate status of Processing.

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:

Outstanding and Completed Categories for RetroPay Statuses

See: Viewing RetroPay Status and History, page 4-97

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.

Viewing RetroPay Enhanced Results

You can query the assignment actions of the Retropay Enhanced process and review the corresponding retro entries created.

> **Note:** Oracle Payroll delivers the "RetroPay Enhanced Results" (PAY_WS_RETRO_RESULTS) function to view the RetroPay enhanced results and this function is also associated with the global View menu (GLB_HRMS_VIEW_INFO). By default, this function is available in the US (US_HRMS_VIEW_INFO) and Canada (CA_HRMS_VIEW_INFO) menus. For the Mexico localization, the seeded "MX HRMS Navigator" menu includes the global GLB_HRMS_VIEW_INFO menu. Therefore, the "RetroPay Enhanced Results' function will be available to all responsibilities associated with the seeded "MX HRMS Navigator" menu.
>
> If required, system administrators must add the "RetroPay Enhanced Results" function to other localization seeded menus and custom menus.

To view the RetroPay Enhanced Results:

1. Click the View Results on the Assignment Process Results window to view the results for a particular the Retropay Enhanced assignment action.

2. Query the Assignment Actions of the Retropay Enhanced process effective between the specified dates for a given assignment or payroll. You can enter any of the following to query the retro assignment actions

   • assignment number

   • full name

   • effective date from and effective date to

   • payroll name

   • status of the assignment action

3. Click on the following details of the Retropay Enhanced assignment actions matching the search criteria to display the appropriate information:

   - Full Name - Click on the Full Name to get the list of Retro Entries created by the selected action.

   - Assignment Number

   - Action Status - If the action is in Error status, then click on the status to review the error messages.

   - Effective Date - View the effective date of the Retropay Enhanced assignment action.

   - Reprocess Date - Date provided by the Retropay Notification Report or the Retro Status Page.

   - Overlap Date - Overlap Date calculated by the Retropay Enhanced process internally. During the process, the run actions are rolled back and re-run from this date for the assignment.

4. In the Retropay Entries section, you can view the following information:

   - retro element

   - effective start date

   - effective end date

   - retro component

   - base element - the element for which the retro element is created

   - original date earned

   - Details - Click on the icon in the Details column to display the input values of the retro element created with a comparison of the run result values from the original period. The table also displays the retro element entries with their input values from the same source in previous periods. The comparison assumes that the base element and retro element have the same set of input values with the same order of display sequence.

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.

Advance Pay

Advance Pay Process

The Advance Pay process enables you to pay employees in advance for holidays or other events. The process performs payroll runs for the periods to be advanced, using all date effective information in place, and stores the final net figure as the amount to be advanced.

You can always represent Advance Pay as a single consolidated amount. However, if your legislation has the Advance Pay by Element process enabled, then you can also calculate and display the total amount of Advance Pay for constituent elements in the overall total.

> **Note:** If you do have the choice of using both the Advance Pay process and the Advance Pay by Element process you should note that these processes cannot be overlapped, That is you cannot:

- Run Advance Pay for a period to which Advance Pay by Element has already been applied.

- Run Advance Pay by Element for a period to which Advance Pay has already been applied.

The *advance pay period* is the period of the holiday or event for which the advance payment is being made. More accurately, it is the total number of *payroll periods* covering the event. Regular payroll processing continues for the employee during the advance pay period. The amount advanced is progressively recovered in each regular payroll run, and the following actions are also carried out as appropriate:

- If further payments become due to the employee during the advance pay period, these can be paid using the employee's normal payment method. Alternatively, the net payment can be deferred and paid to the employee in the period following the advance pay period.

- If the employee's entitlement during the advance pay period becomes less than the sum advanced, thereby creating an overpayment, the amount owing is recovered automatically in the pay period following the advance pay period.

You can make advance payments for any pay period types, but the most likely ones are weekly or biweekly. You set the maximum number of periods that can be advanced when you define the payroll.

Setting Up Advance Pay for Individual Assignments

To set up advance pay for single assignments:

1. Select the assignment to receive the payment and navigate to the Advance Pay window.

    The arrears check box appears checked if the assignment is linked to an arrears payroll.

2. In the From field, select the start date of the holiday or other event for which you are making the advance payment. Oracle Payroll replaces the date you enter by the first date of the pay period in which it falls.

    At the same time the Payment Date field displays the date for making the advance payment to the employee. This date defaults to the last day of the pay period immediately preceding the start of the advance pay period. You can manually alter this date to the last day of the preceding pay period if you require.

3. Do *one* of the following:

    *   In the Periods field, enter the number of pay periods covering the advance pay period.

    *   In the To field, select the end date of the advance. The system automatically replaces the date you enter by the last date of the pay period in which it falls.

4. Check the Defer check box if you want any net payment amounts to be deferred to the pay period following the recovery of the advance. If you do not check Defer, such payments will be made in the pay period they are earned according to the normal payment method for the assignment.

5. Save the entries you have made.

    The Advance region now displays the period for which the Advance Payment element is entered for the assignment. For arrears payrolls this is one period later than the event period. For other payrolls this period is the same as the event period.

Setting Up Advance Pay for Batch Assignments

To set up advance pay for batch assignments:

1. In the Name field select Advance Pay Batch Setup. Then enter the parameters field to open the Parameters window.

2. Select the payroll for which you want to run the process, then the advance start

period, then the advance end period. These are the first and last pay periods of the advance pay period.

The advance end period list displays the maximum number of pay periods that can be advanced for the payroll you select.

3. Select Yes or No to flag whether you want to defer any net payments that accrue during the advance pay period.

4. Select the assignment set for which you want to run the process.

5. Select the payment date for the advance. This date defaults to the last day of the pay period immediately preceding the start of the advance pay period. You can move this date back by one pay period if required.

6. Select Yes for BEE transfer if you want the batches that the process creates to be transferred to the database automatically. Select No if you want to transfer the batches manually.

7. Enter a unique header name for your batch process. This name is used as a base header name for each BEE batch created. For each batch, the system appends an underscore and an incrementing number, for example, _1, _2.

   This is a mandatory field whether you select Yes or No in the BEE Transfer field.

8. Save your entries.

Running the Advance Pay Listing Report

This report gives information about the advance pay periods for employees due to receive advance pay. The report can be used to detect whether there are assignments with Advance Pay entries during a particular payroll period.

The report lists the following information:

- Name and assignment number of employees with an entry for the Advance Period element in the date range covered by the report

- For each assignment, the dates held on the Advance Period element entry

- Yes/No to show whether the Advance Pay process has already been run for the assignment

- Summary listing, by payroll, of the number of employees with entries, and the number that have been processed

You run this report in the Submit Requests window.

To run the Advance Pay Listing:

1. In the Name field select Advance Pay. Then enter the parameters field to open the Parameters window.

2. You can restrict the information to a particular payroll by entering the payroll name. If you leave the Payroll field blank, the report shows information for the whole business group.

3. In the Summary Version field select No for the full version of the listing, or Yes for the summary version only.

4. Select an organization to restrict the report information.

5. Enter a date range for the period you want to see information.

6. If you are running the PDF version of this report, then select a template for your PDF output.

7. Click OK and then Submit.

Running Advance Pay

Use the Advance Pay process window to run the Advance Pay process.

To run the Advance Pay process:

1. In the Name field select Advance Pay. Then enter the parameters field to open the Parameters window.

2. Select the payroll for whose assignments you are running the process.

3. Enter the effective date of the process. This should be the date on which you intend to pay the advance.

4. Select an element set if you want to exclude items from the calculation. For example, you may want to exclude some pay elements, such as expenses, from the Advance Pay run.

5. Choose the Submit button.

Running the Advance Pay Process

Use the Advance Pay process to pay employees in advance for holidays or other events.

You may need to do each of the following to run the Advance Pay process.

1. Set Up Advance Pay for Individual Assignments, page 4-106 (if applicable).

2. Set Up Advance Pay for Batch Assignments, page 4-106 (if applicable).

3. Run the Advance Pay Listing Report, page 4-107

4. Run the Advance Pay Process, page 4-108

5. View the results of the Advance Pay process, page 4-109

Running Advance Pay by Element

You run the Advance Pay by Element process from the Submit Requests window. This process may not be available for all legislations.

To run the Advance Pay by Element process:

1. In the Name field, select Advance Pay by Element. The Parameters window displays automatically and you can provide details as follows:

   • Select the Payroll for which you want to run Advance Pay by Element.

   • Enter the Effective Date of the payroll.

   • Enter the Advance End Date - this is the date at which you want the Advance Pay processing to terminate.

   • Select the Assignment Set to which the Advance Pay by Element calculation applies.

   • Select an Element Set Name if you want to specify that Advance Pay processing should only apply to some elements on this assignment. Otherwise, leave this entry blank if you want to process all the elements for this assignment.

2. Choose the Submit button

Viewing the Results of the Advance Pay Process

You can view the results of the Advance Pay in the Advance Pay window.

To view the results of the Advance Pay process:

• View the amount of the advance. Note that the amount outstanding remains at zero until the first payroll run of the advance pay period completes.

• If you want to see advance payments for future events, move your cursor down.

- If you want to see historical information, change the effective date.

- If you want to see Deferred Payments, check the Defer check box This information is also datetracked and you can see current and future information as above.

Exception Reporting

Payroll Exception Reporting: Overview

You run exception reports immediately after the payroll run to identify potential overpayments or underpayments. This helps you to avoid corrections when you accidentally make an incorrect payment. For ease of use, you can do each of the following to control the output and definition of your exception reports:

- Request your report output in either CSV or text format so that you can use familiar desktop tools for editing the output

- Group a set of reports so that you can run them as a single reporting request

- Override exception criteria for a single run of a report without changing your underlying report

- Run predefined exception reports, or define additional reports that incorporate your own exception criteria. For example, you cannot modify the predefined High Gross Pay and High Net Pay reports. You can, however, define your own reports to identify other exceptions.

- Select your preferred exception criteria from a forms interface without having to develop your own query code.

Examples of Exception Reporting Criteria

You must always select a balance and a balance dimension for exception reporting. This table lists additional criteria that you must define, explains what each one means, and gives an example to illustrate how you use them:

Exception Criterion	What it Identifies	Example
Comparison Type	The period against which you want to compare when determining whether an exception has occurred	Average in Months

Exception Criterion	What it Identifies	Example
Comparison Value	This is a numerical value to determine how averages are calculated when you are using an average as your basis for comparison	If you select 3 as the comparison value for a comparison type of Average in Months, then you are comparing the current month with the average of the previous 3 months.
Variance Type	The category of variance that you want to report on.	Either Percentage or Amount
Variance Value	The magnitude of overpayment or underpayment that you want to report on.	**Variance Value of 500** If Amount is your variance type, and you are reporting on a total amount of 5000, then a variance value of 500 means that amounts greater than 5500 are regarded as overpayments and amounts less than 4500 are regarded as underpayments.
Variance Operator	The precise range of variance that you want to report on. You can use variance operators to specify that you are only interested in a particular section of the range defined by the variance value.	Greater than, Less than, Equal

These are only examples. There is an extensive list of comparison types and variance operators enabling you to set the required degree of precision for your own reports.

See Comparison Types for Exception Reporting, page 4-118

See Variance Operators and How You Can Use Them, page 4-120

Exception reporting activities are as follows:

Setting Up Exception Reports

- Create an exception report

- Group existing exception reports

Running Exception Reports

- Run an exception report, or exception report group

- View an exception report

Examples of Exception Report Setup

This topic explains what values to include if you want to:

- Set up an Exception Report to show Net Pay Amounts greater than 5000

- Derive the Total Payments for your Employee Population

Setting Up an Exception Report to Show Net Pay Amounts Greater Than 5000

To show Net Pay Amounts greater than 5000, set up your report with these values:

Exception Criterion	Values
Balance	Net
Dimension	Assignment Period-to-date
Comparison Type	Current Period
Comparison Value	0
Variance Type	Amount
Variance Operator	Greater Than
Variance Value	5000
Output Format	Spreadsheet (CSV)

Derive the Total Payments For Your Employee Population

To derive the total payments for your organization, make these entries to produce a spreadsheet listing all assignments and then sum them to derive the total payments for your employee population

Exception Criterion	Values
Balance	Net
Dimension	Assignment Period-to-date
Comparison Type	Current Period
Comparison Value	0
Variance Type	Amount
Variance Operator	Equal
Variance Value	0
Output Format	Spreadsheet (CSV)

Running the Payroll Message Report

You run this report to see any errors for each employee for a payroll run. Those with
fatal errors do not process through the payroll. You run the report in the Submit
Requests window.

To run the Payroll Message Report:

1. In the Name field, select the report name. Then enter the Parameters field to open
   the Parameters window.

2. Select the name of the payroll for which you want to see messages.

   This is the only required field. If you leave the next three fields blank the system
   displays all messages for all processes connected to this payroll in all periods.

3. Select a payroll period for which to view messages.

   This restricts payroll messages to the period you select.

4. Select a payroll process type.

   This restricts payroll messages to the payroll process type you select. All messages
   for all runs of this process during the period selected are returned.

5. Select a payroll process.

This restricts payroll messages to one instance of the payroll process type selected. If you leave the Process Type field blank you can choose one instance of any payroll process for the period selected.

6. Select a message severity level for the messages in the report, or leave the field blank to see messages of all levels of severity.

7. Select assignment number or employee name as sort criteria for the report. The default is employee name.

8. If you want to produce this report in Portable Document Format (PDF), select a template.

9. Click OK and then Submit.

Reconciling Payments

You can use Oracle Payroll in combination with Oracle Cash Management to verify that payments have been processed. The process is:

1. Import the bank statement. You do this in Oracle Cash Management.

2. Run the automatic reconciliations process. You do this from Oracle Cash Management.

3. View the results of the reconciliation process. You can do this either through Oracle Payroll, or Oracle Cash Management.

