Oracle® Human Resources Management Systems

Payroll Processing Management Guide (UK)

Release 12.2

Part No. E76111-12

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

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Preface

Intended Audience

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

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*.

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Structure

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.

Adjusting a Balance

Balance adjustments can be made to any user balance and to assignment level predefined balances. You can make adjustments to balances of any unit type, and when you adjust a balance there is no requirement for you to carry out further processing actions. However, Oracle Payroll processes the results of money balance adjustments in

such a way that you can easily pay the value of an adjustment to an employee if you require.

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

You adjust balances in the Adjust Balance window.

To adjust a balance:

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

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

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

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

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

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

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

6. Save your changes.

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

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

2

Payroll Payment and Distributions

Payroll Payment and Distributions Overview

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

Payroll Payment and Distributions in Oracle HRMS

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

Key Concepts

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

- Payment methods for your enterprise, page 2-4

- Cash Management and Oracle Payroll, page 2-6

Reporting on Payroll Payment and Distributions

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

Payroll Payment and Distributions

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

Can you verify that payments have been made?

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

Can Oracle Payroll handle different pay frequencies?

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

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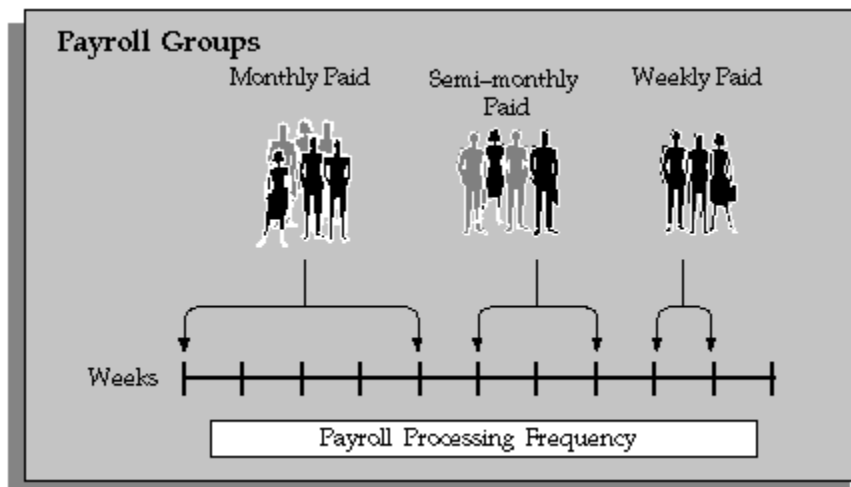
Note: Semi-monthly is not a valid frequency for UK payroll users.

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

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

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

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

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

Do you have flexible control over payment methods?

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

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

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

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

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, page 2-13

> **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 Integration of Cash Management with Oracle Payroll for EFT Reconciliation

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

Management User Guide.

Additional Steps to reconcile EFT payments for the legislations:

Oracle HRMS provides a reconciliation function that is predefined in the RECONCILIATION_FUNCTION column of the PAY_PAYMENT TYPES table. This function retrieves your Unique Identifier for the bank statements.

To specify your own Unique Identifier:

1. Add the following data to the lookup PAYMENT_TRX_CONC_IDENTS

    