> **Note: For US only:** For EFT or NACHA payments to be reconciled in Oracle Cash Management, the following 3 pieces of data are checked: amount, transaction date and batch name (file ID + company ID). Manual reconciliation will check amount and transaction date only.

To do this in Oracle Payroll, see Viewing Payroll Process Results, page 4-23

In Oracle Cash Management, you can view the following reports:

• Available Transactions report

• AutoReconciliation Execution report

4. Identify any payments that are marked in error, and reconcile them manually.

> **Note:** If you are using Oracle Payroll with Oracle Cash Management for the reconciliation of payments then you will need

to set up accounting reference data when you are setting up Oracle
Cash Management

See Accounting Reference Information for Cash Management Integration, *Oracle
HRMS Implementation Guide*

Setting Up Exception Reports

You use exception reports to identify potential overpayments or underpayments before
they occur. You can specify the amount, or percentage that will cause an exception to be
noted. If you run your exception reports immediately after the payroll run you can
identify discrepancies and avoid the retrospective corrections necessary when a wrong
payment has already been made.

To create an exception report:

Use the Exception Reports window to create an exception report.

1. Select Add Another Row

2. Enter the report name. You can enter any name that meets your reporting
   requirements - there is no standard format.

3. Select the balance that you want to report on. You can enter a predefined, or user-
   defined balance.

4. Select the balance dimension that you want to report on. Some dimensions apply
   only to particular localizations. There are some dimensions that you must select
   when you choose a particular comparison type:

Balance Dimension	When to Select these Dimensions
_ASG_MONTH, _PER_MONTH	You must select one of these dimensions if you want to use the Average in Months comparison type. These dimensions are not available for Japanese and Australian Payroll.
_PER_QTD, _ASG_QTD	You must select one of these dimensions if you want to use the Average in Quarters comparison type. These dimensions are not available for Japanese Payroll. The _PER_QTD dimension is not available for Australian Payroll.

Balance Dimension	When to Select these Dimensions
_PTD	You must select this dimension for the comparison types Average of Previous Periods, Average of Previous Paid Periods, Average of Total Periods in Days, and Average of Paid Periods in Days. This dimension is not available for Japanese Payroll.
_ASG_MTD_JP	You must select this dimension if you want to use the Average in Months comparison type. This dimension is available for Japanese Payroll only.
_ASG_QTD_JP	You must select this dimension if you want to use the Average in Quarters comparison type. This dimension is available for Japanese Payroll only.
ASG_PROC_PTD	You must select this dimension for the comparison types Average of Previous Periods, Average of Previous Paid Periods, Average of Total Periods in Days, and Average of Paid Periods in Days. This dimension is available for Japanese Payroll only.
_ASG_MTD	You must select this dimension if you want to use the Average in Months comparison type. This dimension is available for Australian Payroll only.
_ASG_PTD	You must select this dimension for the comparison types Average of Previous Periods, Average of Previous Paid Periods, Average of Total Periods in Days, and Average of Paid Periods in Days. This dimension is available for Australian Payroll only.
_ASG_YTD	You must select this dimension if you want to use the Current Year or Previous Year comparison type. This dimension is available for Australian Payroll only.

Balance Dimension	When to Select these Dimensions
_ASG_LE_MTD	You must select this dimension if you want to use the Average in Months comparison type for a legal employer. This dimension is available for Australian Payroll only.
_ASG_LE_PTD	You must select this dimension for the comparison types Average of Previous Periods, Average of Previous Paid Periods, Average of Total Periods in Days, and Average of Paid Periods in Days for a legal employer. This dimension is available for Australian Payroll only.
_ASG_LE_QTD	You must select this dimension if you want to use the Average in Quarters comparison type for a legal employer. This dimension is available for Australian Payroll only.
_ASG_LE_YTD	You must select this dimension if you want to use the Current Year or Previous Year comparison type for a legal employer. This dimension is available for Australian Payroll only.

5. Select the comparison type.

Comparison Types for Exception Reporting:

This table lists each comparison type that you can select and explains how it operates as a basis of comparison:

Comparison Type	How it Operates as a Basis of Comparison
Current Period	Identifies any exceptions within the current payroll period. Does not use any previous period as a basis for comparison.
Previous Period	Uses the previous period as a basis of comparison.

Comparison Type	How it Operates as a Basis of Comparison
Previous Month	Uses the previous month as a basis of comparison.
Previous Quarter	Uses the previous quarter as a basis of comparison.
Previous Year	Uses the previous year as a basis of comparison.
Average in Months	Compares the current month-to-date with the average of previous months-to-date. Only available if you have the balance dimensions ASG_MONTH or _PER_MONTH.
Average in Quarters	Compares the current quarter-to-date with the average of previous quarters-to-date. Only available if you have the balance dimensions _PER_QTD or _ASG_QTD.
Average of Paid Periods in Days	Compares the current period with the number of previous pay period included within the specified number of days. However, only includes those pay periods in which an employee actually received payment. Only available for _PTD dimensions.
Average of Previous Paid Periods	Compares the current period with the number of previous periods in which the employee actually received payment for _PTD dimensions only.
Average of Previous Periods	Compares the current period with previous periods for _PTD dimensions only.
Average of Total Periods in Days	Compares the current period with the number of previous pay periods included within the specified number of days. Only available for _PTD dimensions.

1. Enter your comparison value. For example, if you select 3, when your comparison type is Average in Quarters, this means that your current quarter is compared to the average of the previous three quarters.

   Some comparison values are preset and you cannot change them:

- Current period always has a comparison value of 0.

- Previous Period, Previous Month, Previous Quarter and Previous Year all have a comparison value of 1.

2. Select your variance type. This must be either percentage or amount.

3. Enter a variance operator.

Variance Operators and How You Can Use Them:

You can choose one of the following variance operators. The Exception Reporting Output column indicates the effect of selecting each variance operator assuming that:

- Comparison Type is Previous Period

- Previous period amount is 10,000

- Variance Value is 1000

Variance Operator	Exception Report Output
Variance (+/-)	All assignments that either exceed or are less than the previous period amount by the amount or percentage stated in the variance value. Therefore, *Variance Value (+/-)* returns all assignments having a value between 9000 and 11000.
Less than	All assignments that are less than the previous period amount by the amount or percentage stated in the variance value. Therefore, *Less than* returns all assignments having a value of less than 9000.
Less than or equal	All assignments with a current value either equal to or less than the previous period amount by the amount or percentage stated in the variance value. Therefore,*Less than or equal* returns all assignments having a value of 9000 or less.
Equal	All values that are exactly equal to the higher limit or the lower limit of the variance value. Therefore, *Equal* returns all assignments having a current value equal to 9000 or 11000.

Variance Operator	Exception Report Output
Greater than	All assignments that are greater than the previous period amount by the amount or percentage stated in the variance value. Therefore, *Greater than* returns all assignments having a value of more than 11000.
Greater than or equal	All assignments with a current value either equal to or greater than the previous period amount by the amount or percentage stated in the variance value. Therefore, *Greater than or equal* returns all assignments having a value of 11000 or more.

1. Enter a variance value, unless your comparison type is previous payroll period.

    For all other comparison types you can specify the exact percentage, or the numerical value depending on which variance type you choose. In subsequent exception reports you can change your variance values in the SRS window when you are running the report.

    For examples of how to set exception reporting to identify particular exceptions, see Examples of Exception Report Setup.

Grouping Exception Reports

Use the Exception Report window to group together a selection of exception reports so that they can be run in a single operation. You can include the same exception report in multiple exception groups.

To group exception reports:

1. Check the Select check box for each of the reports that you want to include in your report group.

2. Choose the Create Group button.

3. Enter the group name.

4. Select a consolidation set for this reporting group.

5. Select a payroll for this reporting group.

6. Select your output format.

7. Choose the Apply button to create your group.

Running an Exception Report, or Exception Report Group

Use the Exception Report Window to run exception reports singularly, or as a group. You can also override the variance type or variance for a single run of the report.

To run an exception report :

Use the Submit Requests window to run the exception report:

1. Check that your effective date is compatible with the date for which you want the report to run.

2. Select Exception Report as the report type.

3. If you want to run a single exception report, enter the name of the report. You do not need to enter the Exception Group name if you are running a single report.

4. If you want to run a group of exception reports, then enter an Exception Group name, but do not provide an Exception Report Name.

   Exception reports are identified either by the report name, or by a group name. When you are running the report you must supply either the report name or the group name, but you never have to supply both.

5. Select the payroll that you are reporting on. The consolidation set is the default selection.

6. Override the variance type and variance value if you want to specify particular values for a single run of this report. This does not change your underlying report.

7. **For Australian, India users only**: Select the legal entity for the report. If you do not specify the legal entity in case of a LE dimension, the report does not return a result.

   India users only: Select the component name for the report. If you do not specify the component name in case of a Component Balance dimension, the report does not return a result.

8. Save your work.

9. Click Submit.

To view an exception report:

Use the View Requests window to view an exception report:

1. Choose the Find button and select the report that you want to view.

2. Choose the View Output button.

Retries, Reversals and Rollbacks

Correction of Run Results: Rollbacks

Use run rollbacks when you have no need to keep any record that a run occurred. When you roll the run back, the process removes all the assignments and the run results.

For example, if an employee should never have been processed in a run, you can roll back the run for that employee. A rollback completely removes an employee from a run, as if the processing had never occurred.

You cannot roll back payroll processing for individuals or payrolls if post-run processing has already occurred.

US and Canadian Payroll Only: If you are using Net-to-Gross payroll processing then each assignment action for a run type can also generate additional actions derived from the parent action. These additional actions are known as child actions.

Mexico Payroll Only: HRMS Payroll for Mexico provides the Rollback MX Payroll Process concurrent program for rollback purposes. This process enforces Mexico-specific business rules for handling payroll processes.

IE Payroll Users Only: HRMS Payroll for Ireland provides the IE Rollback Process concurrent program for rollback purposes. This process enforces Ireland specific business rules for handling payroll processes.

You can mark a parent assignment action for rollback, but you cannot roll back a child assignment action independently of its parent. You can roll back the QuickPay archiver results using the Rollback MX Payroll Process concurrent program. See: Running QuickPay, page 4-11

Uses of Rollbacks

Suppose that just after a payroll run, you receive notification that three employees have been transferred to a different payroll. This means you should not have processed them in the run just completed.

In this case you can roll back the processing for the three individuals. This action completely removes them from the run.

If the whole set of employees a run processes is the wrong set, you can roll back the entire run.

Rollbacks can also be useful if you want to do a run for testing purposes only, examine the results, and then remove all traces of it.

> **Important:** If a recurring element has an end date that coincides with the end of the pay period, then the element end date will be removed

by the rollback.

Correction of Run Results: Retries

Retrying Employee Assignments

You use retries for correcting mistakes shortly after a payroll run finishes. For example, you receive late entries of hours worked for some employees after a run starts, and you must enter these late details for some assignments.

Provided there has been no post-run processing for these assignments, you can mark them for retry. After you have corrected the element entry information for the marked employees, you submit the Retry Payroll Process. The new run processes only those employees marked for retry.

When you mark employee Assignments for retry, the run's status is Incomplete. This protects you from forgetting to correct and rerun an assignment marked for retry.

US and Canadian Payroll Only

If you are using Net-to-Gross payroll processing then each assignment action for a run type can also generate additional actions derived from the parent action. These additional actions are known as child actions.

You can mark a parent assignment action for retry, but you cannot retry a child assignment action independently of its parent.

Automatic Retries

Any assignments having a status of Error after a payroll run are **automatically** retried when you run the payroll again. You do not have to mark these assignments for retry and cannot unmark them. The recommended procedure for dealing with retries, therefore, is as follows:

- Run the payroll and examine the results.

- Check any assignments with a status of Error and make the necessary changes to them so that they can process correctly.

- Check the other assignments. Mark for retry any that require changes and make the necessary changes.

- Run the payroll again. It will now process only the assignments having a status of Error after the first run, together with those you have manually marked for retry.

Retries and Post-run Processing

You cannot run the payroll retry process if you have already started off another post-run process, such as PrePayments. In such a case, to start the payroll run retry process you must first roll back the other process. This deletes all element entries for the process and enables you to run the retry of the payroll.

The payroll run's status remains at Incomplete as long as some employees remain marked for retry.

Retrying Runs

In another situation, you may realize after a run that results for a sizeable number of employees may be incorrect. This could happen, for example, when you neglected to modify a formula for an earnings or deduction before starting the run.

In this case you can make the necessary changes and retry the entire run. The new run ignores employees whose processing is unaffected by the corrections you have made. It reprocesses only those whose original results are incorrect in view of the corrections entered.

Correction of Run Results: Reversals

You can retry an employee or a run only when no post-run processing has occurred. You use *reversals* when you need to correct run results for a single assignment after post-run actions have already occurred.

In other words, reversals are useful when you need to correct run results some time after the run has occurred.

Restarting Earnings or Deductions after Reversals

You may reverse a run for a past period during or after which stop dates exist for earnings or deductions. When this happens, Oracle Payroll issues a warning. This tells you to check whether you should restart any of the stopped earnings or deductions.

For example, the reversal may have cancelled out a deduction that was an employee's final payment toward an outstanding loan. In this case, the warning alerts you to the need to restart the deduction.

Reprocessing Nonrecurring and Additional Entries after Reversals

Reversals of payroll runs with nonrecurring and additional element entries provide an **exception** to the 'once only' rule for processing nonrecurring elements.

Normally, nonrecurring element entries can be given only once to an employee. Additional entries for recurring elements can be given only once in each pay period.

The effect of this rule on payroll run reversals is that nonrecurring and additional

entries do not get reprocessed in subsequent runs following a reversal. As a consequence, the results of subsequent runs will not be identical to the original run results.

To prevent this, Oracle Payroll allows nonrecurring and additional entries to be reactivated and reprocessed in subsequent runs following payroll run reversals. This makes it possible for the run results of subsequent runs to be identical to the original results.

> **Warning:** You cannot roll back a reversal if there are subsequent payroll runs. This is to prevent nonrecurring and additional entries being given twice - in the reversed run and in the subsequent run.

Performing a Batch Reversal

You use batch reversal when you need to correct run results for a batch or multiple assignments after post-run actions have already occurred.

Marking and Retrying Payroll Runs and Other Processes

To mark a small payroll process for retry:

- In the Payroll Processes window, select the process to retry and check the Retry box. This effectively marks every employee assignment included in the process for reprocessing when you retry it.

To mark a large payroll process for retry:

1. In the Submit Requests window, select Mark Payroll Run for Retry in the Name field if you are retrying a payroll run. Otherwise select Mark Process for Retry. These processes have the same parameters, Payroll Process and Assignment Set.

2. Select the process you are marking for retry.

3. Leave the Assignment Set field blank.

4. Choose Submit.

To mark an individual employee assignment for retry:

- In the Assignment Processes window, select the assignment to retry and check the Retry box. Then when you retry the process, only these assignments are reprocessed. This is a convenient approach when only a few assignments require reprocessing.

Marking a Group of Employee Assignments for Retry

To mark a group of employee assignments for retry:

1. Place the group of employee assignments in an assignment set.

    See: Assignment Sets, page 1-6

2. In the Submit Requests window, select Mark Payroll Run for Retry in the Name field if you are retrying a payroll run. Otherwise select Mark Process for Retry. These processes have the same parameters, Payroll Process and Assignment Set.

3. Select the process you are marking for retry.

4. Select the assignment set name.

5. Choose Submit.

Correcting Run Results: Reversals

You reverse pay runs in the Reverse Payroll Run window for the employee assignment.

To reverse a payroll run or QuickPay for an assignment:

1. Select the run you want to reverse.

    All the payroll runs for the assignment are displayed when you open the window.

2. Select the Reverse check box for the run you want to reverse.

    The consolidation set for the run automatically displays as the consolidation set for the reversal.

3. Select a different consolidation set if you want to process the reversal in a different set to the original run set.

Running the Batch Reversals Process

Use the Batch Reversals process to perform quicker reversals of payroll and QuickPay runs. A batch reversal enables you to reverse your payroll calculations for an entire assignment set rather than for a single assignment. You run the Batch Reversals process from the Submit Requests window

To run the batch reversals process:

1. Select the Payroll Action ID.

2. Select the Assignment Set that you want to reverse.

3. Select the Reversal Date to specify the date from which you want to reverse your payroll or QuickPay run.

4. Click OK to confirm your choices.

5. Click Submit.

Retrying a Payroll Run or Other Payroll Process

To retry a payroll run or other payroll process:

1. Mark the entire process, individual employee assignments, or a group (assignment set) of assignments for retry.

2. In the Submit Requests window, select Retry Payroll Run in the Name field to retry a run. Otherwise select Retry Payroll Process to retry another process.

   If the Parameters box does not automatically appear, click in the Parameters field.

3. In the Payroll Process field of the Parameters box, select the process to retry.

4. Choose Submit.

Rolling Back Payroll Runs and Other Processes

You can roll back a process in one of several ways depending on the extent of the rollback.

If you want to ...	Then refer to...
Roll back processes for a few individuals	Rolling Back a Process from the Payroll Processes Window, page 4-130
Roll back processes for many employees (defined as an assignment set)	Rolling Back a Process from the Submit Requests Window, page 4-130
Roll back an assignment process for an individual employee	Rolling Back a Process from the Assignment Processes Window, page 4-130

Rolling Back a Process from the Payroll Processes Window

Use the Payroll Processes window when you want to roll back a process for a few individuals.

To roll back a process from the Payroll Processes window:

1. Select the process record.

2. Select Delete Record from the Edit menu.

Rolling Back a Process from the Submit Requests Window

Use the Submit Requests window when you want to roll back a process for many employees. If you do not want to roll back the process for all employees originally processed, you must create an assignment set. See: Creating an Assignment Set, page 1-6.

To roll back a process from the Submit Requests window:

1. In the Name field, do *one* of the following:

   - Select Rollback to roll back all processes except a payroll run.

   - Select Rollback Run to roll back a payroll run.

   - **Mexico only**: Select Rollback MX Payroll Process.

2. If the Parameters box does not appear, click in the Parameters field.

3. Select the process to roll back. The list for Rollback displays processing dates with the corresponding process types, payrolls, and consolidation sets. The list for Rollback Run displays process run dates with the corresponding period dates and payrolls.

4. To roll back processing for an assignment set, select the set name.

5. Choose Submit.

Rolling Back a Process from the Assignment Processes Window

Use the Assignment Processes window when you want to roll back a process for an individual employee assignment.

To roll back an assignment process:

1. Select the record for the assignment process.

2. Choose Delete Record from the Edit menu.

Setting Up the Payroll Purge Process

The Purge process deletes data from a list of payroll tables to maintain data integrity and also rolls up balances to maintain the value of important balances.

Before you run the Payroll Purge process, you must do the following:

1. Run the Upgrade Action Context process to determine the assignments for upgrade.

    See: Running the Upgrade Action Context process, page 4-131

2. Optionally, create a balance set containing a list of balances required for roll-up. This ensures that the process will roll-up only the balances in the default list and those in the balance set. You can define the balance sets using the Payroll > Balance Set window. The application uses this balance set during the Purge Preparation Process.

3. Run the Purge Preparation Phase. Check and ensure that all the balances are correct. If any balance is incorrect, you can rollback the Purge Preparation Phase. You must complete the rollback at this point, because you cannot roll back later.

    See: Running the Purge Preparation Phase, page 4-132

4. Run the Purge Deletion Phase if all the balances in Preparation Phase are correct.

    See: Running the Purge Deletion Phase, page 4-132

Running the Upgrade Action Contexts Process

You run the Upgrade Action Contexts concurrent manager process for a business group to determine the time period for performing an upgrade.

You run the Upgrade Action Contexts process using the Submit Request window.

To run the Upgrade Action Contexts process:

1. In the Name field, select Upgrade Action Contexts.

2. In the Parameters window, enter the start and end date to perform an upgrade for a business group.

> **Note:** .If you have not enabled Action Context functionality prior to running this process, then you must enter the End Date as the current day. For purge to run successfully you should also enter a start date as early as necessary, for example Start of Time.

Running the Purge Preparation Phase

You must run the Purge Preparation Phase to determine the data you want to purge from the application database. The preparation phase decides which assignments to purge and the values of any balances that subsequently require rolling up.

This phase enables you to produce a consolidated total of balances from an assignment and balance set before you purge it.

> **Important:** You must run the Purge Preparation Phase prior to running the Purge Deletion Phase.

You run this process from the Submit Requests window.

To run the Purge Preparation Phase process:

1. Query Purge Preparation Phase in the Name field.

2. In the Parameters window, select the balance set that includes the balances that you want to roll up.

3. Select the assignment set to include all the assignments for which you want to run the purge process.

4. Enter an effective date to determine from when you want to roll up the balances.

5. Click OK and then Submit.

Running the Purge Deletion Phase

Purging unwanted data helps in improving application performance. You run the Purge Deletion Phase process to delete unnecessary data from the database. Remember to backup important data before you run the deletion process as you cannot roll it back and the changes are irreversible.

> **Important:** Run the deletion process only after you have successfully completed the Purge Preparation Phase process.

You run this process from the Submit Requests window.

To run the Purge Deletion Process:

1. Query Purge Preparation Phase Deletion process in the Name field.

2. In the Parameters window, select the payroll action of the associated Purge Preparation Phase process.

3. Click OK and then Submit.

Running the Purge Process Events Process

Run the Purge Process Events process when you want to purge the details of the pay process events table and archive this data prior to a particular date. The application purges and archives this data into a shadow table as a backup. You can use this process to enhance the performance of processes accessing the table pay process events.

Run this process in the Submit Requests window.

To run the Purge Process Events process:

1. In the Name field, select Purge Process Events process.

2. In the Parameters window, enter a date to purge data from the pay process events table prior to this date and the recorded date (if it exists) from pay recorded requests table.

> **Additional Information:** The application collects data in chunks for a complete delete from pay process events table and inserts into pay process events shadow table. The PPE_bulk_limit value is defaulted to 10,000. You can change this parameter to fine tune the performance of process.

3. Click OK and then Submit.

Workforce Intelligence (HRMS) for Payroll Processing and Analysis

Costing Detail Workbook

The Costing Detail workbook enables you to review cost allocations for an element, element set, or a particular element classification.

> **Additional Information:** See also My Oracle Support Knowledge Document 2277369.1, *Oracle E-Business Suite Support Implications for Discoverer 11gR1*.

Business Questions

Are my costs assigned to the correct cost center?

What are my cost totals for an element, element set, or element classification?

Worksheets

Costing Detail worksheet.

Parameters

You need to specify values for the following parameters:

- Costing Effective Date Begin

- Costing Effective Date End

- Element Set (only mandatory if you do not specify an Element, or Element Classification)

- Element Classification (only mandatory if you do not specify an Element, or Element Set)

- Element (only mandatory if you do not specify an Element Set, or Element Classification)

Use the following optional parameters to further restrict the values in the workbook:

- Costing Process

- Payroll

- Consolidation Set Name

- Organization

- Location

- Employee

- Reporting Currency

- Include Estimate Costing

Costing Summary Workbook

The Costing Summary workbook enables you to view total costing details for a payroll, consolidation set, or organization name.

> **Additional Information:** See also My Oracle Support Knowledge Document 2277369.1, *Oracle E-Business Suite Support Implications for Discoverer 11gR1.*

Business Questions

What are my overall debits and credits for a particular costing period?

Worksheets

Costing Summary worksheet.

Parameters

You need to specify values for the following parameters:

- Costing Effective Date Begin

- Costing Effective Date End

Use the following optional parameters to further restrict the values in the workbook:

- Costing Process

- Payroll Name

- Consolidation Set Name

- Organization Name

- Reporting Currency

- Include Estimate Costing

Element Detail Workbook

The Element Detail workbook enables you to select an element effective date and element classification and then view further details for all elements within these reporting criteria.

> **Additional Information:** See also My Oracle Support Knowledge Document 2277369.1, *Oracle E-Business Suite Support Implications for Discoverer 11gR1.*

Business Questions

What are the attributes for each element within a particular element classification?

Do any of my selected elements belong to a proration group or recalculation group, and if so, which group?

Are any of my selected elements paid separately or processed separately?

Worksheets

Element Detail worksheet.

Parameters

You need to specify values for the following parameters:

- Effective Date

- Classification

Use the following optional parameters to further restrict the values in the workbook:

- Processing Type

- Standard Links

- Separate Payment

- Process Separate

- Recalculation Group

• Proration Group

Element Link Detail Workbook

The Element Link Detail workbook enables you to select a group of elements by effective date and classification. You refine your selection by specifying whether you want view elements that are available to all payrolls, or those elements that only available to some payrolls. When you have defined your subset of elements, you can see link details for each of them.

> **Additional Information:** See also My Oracle Support Knowledge Document 2277369.1, *Oracle E-Business Suite Support Implications for Discoverer 11gR1.*

Business Questions

What are the costable types and costing codes for a group or elements?

Do these elements belong to a distribution set?

Are there any service criteria or age criteria for these elements?

Worksheets

Element Link Detail worksheet.

Parameters

You need to specify values for the following parameters:

• Effective Date

• Classification

• All Payrolls

Use the following optional parameters to further restrict the values in the workbook:

• Element

• Processing Type

• Standard Links

• Link Status

• Payroll

- Job

- Organization

Employee Assignments Without Payroll Workbook

The employee assignments without payroll workbook enables you to identify those assignments that do not belong to a payroll. You can also view assignment status.

> **Additional Information:** See also My Oracle Support Knowledge
> Document 2277369.1, *Oracle E-Business Suite Support Implications for*
> *Discoverer 11gR1.*

Business Questions

Is there a valid reason for these assignments not to belong to a payroll, or is there an error requiring correction?

Worksheets

Assignments Without Payroll worksheet.

Parameters

You need to specify values for the following parameters:

- Beginning Date

- Ending Date

Employee Assignments Not Processed Workbook

The employee assignments not processed workbook enables you to identify all assignments excluded from processing and view further detail such as employee name, assignment number and payroll.

> **Additional Information:** See also My Oracle Support Knowledge
> Document 2277369.1, *Oracle E-Business Suite Support Implications for*
> *Discoverer 11gR1.*

Business Questions

Is there a valid reason for excluding these assignments from processing, or is there an error

requiring correction?

Worksheets

Assignments not Processed worksheet.

Parameters

You need to specify values for the following parameters:

- Beginning Date

- Ending Date

Use the following optional parameters to further restrict the values in the workbook:

- Payroll

- Organization

- Location

- Government Reporting Entity (Hidden)

Employee Payment Methods Workbook

The employee payment methods workbook enables you to view payment method totals and run type totals from an effective date that you select.

> **Additional Information:** See also My Oracle Support Knowledge Document 2277369.1, *Oracle E-Business Suite Support Implications for Discoverer 11gR1*.

Business Questions

Are the employee totals for this payment method as expected for the given period?

Did each run type produce the expected totals for this payment method, or is there a discrepancy requiring correction?

Worksheets

Employee Payment Methods worksheet.

Parameters

You need to specify values for the following parameters:

- Effective Date

Use the following optional parameters to further restrict the values in the workbook:

- Payment Method

- Run Type

Organization Payment Methods Workbook

The organization payment methods workbook enables you to see summary information for each payment method from an effective date that you select. You can view third party details and source bank details.

> **Additional Information:** See also My Oracle Support Knowledge Document 2277369.1, *Oracle E-Business Suite Support Implications for Discoverer 11gR1.*

Business Questions

Were payments correctly allocated for the duration of the reporting period?

What were the total payments for each payment type for the duration of the reporting period?

Worksheets

Organization Payment Methods worksheet.

Parameters

You need to specify values for the following parameters:

- Effective Date

Use the following optional parameters to further restrict the values in the workbook:

- Payment Type

Payroll Message Workbook

The Payroll Message workbook enables you to view the total number of messages for each payroll process, payroll, and pay period.

> **Additional Information:** See also My Oracle Support Knowledge Document 2277369.1, *Oracle E-Business Suite Support Implications for Discoverer 11gR1.*

Business Questions

Was there an unusual number of messages for any particular process, payroll or pay period?

Were messages of the greatest severity level concentrated in any particular process, payroll or pay period?

Worksheets

Payroll Message worksheet.

Parameters

You need to specify values for the following parameters:

- Payroll Name

- Start Date

- End Date

Use the following optional parameters to further restrict the values in the workbook:

- Process Type

- Severity Level

5

Payroll Event Rules

Payroll Event Rules Overview

Using Oracle HRMS you can define payroll events and action parameters to control your payroll processing.

Payroll Events and Action Parameters in Oracle HRMS

A payroll event is any routine or exceptional occurrence that acts as a precondition for further processing. For example, you can specify that a particular event or group of events should trigger prorated calculations or RetroPay notifications.

An action parameter enables you to set conditions that control your payroll processes.

Key Concepts

To enable you to set up payroll events and parameters correctly, you need to understand these key concepts:

- Events, page 5-2

- Triggers, page 5-3

- Functional area grouping of triggers, page 5-3

- Process parameters, page 5-4

Reporting on Payroll Event Rules

See Reports and Processes in Oracle HRMS, *Oracle HRMS Window Navigation and Reports Guide*

Payroll Event Rules

Payroll events identify significant changes which imply a specific processing response.

How Do You Make Payroll Events Capture Relevant Changes?

You define your own payroll events to match your processing requirements. You can also group related events together so that you can process them as a single event.

Triggers, Events and Parameters

Database Triggers

Database administrators can modify the behavior of Oracle HRMS and control the way in which standard payroll processes run by doing some or all of the following:

- Creating dynamic triggers.

- Enabling or disabling dynamic triggers.

- Grouping triggers into functional areas.

Database Triggers

Database triggers are created in the Oracle HRMS database when Oracle HRMS is installed. Oracle HRMS uses two types of database trigger:

- Static triggers

- Dynamic triggers

It is important that you understand the difference between these two types of trigger.

The Difference Between Static Triggers and Dynamic Triggers

Static triggers are an integral part of Oracle HRMS and should not normally be disabled. They apply to the entire Oracle HRMS system. The most likely situation in which you would disable a static database trigger is when you are working with your support representative to identify a technical issue with the way in which Oracle HRMS is behaving on your site.

Dynamic triggers are designed to be selectively enabled and disabled by HRMS system administrators. They can be enabled for specific legislations, business groups and payrolls. For example, if you are outsourcing some of your payrolls to a third party, you can enable some third party interface dynamic database triggers as part of your Oracle HRMS implementation.

How Database Triggers are Maintained

Your database administrator is responsible for:

- Defining dynamic triggers

- Specifying whether they should fire on update, insert or delete

Database administrators can use a forms interface to view existing triggers and create

new dynamic triggers. A database administrator or HRMS system administrator can enable a dynamic trigger to fire for specific legislations, business groups, and payrolls, or a combination of these.

A database administrator can also group triggers into a functional area so that multiple triggers can be manipulated in a single operation.

Database Triggers and Third Party Payroll Interfaces

If you are interfacing Oracle HRMS to a third party payroll system using the Oracle HRMS Payroll Interface Toolkit, your database administrator can enable or disable triggers for a particular legislation, business group or payroll.

A number of predefined dynamic triggers are delivered with Oracle HRMS. These prevent certain information from being updated or deleted in Oracle HRMS, and prevent data in Oracle HRMS from getting out of step with data in your third party payroll system.

These triggers are grouped into predefined functional areas. Individual triggers can be enabled or disabled for specific legislations, business groups and payrolls using the Dynamic Triggers Functional Area Grouping window.

The following predefined functional areas are supplied with Oracle HRMS:

- Generic Payroll Interface Toolkit

- ADP Payroll Interface

- Ceridian 100 Payroll Interface

- Ceridian 500 Payroll Interface

- Duplicate Element Reporting Names

These correspond to the payroll interfaces that are supplied as standard with Oracle HRMS. The triggers contained within these payroll interface functional areas are not enabled for legislations, business groups or payrolls on delivery. You must enable them for specific legislations, business groups and/or payrolls to make them active.

If you are not using a third party payroll interface you do not need to enable any of these triggers. Although they will appear as enabled on the Define Dynamic Triggers window they will not fire because they have not been enabled for any legislations, business groups or payrolls.

Process Parameters

Database Administrators can use the Action Parameters window to select alternative values for process parameters. For example, you can assign the number of threads to a process and select the combination of levels for logging.

You can also create parameter groups with different values for different business

groups:

- Create group A which contains the Threads set to 4, and the Logging Value set to N.

- Create group B which contains the Threads set to 1, and the Logging Value set to the GMF combination.

You use the user profile option HR:Action Parameter Group Name to specify a parameter group for your responsibility. When you use this responsibility to run a payroll process, Oracle Payroll uses the values you have selected for this parameter group, and it uses default values for any parameter not specified in the group. If you leave the profile option blank, Oracle Payroll uses default values for all the parameters.

Logging parameters are identified by a combination of letters, and you use the logging tab to enable logging categories. For example, if logging is set to RGE this corresponds to the following combination of logging categories:

R - Routing

G - General

E - Element Entry

Defining Dynamic Triggers

Use the Dynamic Trigger Definition window to:

- Find a trigger that already exists. Existing triggers are referred to as static triggers.

- Create a new trigger. Any new triggers that you create are referred to as dynamically generated triggers.

- Enable and disable triggers.

    Note: If you are using a third party payroll product do not use this window. Use the Dynamic Trigger Functional Area Grouping window to enable business groups and their associated triggers.

To find an existing trigger:

1. Select either Dynamically Generated Triggers or Static Database Triggers.

2. Select an Application to restrict the range of your search. Note that this does not refer to the application owning the trigger. It refers to the application owning the table to which the trigger is applied.

3. Enter one of the following:

- A table name.

- A trigger name.

- A table name and a trigger name.

4. Select a Triggering Action or a combination of triggering actions.

5. Select the Trigger Type (static database triggers only).

    - All - displays all existing triggers

    - Before Each Row

    - Before Each Event

    - After Each Row

    - After Each Event

    - Instead of Each Row

    - Instead of Each Event

    - Statement

    > **Note:** These criteria do not apply to triggers created dynamically. Dynamic triggers are always defined to run after each row.

To enable and disable dynamic triggers:

> **Warning:** These instructions apply to dynamic database triggers only. You should **never** disable a static database trigger.

When you have found the database trigger corresponding to your search criteria, you can see whether the trigger is enabled or disabled. The Enabled flag is checked if the trigger is enabled, and unchecked if the trigger is disabled.

You can change the status of the trigger by checking or unchecking the Enabled flag.

Changes become effective immediately.

To create a dynamic trigger:

1. Select Dynamic Database Triggers.

2. Enter a description for the trigger. This description will appear as a comment in the generated code.

3. Select the table on which this trigger operates.

4. Select the action type for the trigger:
   - Insert - the trigger may be created after Insert.

   - Update - the trigger may be created after Update.

   - Delete - the trigger may be created after Delete.

   Dynamic trigger creation does not support:
   - The combination of insert, update and delete actions available when creating static triggers.

   - Triggers that are not of the after each row type.

5. Save the trigger definition.

   When you have saved the trigger definition you cannot change the table on which a trigger is run, nor can you change the action that the trigger performs. Instead, you must delete the trigger and then recreate it with the correct details.

Grouping Dynamic Triggers into Legislative Functional Areas

Use the Dynamic Trigger Functional Area Grouping window to include all triggers for the functional area into a single group. You can then enable or disable all triggers for the entire area in a single operation rather than enabling each trigger individually.

We deliver functional area groupings as predefined data for those customers who are using Oracle HR with a third party payroll. However, third party payroll users can also define a subset of this grouping and use it in preference to the predefined grouping.

To group dynamic triggers into functional areas:

1. Enter a description for the new functional area, or query an existing functional area.

2. Select one of the following from the next block:
   - Legislation

   - Business Group

   - Payroll

3. Choose the name of the legislation, business group or payroll.

4. Select the description of each trigger to be assigned to the functional area.

5. Enable or disable this grouping for this legislation, business group or payroll.

   You can specify groupings for legislation only, business group only or payroll only, but you can also specify any combination of these. If you do not select any of these then the triggers operate on all occasions.

To enable selected triggers from a predefined grouping:

If you only want to enable some of the triggers delivered in a predefined grouping, then you disable the predefined grouping and create a new grouping containing your selection of triggers. You then enable the new grouping.

Making Table Event Updates

When there are changes to employee data this may also imply changes to current or retrospective payroll run results for that employee. For example:

- RetroPay - where an employee receives an adjustment in the current pay period, but the adjustment was first incurred in a previous payroll period

- Recalculation - where changes are confined to the current pay period

- Proration - where adjustments earned on a pro-rata basis in another pay period are applied in the correct proportion to the current pay period

To identify when critical changes such these as have occurred, you can define each change as a table event and specify the action that you wish to take whenever the event is detected.

You can also group a related series of events into an event group so that you can process multiple events as a single group.

See Defining Event Groups, *Oracle HRMS Compensation and Benefits Management Guide*

For details of primary key information and column names, refer to the Oracle HRMS Technical Reference Manual.

You define table events from the Table Event Updates window:

Defining a table event:

1. Select the Table Name.

2. Select the Primary Key for your table.

3. Define the period for which you wish this event to be active. You do this by

selecting a start date and then an end date.

Selecting Row Level Events

You enter the details of the change as a row level event.

4. Select the Event Type to specify the type of database update that will initiate this event. You can select from:

   • Insert - If you select this event type, you are making a change at row level only, and the Column Name field is not enabled.

   • Delete - If you select this event type, you are making a change at row level only, and the Column Name field is not enabled.

   • Update - If you select this event type, you also need to specify a column name because updates are not confined to the row level.

5. Select the Column Name.

6. Select the Change Type. You do not need to select a change type for retro-notification and proration. You need only make a selection here if you are defining an event for Continuous Calculation. In this case, the following change types are available:

   • DATE_EARNED - to trigger recalculation of the payroll run based on the date earned.

   • DATE_PROCESSED - to trigger recalculation of the payroll run based on the effective date of the run. Use this if you want to recalculate tax information.

   • PAYMENT - to trigger recalculation of the Prepayments process

   • COST_CENTRE - to trigger recalculation of the Costing process.

   • REPORTS - to track all events that generate reports. However, if you have already selected DATE_EARNED as a change type this includes the REPORTS type, and you do not need to specify REPORTS as a separate selection.

Maintaining Parameters and Parameter Groups for Payroll Processes

Action parameters enable you to set the conditions that control your payroll processing. Use the Action Parameters window to define your parameter values and create parameter groups. You can create a default group to specify global values, or you can define your own group to provide a customized set of processing conditions.

> **Note:** If you create your own group, select it in the user profile option

HR:Action Parameter Group Name for a responsibility. Use that responsibility when you want to run processes using the customized parameters.

To maintain parameter groups:

1. Do one of the following:

    • To define or maintain the default group, check the default group check box. Only do this if you want the parameter values that you select to be the default for all processes and business groups.

    • To create your own parameter group, enter the name of the group.

        Note: You cannot enable a named parameter group as the default group.

To maintain process parameters:

1. From the parameters tab, select the name of the parameter that you want to modify, or enter a parameter name.

    For details of the parameters that you can enter, see the Technical Essay: Payroll Action Parameters, *Oracle HRMS Implementation Guide*.

2. Enter a value for the parameter name. For example, Trace has a value of either Y or N.

        Note: We recommend that Trace is set to N, because setting it to Y imposes an extra processing load on the payroll processes.

    If you do not specify any values for the parameters that you select, then the values held at the global level default to the group level. But, if values are specified at the group level, then the group level values take precedence over the global parameter values.

To maintain logging parameters:

1. Select the logging tab.

2. Check each of the logging categories that you want to enable.

3. Uncheck any logging categories that you want to disable.

4. Save your changes.

Glossary

360-Degree Appraisal

Part of the Performance Management Appraisal function and also known as a Group Appraisal. This is an employee appraisal undertaken by managers with participation by reviewers.

Absence

A period of time in which an employee performs no work for the assigned organization.

Absence Case

Two or more absences for the same person that you associate manually because they share a common factor, such as the same underlying cause.

Absence Type

Category of absence, such as medical leave or vacation leave, that you define for use in absence windows.

Accrual

The recognized amount of leave credited to an employee which is accumulated for a particular period.

Accrual Band

A range of values that determines how much paid time off an employee accrues. The values may be years of service, grades, hours worked, or any other factor.

Accrual Period

The unit of time, within an accrual term, in which PTO is accrued. In many plans, the same amount of time is accrued in each accrual period, such as two days per month. In other plans, the amount accrued varies from period to period, or the entitlement for the full accrual term is given as an up front amount at the beginning of the accrual term.

Accrual Plan

See: *PTO Accrual Plan*, page Glossary-31

Accrual Term

The period, such as one year, for which accruals are calculated. In most accrual plans, unused PTO accruals must be carried over or lost at the end of the accrual term. Other plans have a rolling accrual term which is of a certain duration but has no fixed start and end dates.

Action

In AME, an Action is the *Then* part of an Approval Rule that specifies how the application must progress a transaction's approval process in a particular way depending on the conditions met.

Action Type

In AME, an action type is the generic container for specific actions. It enables you to specify the action to take if a transaction meets the condition of an approval rule. The action type, thus, generates the appropriate approvers for a transaction. As an AME administrator you can make particular action types available for specified transaction types.

Activity Rate

The monetary amount or percentage associated with an activity, such as $12.35 per pay period as an employee payroll contribution for medical coverage. Activity rates can apply to participation, eligibility, coverages, contributions, and distributions.

Actual Premium

The per-participant premium an insurance carrier charges the plan sponsor for a given benefit.

Administrative Enrollment

A type of scheduled enrollment caused by a change in plan terms or conditions and resulting in a re-enrollment.

AdvancePay

A process that recalculates the amount to pay an employee in the current period, to make an authorized early payment of amounts that would normally be paid in future payroll periods.

Agency

An external organization that assists an enterprise in their recruitment process. Agencies act on behalf of the candidates to help them search and apply for jobs. They provide candidates to the fill up job openings in an enterprise or sometimes handle the complete placement process for a vacancy.

Agency Candidate

An agency candidate is a person whose profile is created in iRecruitment by a recruiting agency. This profile includes personal and professional information.

Agency User

An external person who belongs to a recruiting agency and accesses iRecruitment to conduct recruiting activities such as creating candidates and applying on behalf of the candidates.

Alert

An email notification that you can set up and define to send a recipient or group of recipients a reminder or warning to perform a certain task or simply a notification to inform the recipient of any important information.

Align

To define a relationship between objectives. Workers can align their own objectives with objectives that other workers have shared with them. Aligned objectives are also known as *supporting objectives*.

AME

Oracle Approvals Management Engine. A highly extensible approvals rules engine that enables organizations implementing Oracle Applications to simply and effectively define business rules that determine who must approve a transaction originating within an application. You can devise simple or complex rules, as your organization requires, which then form part of your overall business flow. A central repository holds all the rules to facilitate management and sharing between business processes.

API

Application Programmatic Interfaces, used to upload data to the Oracle Applications database. APIs handle error checking and ensure that invalid data is not uploaded to the database.

Applicant

An applicant is a person who submits an application for employment to an organization.

Applicability

In HRMS budgeting, a term describing whether a budget reallocation rule pertains to donors or receivers.

Applicant/Candidate Matching Criteria

Matching functionality in the iRecruitment system that systematically identifies which

candidates and applicants possess the skills, knowledge and abilities to be considered for a specific vacancy. The following columns are used for matching:

- Skills

- FT/PT

- Contractor/Employee

- Work at Home

- Job Category

- Distance to Location

- Key Words

- Salary

Apply for a Job

An SSHR function that enables an employee to, apply, search and prepare applications for an internally advertised vacancy.

Appraisal

An appraisal is a process where an employee's work performance is rated and future objectives set.

See also: *Assessment*, page Glossary-5.

Appraisee

The person who is the subject of an appraisal.

Appraiser

A person, usually a manager, who appraises an employee.

Appraising Manager

The person who initiates and performs an Employee-Manager or 360 Degree Appraisal. An appraising manager can create appraisal objectives.

Approval Rule

In AME, a business rule that determines a transaction's approval process. You construct rules using *conditions* and *actions*. For example, you can write a business rule with the conditions that if the total cost of a transaction is less than 1000 USD, and the transaction is for travel expenses, then the action must be to obtain approval from the immediate supervisor of the person triggering the transaction.

Approver Groups

In AME, an approver group is a collection of approvers you define, which you can include as part of actions when you set up your approval rules.

Arrestment

Scottish court order made out for unpaid debts or maintenance payments.

See also: *Court Order* , page Glossary-12

Assessment

An information gathering exercise, from one or many sources, to evaluate a person's ability to do a job.

See also: *Appraisal*, page Glossary-4.

Assignment

A worker's assignment identifies their role within a business group. The assignment is made up of a number of assignment components. Of these, organization is mandatory, and payroll is required (for employees only) for payment purposes.

Assignment Number

A number that uniquely identifies a worker's assignment. A worker with multiple assignments has multiple assignment numbers.

Assignment Rate

A monetary value paid to a contingent worker for a specified period of time. For example, an assignment rate could be an hourly overtime rate of $10.50.

Assignment Set

A grouping of employees and applicants that you define for running QuickPaint reports and processing payrolls.

See also: *QuickPaint Report*, page Glossary-32

Assignment Status

For workers, used to track their permanent or temporary departures from your enterprise and, for employees only, to control the remuneration they receive. For applicants, used to track the progress of their applications.

Attribute

In AME, attributes are the business facts of a transaction, such as the total amount of a transaction, percentage of a discount, an item's category, or a person's salary and so on. These business variables form part of the conditions of an approval rule, and determine how the transaction must progress for approvals.

Authoria

A provider of health insurance and compensation information, that provides additional information about benefits choices.

BACS

Banks Automated Clearing System. This is the UK system for making direct deposit payments to employees.

Balance Adjustment

A correction you make to a balance. You can adjust user balances and assignment level predefined balances only.

Balance Dimension

The period for which a balance sums its balance feeds, or the set of assignments/transactions for which it sums them. There are five time dimensions: Run, Period, Quarter, Year and User. You can choose any reset point for user balances.

Balance Feeds

These are the input values of matching units of measure of any elements defined to feed the balance.

Balances

Positive or negative accumulations of values over periods of time normally generated by payroll runs. A balance can sum pay values, time periods or numbers.

See also: *Predefined Components* , page Glossary-30

Bargaining Unit

A bargaining unit is a legally organized group of people which have the right to negotiate on all aspects of terms and conditions with employers or employer federations. A bargaining unit is generally a trade union or a branch of a trade union.

Base Summary

A database table that holds the lowest level of summary. Summary tables are populated and maintained by user-written concurrent programs.

Beneficiary

A person or organization designated to receive the benefits from a benefit plan upon the death of the insured.

Benefit

Any part of an employee's remuneration package that is not pay. Vacation time,

employer-paid medical insurance and stock options are all examples of benefits.

See also: *Elements*, page Glossary-16

Block

The largest subordinate unit of a window, containing information for a specific business function or entity. Every window consists of at least one block. Blocks contain fields and, optionally, regions. They are delineated by a bevelled edge. You must save your entries in one block before navigating to the next.

See also: *Region*, page Glossary-33, *Field*, page Glossary-18

Budget Measurement Type (BMT)

A subset of Workforce Measurement Type. It consists of a number of different units used to measure the workforce. The most common units are headcount and full time equivalent.

Budget Value

In Oracle Human Resources you can enter staffing budget values and actual values for each assignment to measure variances between actual and planned staffing levels in an organization or hierarchy.

Business Group

The business group represents a country in which your enterprise operates. It enables you to group and manage data in accordance with the rules and reporting requirements of each country, and to control access to data.

Business Group Currency

The currency in which Oracle Payroll performs all payroll calculations for your Business Group. If you pay employees in different currencies to this, Oracle Payroll calculates the amounts based on exchange rates defined in the system.

Business Number (BN)

In Canada, this is the employer's account number with Revenue Canada. Consisting of 15 digits, the first 9 identify the employer, the next 2 identify the type of tax account involved (payroll vs. corporate tax), and the last 4 identify the particular account for that tax.

Business Rule

See Configurable Business Rules, page Glossary-10

Cafeteria Benefits Plan

See: *Flexible Benefits Program*, page Glossary-18

Calendar Exceptions

If you are using the Statutory Absence Payments (UK) feature, you define calendar exceptions for an SSP qualifying pattern, to override the pattern on given days. Each calendar exception is another pattern which overrides the usual pattern.

Calendars

In Oracle Human Resources you define calendars that determine the start and end dates for budgetary years, quarters and periods. For each calendar you select a basic period type. If you are using the Statutory Absence Payments (UK) feature, you define calendars to determine the start date and time for SSP qualifying patterns.

Canada/Quebec Pension Plan (CPP/QPP) Contributions

Contributions paid by employers and employees to each of these plans provide income benefits upon retirement.

Candidate

(iRecruitment) A candidate is a person who has either directly provided their personal and professional information to a company's job site or provided their resume and details to a manager or recruiter for entering in the iRecruitment system.

Candidate Offers

An SSHR function used by a line manager to offer a job to a candidate. This function is supplied with its own responsibility.

Career Path

This shows a possible progression from one job or position from any number of other jobs or positions within the Business Group. A career path must be based on either job progression or position progression; you cannot mix the two.

Carry Over

The amount of unused paid time off entitlement an employee brings forward from one accrual term to the next. It may be subject to an expiry date i.e. a date by which it must be used or lost.

See also: *Residual*, page Glossary-34

Cascade

A process managers at each level in a hierarchy use to allocate their own objectives to workers who report directly to them. This technique enables the allocation of enterprise objectives in some form to all workers.

Cash Analysis

A specification of the different currency denominations required for paying your

employees in cash. Union contracts may require you to follow certain cash analysis rules.

Ceiling

The maximum amount of unused paid time off an employee can have in an accrual plan. When an employee reaches this maximum, he or she must use some accrued time before any more time will accrue.

Certification

Documentation required to enroll or change elections in a benefits plan as the result of a life event, to waive participation in a plan, to designate dependents for coverage, or to receive reimbursement for goods or services under an FSA.

Child/Family Support Payments

In Canada, these are payments withheld from an employee's compensation to satisfy a child or family support order from a Provincial Court. The employer is responsible for withholding and remitting the payments to the court named in the order.

Collective Agreement

A collective agreement is a form of contract between an employer or employer representative, for example, an employer federation, and a bargaining unit for example, a union or a union branch.

Collective Agreement Grade

Combination of information that allows you to determine how an employee is ranked or graded in a collective agreement.

Communications

Benefits plan information that is presented in some form to participants. Examples include a pre-enrollment package, an enrollment confirmation statement, or a notice of default enrollment.

Compensation

The pay you give to employees, including wages or salary, and bonuses.

See also: *Elements*, page Glossary-16

Compensation Category

A group of compensation items. Compensation Categories determine the type of compensation that you award under a plan.

Compensation Object

For Standard and Advanced Benefits, compensation objects define, categorize, and help to manage the benefit plans that are offered to eligible participants. Compensation

objects include programs, plan types, plans, options, and combinations of these entities.

Competency

Any measurable behavior required by an organization, job or position that a person may demonstrate in the work context. A competency can be a piece of knowledge, a skill, an attitude, or an attribute.

See also: *Unit Standard Competency*, page Glossary-40

Competency Assessment Template

The entity that configures the Competencies section of an appraisal.

See also: *Objective Assessment Template*, page Glossary-25

Competency Evaluation

A method used to measure an employees ability to do a defined job.

Competency Profile

Where you record applicant and employee accomplishments, for example, proficiency in a competency.

Competency Requirements

Competencies required by an organization, job or position.

See also: *Competency*, page Glossary-10, *Core Competencies*, page Glossary-11

Competency Type

A group of related competencies.

Condition

In AME, a Condition is the *If* part of an Approval Rule that specifies the conditions a transaction must meet to trigger an approval action. A condition consists of an attribute, which is a business variable, and a set of attribute values that you can define. When a transaction meets the specified attribute values, then the application triggers the appropriate action.

Configurable Business Rule

In HRMS position control and budgeting, predefined routines (also called process rules) that run when you apply an online transaction, and validate proposed changes to positions, budgets, or assignments. You set their default status level (typically Warning) to Warning, Ignore, or Error.

Configurable Forms

Forms that your system administrator can modify for ease of use or security purposes by means of Custom Form restrictions. The Form Customization window lists the forms and their methods of configuration.

Consideration

(iRecruitment) Consideration means that a decision is registered about a person in relation to a vacancy so that the person can be contacted.

Consolidation Set

A grouping of payroll runs within the same time period for which you can schedule reporting, costing, and post-run processing.

Contact

A person who has a relationship to an employee that you want to record. Contacts can be dependents, relatives, partners or persons to contact in an emergency.

Content

When you create a spreadsheet or word processing document using Web ADI, the content identifies the data in the document. Content is usually downloaded from the Oracle application database.

Contingent Worker

A worker who does not have a direct employment relationship with an enterprise and is typically a self-employed individual or an agency-supplied worker. The contingent worker is not paid via Oracle Payroll.

Contract

A contract of employment is an agreement between an employer and employee or potential employee that defines the fundamental legal relationship between an employing organization and a person who offers his or her services for hire. The employment contract defines the terms and conditions to which both parties agree and those that are covered by local laws.

Contribution

An employer's or employee's monetary or other contribution to a benefits plan.

Core Competencies

Also known as *Leadership Competencies* or *Management Competencies*. The competencies required by every person to enable the enterprise to meet its goals.

See also: *Competency*, page Glossary-10

Costable Type

A feature that determines the processing an element receives for accounting and costing purposes. There are four costable types in Oracle HRMS: costed, distributed costing, fixed costing, and not costed.

Costing

Recording the costs of an assignment for accounting or reporting purposes. Using Oracle Payroll, you can calculate and transfer costing information to your general ledger and into systems for project management or labor distribution.

Court Order

A ruling from a court that requires an employer to make deductions from an employee's salary for maintenance payments or debts, and to pay the sums deducted to a court or local authority.

See also: *Arrestment*, page Glossary-5

Credit

A part of the Qualifications Framework. The value a national qualifications authority assigns to a unit standard competence or a qualification. For example, one credit may represent 10 hours of study, a unit standard competence may equate to 5 credits, and a qualification may equate to 30 credits.

Criteria Salary Rate

Variable rate of pay for a grade, or grade step. Used by Grade/Step Progression.

Current Period of Service

An employee's period of service is current if their most recent hire date is on or before the effective date, and either the employee does not have a termination date for their latest employment, or their termination date is later than the effective date.

The table below provides an example using an effective date of 12 October 2004:

Effective Date	Hire Date	Termination Date	Current Period of Service?
12 Oct 2004	23 Jan 1994	16 Aug 2003	No
12 Oct 2004	14 Oct 2004	ANY	No
12 Oct 2004	14 Mar 2000	NONE	Yes
12 Oct 2004	11 Sep 2001	15 Oct 2004	Yes

> **Additional Information:** In Oracle HRMS an employee cannot transfer from one business group to another. To move from one business group to another, the business group they are leaving must terminate the

employee, and the business group they are joining must re-hire the employee. Therefore the definition of period of service, above, does not take account of any service prior to the most recent business group transfer.

Current Period of Placement

A contingent worker's period of placement, page Glossary-28 is current if their most recent placement start date is on or before the effective date, and either the contingent worker does not have a placement end date for their latest placement or their placement end date is later than the effective date.

Effective Date	Place Date	End Placement Date	Current Period of Placement?
12 Oct 2004	23 Jan 1994	16 Aug 2003	No
12 Oct 2004	14 Oct 2004	ANY	No
12 Oct 2004	14 Mar 2000	NONE	Yes
12 Oct 2004	11 Sep 2001	15 Oct 2004	Yes

Database Item

An item of information in Oracle HRMS that has special programming attached, enabling Oracle FastFormula to locate and retrieve it for use in formulas.

Date Earned

The date the payroll run uses to determine which element entries to process. In North America (and typically elsewhere too) it is the last day of the payroll period being processed.

Date Paid

The effective date of a payroll run. Date paid dictates which tax rules apply and which tax period or tax year deductions are reported.

Date To and Date From

These fields are used in windows not subject to DateTrack. The period you enter in these fields remains fixed until you change the values in either field.

See also: *DateTrack*, page Glossary-13, *Effective Date*, page Glossary-15

DateTrack

When you change your effective date (either to past or future), DateTrack enables you to enter information that takes effect on your new effective date, and to review information as of the new date.

See also: *Effective Date*, page Glossary-15

Default Postings

(iRecruitment) Default text stored against business groups, organizations, jobs, and/or positions. The default postings are used to create job postings for a vacancy.

Dependent

In a benefit plan, a person with a proven relationship to the primary participant whom the participant designates to receive coverage based on the terms of the plan.

Deployment

The temporary or permanent employment of an employee in a business group.

See also: *Secondment*, page Glossary-36

Deployment Factors

See: *Work Choices*, page Glossary-42

Deployment Proposal

The entity that controls the permanent transfer or temporary secondment of an employee from a source business group to a destination business group. The HR Professional in the destination business group creates the deployment proposal using the Global Deployments function.

Derived Factor

A factor (such as age, percent of fulltime employment, length of service, compensation level, or the number of hours worked per period) that is used in calculations to determine Participation Eligibility or Activity Rates for one or more benefits.

Descriptive Flexfield

A field that your organization can configure to capture additional information required by your business but not otherwise tracked by Oracle Applications.

See also: *Key Flexfield* , page Glossary-22

Deviation

A change to the standard approver list is a deviation.

Developer Descriptive Flexfield

A flexfield defined by your localization team to meet the specific legislative and

reporting needs of your country.

See also: *Extra Information Types*, page Glossary-18

Direct Deposit

The electronic transfer of an employee's net pay directly into the account(s) designated by the employee.

Discoverer Workbook

A grouping of worksheets. Each worksheet is one report.

> **Additional Information:** See also My Oracle Support Knowledge Document 2277369.1, *Oracle E-Business Suite Support Implications for Discoverer 11gR1.*

Discoverer Worksheet

A single report within a workbook. A report displays the values of predefined criteria for analysis.

Distribution

Monetary payments made from, or hours off from work as allowed by, a compensation or benefits plan.

Download

The process of transferring data from the Oracle HRMS application to your desktop (the original data remains in the application database).

Effective Date

The date for which you are entering and viewing information. You set your effective date in the Alter Effective Date window.

See also: *DateTrack*, page Glossary-13

EIT

See: *Extra Information Type*, page Glossary-18

Electability

The process which determines whether a potential benefits participant, who has satisfied the eligibility rules governing a program, plan, or option in a plan, is able to elect benefits. Participants who are *eligible* for benefits do not always have *electable* benefit choices based on the rules established in a benefit plan design.

Element Classifications

These control the order in which elements are processed and the balances they feed.

Primary element classifications and some secondary classifications are predefined by Oracle Payroll. Other secondary classifications can be created by users.

Element Entry

The record controlling an employee's receipt of an element, including the period of time for which the employee receives the element and its value.

See also: *Recurring Elements*, page Glossary-33, *Nonrecurring Elements*, page Glossary-25

Element Link

The association of an element to one or more components of an employee assignment. The link establishes employee eligibility for that element. Employees whose assignment components match the components of the link are eligible for the element.

See also: *Standard Link*, page Glossary-38

Elements

Components in the calculation of employee pay. Each element represents a compensation or benefit type, such as salary, wages, stock purchase plans, and pension contributions.

Element Set

A group of elements that you define to process in a payroll run, or to control access to compensation information from a configured form, or for distributing costs.

Eligibility

The process by which a potential benefits participant satisfies the rules governing whether a person can ever enroll in a program, plan, or option in a plan. A participant who is *eligible* for benefits must also satisfy *electability* requirements.

Eligibility Profile

A set of eligibility criteria grouped together. Eligibility profiles help determine eligibility for compensation and benefits and are re-usable. Eligibility profiles can be linked to a compensation object (such as a program, plan, or option), a collective agreement, a grade ladder, or a work schedule to restrict eligibility for these.

Employee

A worker who has a direct employment relationship with the employer. Employees are typically paid compensation and benefits via the employer's payroll application.

Employees have a system person type of Employee and one or more assignments with an assignment type of Employee.

Employee Histories

An SSHR function for an employee to view their Learning History, Job Application

History, Employment History, Absence History, or Salary History. A manager can also use this function to view information on their direct reports.

Employment Category

A component of the employee assignment. Four categories are defined: Full Time - Regular, Full Time - Temporary, Part Time - Regular, and Part Time - Temporary.

Employment Equity Occupational Groups (EEOG)

In Canada, the Employment Equity Occupational Groups (EEOG) consist of 14 classifications of work used in the Employment Equity Report. The EEOGs were derived from the National Occupational Classification system.

Employment Insurance (EI)

Benefit plan run by the federal government to which the majority of Canadian employers and employees must contribute.

Employment Insurance Rate

In Canada, this is the rate at which the employer contributes to the EI fund. The rate is expressed as a percentage of the employee's contribution. If the employer maintains an approved wage loss replacement program, they can reduce their share of EI premiums by obtaining a reduced contribution rate. Employers would remit payroll deductions under a different employer account number for employees covered by the plan.

Enrollment Action Type

Any action required to complete enrollment or de-enrollment in a benefit.

Entitlement

In Australia, this is all unused leave from the previous year that remains to the credit of the employee.

ESS

Employee Self Service. A predefined SSHR responsibility.

Event

An activity such as a training day, review, or meeting, for employees or applicants. Known as *class* in OLM.

Ex-Applicant

Someone who has previously applied for a vacancy or multiple vacancies, but all applications have ended, either because the applicant has withdrawn interest or they have been rejected. Ex-Applicants can still be registered users.

Expected Week of Childbirth (EWC)

In the UK, this is the week in which an employee's baby is due. The Sunday of the expected week of childbirth is used in the calculations for Statutory Maternity Pay (SMP).

Extra Information Type (EIT)

A type of developer descriptive flexfield that enables you to create an unlimited number of information types for six key areas in Oracle HRMS. Localization teams may also predefine some EITs to meet the specific legislative requirements of your country.

See also: *Developer Descriptive Flexfield*, page Glossary-14

Field

A view or entry area in a window where you enter, view, update, or delete information.

See also: *Block*, page Glossary-7, *Region*, page Glossary-33

Flex Credit

A unit of "purchasing power" in a flexible benefits program. An employee uses flex credits, typically expressed in monetary terms, to "purchase" benefits plans and/or levels of coverage within these plans.

Flexible Benefits Program

A benefits program that offers employees choices among benefits plans and/or levels of coverage. Typically, employees are given a certain amount of flex credits or moneys with which to "purchase" these benefits plans and/or coverage levels.

Flexible Spending Account

(FSA) Under US Internal Revenue Code Section 125, employees can set aside money on a pretax basis to pay for eligible unreimbursed health and dependent care expenses. Annual monetary limits and use-it-or-lose it provisions exist. Accounts are subject to annual maximums and forfeiture rules.

Form

A predefined grouping of functions, called from a menu and displayed, if necessary, on several windows. Forms have blocks, regions and fields as their components.

See also: *Block*, page Glossary-7, *Region*, page Glossary-33, *Field*, page Glossary-18

Format Mask

A definition of a person-name format. The format mask comprises standard name components, such as title, first name, and last name, in an order appropriate to its purpose and legislation.

Format Type

A format-mask classification that identifies the mask's purpose. Oracle HRMS defines the Full Name, Display Name, List Name, and Order Name format types. You can also define your own format types for use in custom code.

Full Time Equivalent (FTE)

A Workforce Measurement Type (WMT) that measures full time equivalent. Although the actual value and calculation may vary, this value is taken from the Assignment Budget Value (ABV) in Oracle HRMS. If the Assignment Budget Value in Oracle HRMS is not set up then a FastFormula is used to determine the value to be calculated.

Global Value

A value you define for any formula to use. Global values can be dates, numbers or text.

Goods or Service Type

A list of goods or services a benefit plan sponsor has approved for reimbursement.

Grade

A component of an employee's assignment that defines their level and can be used to control the value of their salary and other compensation elements.

Grade Comparatio

A comparison of the amount of compensation an employee receives with the mid-point of the valid values defined for his or her grade.

Grade Ladder

The key component of Grade/Step Progression. You use a grade ladder to categorize grades, to determine the rules for how an employee progresses from one grade (or step) to the next, and to record the salary rates associated with each grade or step on the ladder.

Grade Rate

A value or range of values defined as valid for a given grade. Used for validating employee compensation entries.

Grade Scale

A sequence of steps valid for a grade, where each step corresponds to one point on a pay scale. You can place each employee on a point of their grade scale and automatically increment all placements each year, or as required.

See also: *Pay Scale*, page Glossary-27

Grade Step

An increment on a grade scale. Each grade step corresponds to one point on a pay scale.

See also: *Grade Scale*, page Glossary-19

Grandfathered

A term used in Benefits Administration. A person's benefits are said to be grandfathered when a plan changes but they retain the benefits accrued.

Group

A component that you define, using the People Group key flexfield, to assign employees to special groups such as pension plans or unions. You can use groups to determine employees' eligibility for certain elements, and to regulate access to payrolls.

Group Certificate

In Australia, this is a statement from a legal employer showing employment income of an employee for the financial year..

Headcount(HEAD)

A Workforce Measurement Type (WMT) that measures headcount. Although the actual value and calculation may vary, this value is taken from the Assignment Budget Value (ABV) in Oracle HRMS. If the Assignment Budget Value in Oracle HRMS is not set up then a FastFormula is used to determine the value to be calculated.

Hierarchy

An organization or position structure showing reporting lines or other relationships. You can use hierarchies for reporting and for controlling access to Oracle HRMS information.

High Availability

iRecruitment functionality that enables enterprises to switch between two instances to continuously support the candidate job site.

Imputed Income

Certain forms of indirect compensation that US Internal Revenue Service Section 79 defines as fringe benefits and taxes the recipient accordingly. Examples include employer payment of group term life insurance premiums over a certain monetary amount, personal use of a company car, and other non-cash awards.

Incumbent

In Oracle HRMS, the term Incumbent refers to an active worker (employee or

contingent worker).

Individual Compensation Distribution

A tool that enables managers assign one-time or recurring awards, bonuses, and allowances to qualified employees such as housing allowances, spot bonuses, and company cars. Also enables employees to enter voluntary contributions, such as savings plans, charitable organizations, and company perquisites.

Info Online

A generic framework to integrate Oracle applications with partner applications, enabling users to access information from third-party providers, My Oracle Support and Oracle Learning Management.

Initiator

A person who starts a 360 Degree appraisal (Employee or Self) on an individual. An initiator and the appraisee are the only people who can see all appraisal information.

Input Values

Values you define to hold information about elements. In Oracle Payroll, input values are processed by formulas to calculate the element's run result. You can define up to fifteen input values for an element.

Instructions

An SSHR user assistance component displayed on a web page to describe page functionality.

Integrating Application

In AME, an application that uses Oracle Approvals Management Engine to manage the approval processes of its transactions.

Integrator

Defines all the information that you need to download or upload from a particular window or database view using Web ADI.

Interface

A Web ADI term for the item that specifies the columns to be transferred from the Oracle applications database to your desktop or vice versa.

Involuntary

Used in turnover to describe employees who have ceased employment with the enterprise not of their own accord, for example, through redundancy.

Job

A job is a generic role within a business group, which is independent of any single organization. For example, the jobs "Manager" and "Consultant" can occur in many organizations.

Job Posting

An advertisement for a specific vacancy. This is the public side of the vacancy for which a candidate would apply.

Key Flexfield

A flexible data field made up of segments. Each segment has a name you define and a set of valid values you specify. Used as the key to uniquely identify an entity, such as jobs, positions, grades, cost codes, and employee groups.

See also: *Descriptive Flexfield*, page Glossary-14

Layout

Indicates the columns to be displayed in a spreadsheet or Word document created using Web ADI.

Learning Management

Oracle's enterprise learning management system that administers online and offline educational content.

Leave Loading

In Australia, an additional percentage amount of the annual leave paid that is paid to the employee.

Leaver's Statement

In the UK, this Records details of Statutory Sick Pay (SSP) paid during a previous employment (issued as form SSP1L) which is used to calculate a new employee's entitlement to SSP. If a new employee falls sick, and the last date that SSP was paid for under the previous employment is less than eight calendar weeks before the first day of the PIW for the current sickness, the maximum liability for SSP is reduced by the number of weeks of SSP shown on the statement.

Legal Employer

A business in Australia that employs people and has registered with the Australian Tax Office as a Group Employer.

Legal Entity

A legal entity represents the designated legal employer for all employment-related

activities. The legal authorities in a country recognize this organization as a separate employer.

Life Event

A significant change in a person's life that results in a change in eligibility or ineligibility for a benefit.

Life Event Collision

A situation in which the impacts from multiple life events on participation eligibility, enrollability, level of coverage or activity rates conflict with each other.

Life Event Enrollment

A benefits plan enrollment that is prompted by a life event occurring at any time during the plan year.

Linked PIWs

In the UK, these are linked periods of incapacity for work that are treated as one to calculate an employee's entitlement to Statutory Sick Pay (SSP). A period of incapacity for work (PIW) links to an earlier PIW if it is separated by less than the linking interval. A linked PIW can be up to three years long.

Linking Interval

In the UK, this is the number of days that separate two periods of incapacity for work. If a period of incapacity for work (PIW) is separated from a previous PIW by less than the linking interval, they are treated as one PIW according to the legislation for entitlement to Statutory Sick Pay (SSP). An employee can only receive SSP for the maximum number of weeks defined in the legislation for one PIW.

LMSS

Line Manager Self Service. A predefined SSHR responsibility.

Long Service Leave

Leave with pay granted to employees of a particular employer after a prescribed period of service or employment with that employer.

Lookup Types

Categories of information, such as nationality, address type and tax type, that have a limited list of valid values. You can define your own Lookup Types, and you can add values to some predefined Lookup Types.

Lower Earnings Limit (LEL)

In the UK, this is the minimum average weekly amount an employee must earn to pay National Insurance contributions. Employees who do not earn enough to pay National

Insurance cannot receive Statutory Sick Pay (SSP) or Statutory Maternity Pay (SMP).

Manager

(iRecruitment) A manager accesses the iRecruitment system to document their hiring needs and conduct their recruiting activities online. Specifically, these activities include vacancy definition, searching for candidates, and processing applicants through the vacancy process.

Manager-Employee Appraisal

Part of the Appraisal function. A manager appraisal of an employee. However, an appraising manager does not have to be a manager.

Mapping

If you are bringing in data from a text file to Oracle HRMS using a spreadsheet created in Web ADI, you need to map the columns in the text file to the application's tables and columns.

Maternity Pay Period

In the UK, this is the period for which Statutory Maternity Pay (SMP) is paid. It may start at any time from the start of the 11th week before the expected week of confinement and can continue for up to 18 weeks. The start date is usually agreed with the employee, but can start at any time up to the birth. An employee is not eligible to SMP for any week in which she works or for any other reason for ineligibility, defined by the legislation for SMP.

Medicare Levy

An amount payable by most taxpayers in Australia to cover some of the cost of the public health system.

Menus

You set up your own navigation menus, to suit the needs of different users.

My Account

(iRecruitment) My Account is the total of either a candidate or applicant's personal and vacancy-specific information including the information needed to manage their progress through the recruitment process.

NACHA

National Automated Clearing House Association. This is the US system for making direct deposit payments to employees.

National Identifier

This is the alphanumeric code that is used to uniquely identify a person within their country. It is often used for taxation purposes. For example, in the US it is the Social Security Number, in Italy it is the Fiscal Code, and in New Zealand it is the IRD Number.

National Occupational Classification (NOC) code

In Canada, the National Occupational Classification (NOC) System was developed to best reflect the type of work performed by employees. Occupations are grouped in terms of particular tasks, duties and responsibilities. The use of this standardized system ensures consistency of data from year to year within the same company as well as between companies. These codes are used in the Employment Equity Report.

Net Accrual Calculation

The rule that defines which element entries add to or subtract from a plan's accrual amount to give net entitlement.

Net Entitlement

The amount of unused paid time off an employee has available in an accrual plan at any given point in time.

Nonrecurring Elements

Elements that process for one payroll period only unless you make a new entry for an employee.

See also: *Recurring Elements*, page Glossary-33

North American Industrial Classification (NAIC) code

The North American Industrial Classification system (NAICs) was developed jointly by the US, Canada and Mexico to provide comparability in statistics regarding business activity across North America. The NAIC replaces the US Standard Industrial Classification (SIC) system, and is used in the Employment Equity Report.

Not in Program Plan

A benefit plan that you define outside of a program.

Objective Assessment Template

The entity that configures the Objectives section of the appraisal.

See also: **Competency Assessment Template**, page Glossary-10

Objectives Library

A collection of reusable objectives. HR Professionals can either create individual objectives in the Objectives Library or import them from an external source.

Off-Boarding

Descriptive term covering all HR processes and procedures involved in removing a worker from your organization, including termination, relocation, and long-term sickness.

OLM

Oracle Learning Management.

On-Boarding

Descriptive term covering all HR processes and procedures involved in hiring and integrating a worker in your organization, including recruitment, hiring, and orientation.

Online Analytical Processing (OLAP)

Analysis of data that reveals business trends and statistics that are not immediately visible in operational data.

Online Transactional Processing (OLTP)

The storage of data from day-to-day business transactions into the database that contains operational data.

Open Enrollment

A type of scheduled enrollment in which participants can enroll in or alter elections in one or more benefits plans.

Options

A level of coverage for a participant's election, such as Employee Only for a medical plan, or 2x Salary for a life insurance plan.

Oracle FastFormula

Formulas are generic expressions of calculations or comparisons you want to repeat with different input values. With Oracle FastFormula you can write formulas using English words and basic mathematical functions. The output of FastFormulas is fed back into reports.

Organization

A required component of employee assignments. You can define as many organizations as you want within your Business Group. Organizations can be internal, such as departments, or external, such as recruitment agencies. You can structure your organizations into organizational hierarchies for reporting purposes and for system access control.

Organization Manager Hierarchy

An HRMS structure that contains supervisors and subordinates on a reporting chain who also own organizations. HRMS uses this hierarchy to filter the information you display in report modules.

OSSWA

Oracle Self Service Web Applications.

Outcome

For a unit standard competence, a behavior or performance standard associated with one or more assessment criteria. A worker achieves a unit standard competence when they achieve all outcomes for that competence.

Overrides

You can enter overrides for an element's pay or input values for a single payroll period. This is useful, for example, when you want to correct errors in data entry for a nonrecurring element before a payroll run.

Parameter Portlet

A portlet in which you select a number of parameters that may affect all your portlets on your page. These may include an effective date, the reporting period, the comparison type, the reporting manager, and the output currency for your reports. The parameter portlet is usually available at the top of the portal page.

Pattern

A pattern comprises a sequence of time units that are repeated at a specified frequency. The Statutory Absence Payments (UK) feature, uses SSP qualifying patterns to determine employees entitlement to Statutory Sick Pay (SSP).

Pattern Time Units

A sequence of time units specifies a repeating pattern. Each time unit specifies a time period of hours, days or weeks.

Pay Scale

A set of progression points that can be related to one or more rates of pay. Employee's are placed on a particular point on the scale according to their grade and, usually, work experience.

See also: *Grade Scale*, page Glossary-19

Pay Value

An amount you enter for an element that becomes its run item without formula calculations.

See also: *Input Values*, page Glossary-21

Payment Type

There are three standard payment types for paying employees: check, cash and direct deposit. You can define your own payment methods corresponding to these types.

Payroll

A group of employees that Oracle Payroll processes together with the same processing frequency, for example, weekly, monthly or bimonthly. Within a Business Group, you can set up as many payrolls as you need.

Payroll Reversal

A payroll reversal occurs when you reverse a payroll run for a single employee, in effect cancelling the run for this employee.

Payroll Rollback

You can schedule a payroll rollback when you want to reverse an entire payroll run, cancelling out all information processed in that run. To preserve data integrity, you can roll back only one payroll at a time, starting with the one most recently run.

Payroll Run

The process that performs all the payroll calculations. You can set payrolls to run at any interval you want.

People List

An SSHR line manager utility used to locate an employee.

Performance Management Plan

The entity that defines the performance-management process for a specified period. A component of the Workforce Performance Management function.

Performance Management Viewer (PMV)

A reporting tool that displays the report that corresponds to one or more PMF targets.

Period of Incapacity for Work (PIW)

In the UK, this is a period of sickness that lasts four or more days in a row, and is the minimum amount of sickness for which Statutory Sick Pay can be paid. If a PIW is separated by less then the linking interval, a linked PIW is formed and the two PIWs are treated as one.

Period of Placement

The period of time a contingent worker spends working for an enterprise. A contingent worker can have only one period of placement at a time; however, a contingent worker

can have multiple assignments during a single period of placement.

Period Type

 A time division in a budgetary calendar, such as week, month, or quarter.

Personal Public Service Number (PPS)

 The Irish equivalent to National Insurance number in the UK, or the Social Security number in the US.

Personal Tax Credits Return (TD1)

 A Revenue Canada form which each employee must complete. Used by the employee to reduce his or her taxable income at source by claiming eligible credits and also provides payroll with such important information as current address, birth date, and SIN. These credits determine the amount to withhold from the employee's wages for federal/provincial taxes.

Person Search

 An SSHR function which enables a manager to search for a person. There are two types of search, Simple and Advanced.

Person Type

 There are eight system person types in Oracle HRMS. Seven of these are combinations of employees, ex-employees, applicants, and ex-applicants. The eighth category is 'External'. You can create your own user person types based on the eight system types.

Personal Scorecard

A collection of objectives for a single worker arising from a single Performance Management Plan.

Personnel Actions

Personnel actions is a public sector term describing business processes that define and document the status and conditions of employment. Examples include hiring, training, placement, discipline, promotion, transfer, compensation, or termination. Oracle HRMS uses the term *self-service actions* synonymously with this public sector term. Oracle Self Service Human Resources (SSHR) provides a configurable set of tools and web flows for initiating, updating, and approving self-service actions.

Plan Design

 The functional area that allows you to set up your benefits programs and plans. This process involves defining the rules which govern eligibility, available options, pricing, plan years, third party administrators, tax impacts, plan assets, distribution options, required reporting, and communications.

Plan Sponsor

The legal entity or business responsible for funding and administering a benefits plan. Generally synonymous with employer.

Position

A specific role within the Business Group derived from an organization and a job. For example, you may have a position of Shipping Clerk associated with the organization Shipping and the job Clerk.

Predefined Components

Some elements and balances, all primary element classifications and some secondary classifications are defined by Oracle Payroll to meet legislative requirements, and are supplied to users with the product. You cannot delete these predefined components.

Process Rule

See Configurable Business Rules, page Glossary-10

Professional Information

An SSHR function which allows an employee to maintain their own professional details or a line manager to maintain their direct reports professional details.

Proficiency

A worker's perceived level of expertise in a competency, in the opinion of an assessor, over a given period. For example, a worker may demonstrate the communication competency at Novice or Expert level.

Progression Point

A pay scale is calibrated in progression points, which form a sequence for the progression of employees up the pay scale.

See also: *Pay Scale*, page Glossary-27

Prospect Pool

(iRecruitment) The prospect pool contains all registered users who have given permission for their information to be published.

Provincial/Territorial Employment Standards Acts

In Canada, these are laws covering minimum wages, hours of work, overtime, child labour, maternity, vacation, public/general holidays, parental and adoption leave, etc., for employees regulated by provincial/territorial legislation.

Provincial Health Number

In Canada, this is the account number of the provincially administered health care plan

that the employer would use to make remittances. There would be a unique number for each of the provincially controlled plans i.e. EHT, Quebec HSF, etc.

PTO Accrual Plan

 A benefit in which employees enroll to entitle them to accrue and take paid time off (PTO). The purpose of absences allowed under the plan, who can enroll, how much time accrues, when the time must be used, and other rules are defined for the plan.

QPP

 (See Canada/Quebec Pension Plan)

QA Organization

Quality Assurance Organization. Providers of training that leads to Qualifications Framework qualifications register with a QA Organization. The QA Organization is responsible for monitoring training standards.

Qualification Type

 An identified qualification method of achieving proficiency in a competence, such as an award, educational qualification, a license or a test.

See also: *Competence*, page Glossary-10

Qualifications Framework

A national structure for the registration and definition of formal qualifications. It identifies the unit standard competencies that lead to a particular qualification, the awarding body, and the field of learning to which the qualification belongs, for example.

Qualifying Days

 In the UK, these are days on which Statutory Sick Pay (SSP) can be paid, and the only days that count as waiting days. Qualifying days are normally work days, but other days may be agreed.

Qualifying Pattern

See: *SSP Qualifying Pattern*, page Glossary-37

Qualifying Week

 In the UK, this is the week during pregnancy that is used as the basis for the qualifying rules for Statutory Maternity Pay (SMP). The date of the qualifying week is fifteen weeks before the expected week of confinement and an employee must have been continuously employed for at least 26 weeks continuing into the qualifying week to be entitled to SMP.

Quebec Business Number

 In Canada, this is the employer's account number with the Ministere du Revenu du Quebec, also known as the Quebec Identification number. It consists of 15 digits, the first 9 identify the employer, the next 2 identify the type of tax account involved (payroll vs. corporate tax), and the last 4 identify the particular account for that tax.

Questionnaire

 A function which records the results of an appraisal.

QuickPaint Report

A method of reporting on employee and applicant assignment information. You can select items of information, paint them on a report layout, add explanatory text, and save the report definition to run whenever you want.

See also: *Assignment Set*, page Glossary-5

QuickPay

QuickPay allows you to run payroll processing for one employee in a few minutes' time. It is useful for calculating pay while someone waits, or for testing payroll formulas.

Ranking

(iRecruitment) A manually entered value to indicate the quality of the applicant against other applicants for a specific vacancy.

Rates

A set of values for employee grades or progression points. For example, you can define salary rates and overtime rates.

Rate By Criteria

A function that enables the calculation of pay from different rates for each role a worker performs in a time period.

Rating Scale

Used to describe an enterprise's competencies in a general way. You do not hold the proficiency level at the competence level.

Record of Employment (ROE)

A Service Canada form that must be completed by an employer whenever an interruption of earnings occurs for any employee. This form is necessary to claim Employment Insurance benefits.

Recruitment Activity

An event or program to attract applications for employment. Newspaper advertisements, career fairs and recruitment evenings are all examples of recruitment activities. You can group several recruitment activities together within an overall activity.

Recurring Elements

Elements that process regularly at a predefined frequency. Recurring element entries exist from the time you create them until you delete them, or the employee ceases to be eligible for the element. Recurring elements can have standard links.

See also: *Nonrecurring Elements*, page Glossary-25, *Standard Link*, page Glossary-38

Recruiting Area

A recruiting area consists of a set of countries, business groups, and locations. Define recruiting areas using the Generic Hierarchy function of Oracle HRMS. In iRecruitment, when managers create vacancies, they can select multiple locations as vacancy locations using recruiting areas.

Referenced Rule

In HRMS budgeting, any predefined configurable business rule in the Assignment Modification, Position Modification, or Budget Preparation Categories you use as the basis for defining a new rule.

See Configurable Business Rules, page Glossary-10

Region

A collection of logically related fields in a window, set apart from other fields by a rectangular box or a horizontal line across the window.

See also: *Block*, page Glossary-7, *Field*, page Glossary-18

Registered Pension Plan (RPP)

This is a pension plan that has been registered with Revenue Canada. It is a plan where funds are set aside by an employer, an employee, or both to provide a pension to employees when they retire. Employee contributions are generally exempt from tax.

Registered Retirement Savings Plan (RRSP)

This is an individual retirement savings plan that has been registered with Revenue Canada. Usually, contributions to the RRSP, and any income earned within the RRSP, is exempt from tax.

Registered User

(iRecruitment) A person who has registered with the iRecruitment site by entering an e-mail address and password. A registered user does not necessarily have to apply for

jobs.

Reporting Group

A collection of programs and plans that you group together for reporting purposes, such as for administrative use or to meet regulatory requirements.

Report Parameters

Inputs you make when submitting a report to control the sorting, formatting, selection, and summarizing of information in the report.

Report Set

A group of reports and concurrent processes that you specify to run together.

Requisition

The statement of a requirement for a vacancy or group of vacancies.

Request Groups

A list of reports and processes that can be submitted by holders of a particular responsibility.

See also: *Responsibility*, page Glossary-34

Residual

The amount of unused paid time off entitlement an employee loses at the end of an accrual term. Typically employees can carry over unused time, up to a maximum, but they lose any residual time that exceeds this limit.

See also: *Carry Over*, page Glossary-8

Responsibility

A level of authority in an application. Each responsibility lets you access a specific set of Oracle Applications forms, menus, reports, and data to fulfill your business role. Several users can share a responsibility, and a single user can have multiple responsibilities.

See also: *Security Profile*, page Glossary-36, *User Profile Options*, page Glossary-41, *Request Groups*, page Glossary-34, *Security Groups*, page Glossary-34

Resume

A document that describes the experience and qualifications of a candidate.

RetroPay

A process that recalculates the amount to pay an employee in the current period to account for retrospective changes that occurred in previous payroll periods.

Retry

Method of correcting a payroll run or other process *before* any post-run processing takes place. The original run results are deleted and the process is run again.

Revenue Canada

Department of the Government of Canada which, amongst other responsibilities, administers, adjudicates, and receives remittances for all taxation in Canada including income tax, Employment Insurance premiums, Canada Pension Plan contributions, and the Goods and Services Tax (legislation is currently proposed to revise the name to the Canada Customs and Revenue Agency). In the province of Quebec the equivalent is the Ministere du Revenu du Quebec.

Reversal

Method of correcting payroll runs or QuickPay runs *after* post-run processing has taken place. The system replaces positive run result values with negative ones, and negative run result values with positive ones. Both old and new values remain on the database.

Reviewer (SSHR)

A person invited by an appraising manager to add review comments to an appraisal.

RIA

Research Institute of America (RIA), a provider of tax research, practice materials, and compliance tools for professionals, that provides U.S. users with tax information.

Rollback

Method of removing a payroll run or other process *before* any post-run processing takes place. All assignments and run results are deleted.

Rollup

An aggregate of data that includes subsidiary totals.

Run Item

The amount an element contributes to pay or to a balance resulting from its processing during the payroll run. The Run Item is also known as calculated pay.

Salary Basis

The period of time for which an employee's salary is quoted, such as hourly or annually. Defines a group of employees assigned to the same salary basis and receiving the same salary element.

Salary Rate

The rate of pay associated with a grade or step. Used by Grade/Step Progression.

Scheduled Enrollment

A benefits plan enrollment that takes place during a predefined enrollment period. Scheduled enrollments can be administrative, or open.

Search by Date

An SSHR sub-function used to search for a Person by Hire date, Application date, Job posting date or search by a Training event date.

Secondment

The temporary transfer of an employee to a different business group.

Security Group

Security groupsenable HRMS users to partition data by Business Group. Only used for Security Groups Enabled security.

See also: *Responsibility*, page Glossary-34, *Security Profile*, page Glossary-36, *User Profile Options*, page Glossary-41

Security Groups Enabled

Formerly known as Cross Business Group Responsibility security. This security model uses security groups and enables you to link one responsibility to many Business Groups.

Security Profile

Security profiles control access to organizations, positions and employee and applicant records within the Business Group. System administrators use them in defining users' responsibilities.

See also: *Responsibility*, page Glossary-34

Self Appraisal

Part of the Appraisal function. This is an appraisal undertaken by an employee to rate their own performance and competencies.

Separation Category

Separation category groups the leaving reasons. HRMS*i* refers to Termination Category as Separation Category.

See also: *termination category*, page Glossary-39

Site Visitor

(iRecruitment) A person who navigates to the iRecruitment web site and may view job

postings. This person has not yet registered or logged in to the iRecruitment system. This individual may search for postings on the web site and also has the ability to log in or register with the iRecruitment site.

SMP

See: *Statutory Maternity Pay*, page Glossary-38

Social Insurance Number (SIN)

A unique number provided by Human Resources Development Canada (HRDC) to each person commencing employment in Canada. The number consists of 9 digits in the following format (###-###-###).

Source Deductions Return (TP 1015.3)

A Ministere du Revenu du Quebec form which each employee must complete. This form is used by the employee to reduce his or her taxable income at source by claiming eligible credits and also provides payroll with such important information as current address, birth date, and SIN. These credits determine the amount of provincial tax to withhold from the employee's wages.

Special Information Types

Categories of personal information, such as skills, that you define in the Personal Analysis key flexfield.

Special Run

The first run of a recurring element in a payroll period is its normal run. Subsequent runs in the same period are called special runs. When you define recurring elements you specify Yes or No for special run processing.

SSHR

Oracle Self-Service Human Resources. An HR management system using an intranet and web browser to deliver functionality to employees and their managers.

SSP

See: *Statutory Sick Pay*, page Glossary-38

SSP Qualifying Pattern

In the UK, an SSP qualifying pattern is a series of qualifying days that may be repeated weekly, monthly or some other frequency. Each week in a pattern must include at least one qualifying day. Qualifying days are the only days for which Statutory Sick Pay (SSP) can be paid, and you define SSP qualifying patterns for all the employees in your organization so that their entitlement to SSP can be calculated.

Standard HRMS Security

The standard security model. Using this security model you must log on as a different

user to see a different Business Group.

Standard Link

Recurring elements with standard links have their element entries automatically created for all employees whose assignment components match the link.

See also: *Element Link*, page Glossary-16, *Recurring Elements*, page Glossary-33

Statement of Commissions and Expenses for Source Deduction Purposes (TP 1015.R.13.1)

A Ministere du Revenu du Quebec form which allows an employee who is paid partly or entirely by commissions to pay a constant percentage of income tax based on his or her estimated commissions for the year, less allowable business expenses.

Statement of Earnings (SOE)

A summary of the calculated earnings and deductions for an assignment in a payroll period.

Statement of Remuneration and Expenses (TD1X)

In Canada, the Statement of Remuneration and Expenses allows an employee who is paid partly or entirely by commission to pay a constant percentage of income tax, based on his or her estimated income for the year, less business-related expenses.

Statutory Adoption Pay

In the UK, Statutory Adoption Pay (SAP) is payable to a person of either sex with whom a child is, or is expected to be, placed for adoption under UK law.

Statutory Maternity Pay

In the UK, you pay Statutory Maternity Pay (SMP) to female employees who take time off work to have a baby, providing they meet the statutory requirements set out in the legislation for SMP.

Statutory Sick Pay

In the UK, you pay Statutory Sick Pay (SSP) to employees who are off work for four or more days because they are sick, providing they meet the statutory requirements set out in the legislation for SSP.

Statutory Paternity Pay

In the UK, Statutory Paternity Pay Birth (SPPB) is payable to a person supporting the mother at the time of birth. In cases of adoption, the primary carer receives Statutory Adoption Pay, while the secondary carer receives Statutory Paternity Pay Adoption (SPPA).

Suitability Matching

An SSHR function which enables a manager to compare and rank a persons competencies.

Superannuation Guarantee

An Australian system whereby employers are required to contribute a percentage of an eligible employee's earnings to a superannuation fund to provide for their retirement.

Supplier

An internal or external organization providing contingent workers for an organization. Typically suppliers are employment or recruitment agencies.

Supporting Objective

An objective aligned with another objective. Supporting objectives contribute to the achievement of the objectives they support.

Tabbed Regions

Parts of a window that appear in a stack so that only one is visible at any time. You click on the tab of the required region to bring it to the top of the stack.

Task Flows

A sequence of windows linked by buttons to take you through the steps required to complete a task, such as hiring a new recruit. System administrators can create task flows to meet the needs of groups of users.

Tax Point

The date from which tax becomes payable.

Template Letter

Form letter or skeleton letter that acts as the basis for creating mail merge letters. The template letter contains the standard text, and also contains field codes, which are replaced by data from the application during the mail merge process.

Terminating Employees

You terminate an employee when he or she leaves your organization. Information about the employee remains on the system but all current assignments are ended.

Termination Category

When employees leave an enterprise, the decision is either made by the employee or by the enterprise. When the decision is made by the employee the termination is Voluntary. When the decision is made by the enterprise, the termination is Involuntary.

HRMSi elsewhere refers to Termination Category as Separation Category.

Termination Rule

Specifies when entries of an element should close down for an employee who leaves your enterprise. You can define that entries end on the employee's actual termination date or remain open until a final processing date.

Tips

An SSHR user assistance component that provides information about a field.

Total Compensation Statement

A module to communicate compensations, rewards, and benefits to employees and contingent workers.

Transaction Type

In AME, an integrating application may divide its transactions into several categories, where each category requires a distinct set of approval rules. Each set of rules is a transaction type. Different transaction types can use the same attribute name to represent values that the application fetches from different places. This enables several transaction types to share approval rules, thus facilitating a uniform approval policy across multiple transaction types.

Transcentive

A third-party compensation management solutions provider, that provides additional information about benefits choices.

Unit Standard

A nationally registered document that describes a standard of performance. The standard is typically defined and maintained by industry representatives.

Unit Standard Competency

A competency that is defined in a Unit Standard and linked to a Qualifications Framework qualification.

Upload

The process of transferring the data from a spreadsheet on your desktop, created using Web ADI, back to the Oracle HRMS application.

User Assistance Components

SSHR online help comprising tips and instructions.

User Balances

Users can create, update and delete their own balances, including dimensions and balance feeds.

See also: *Balances*, page Glossary-6

User Profile Options

Features that allow system administrators and users to tailor Oracle HRMS to their exact requirements.

See also: *Responsibility*, page Glossary-34, *Security Profile*, page Glossary-36

User-based Security

With this type of security, the application generates the security permissions for a current user when that user logs on to a system. The system uses the security profile (can be position, supervisor, or organization-based, for example) to generate security permissions for the current user, for example, based on the user's position. An alternative to user-based security is a security profile with defined security rules, for example, to specify that the top-level position for a position-based security profile is Position A, irrespective of the current user's position.

View

An example of an interface that you can use to download data from the Oracle HRMS application to a spreadsheet using Web ADI.

Viewer (SSHR)

A person with view only access to an appraisal. An appraising manager or an employee in a 360 Degree Self appraisal can appoint view only access to an appraisal.

Viewer (Web ADI)

A desktop application, such as a spreadsheet or word processing tool, that you use to view the data downloaded from Oracle HRMS via Web ADI.

Voluntary

Term used in turnover to describe employees who have ceased employment with the enterprise of their own accord, for example, by resigning.

Waiting Days

In the UK, statutory Sick Pay is not payable for the first three qualifying days in period of incapacity for work (PIW), which are called waiting days. They are not necessarily the same as the first three days of sickness, as waiting days can be carried forward from a previous PIW if the linking interval between the two PIWs is less than 56 days.

WCB Account Number

In Canada, this is the account number of the provincially administered Workers' Compensation Board that the employer would use to make remittances. There would be a unique number for each of the provincially controlled boards i.e. Workplace Safety & Insurance Board of Ontario, CSST, etc.

Work Choices

Also known as Work Preferences, Deployment Factors, or Work Factors. These can affect a person's capacity to be deployed within an enterprise, such willingness to travel or relocate. You can hold work choices at both job and position level, or at person level.

Worker

An employee, page Glossary-16 or a contingent worker, page Glossary-11

Workers' Compensation Board

In Canada, this is a provincially governed legislative body which provides benefits to employees upon injury, disability, or death while performing the duties of the employer. Workers' Compensation Board premiums are paid entirely by the employer.

Workflow

An Oracle application which uses charts to manage approval processes and in addition is used in SSHR to configure display values of sections within a web page and instructions.

Workforce Measurement Type (WMT)

Groups of different units combined to measure the workforce. The most common units are headcount and full time equivalent.

Workforce Measurement Value (WMV)

A WMT value, for example, headcount or FTE.

Workforce Performance Management

The Oracle HRMS functions that support enterprise-directed objective setting, management, and assessment.

Work Structures

The fundamental definitions of organizations, jobs, positions, grades, payrolls and other employee groups within your enterprise that provide the framework for defining the work assignments of your employees.

Index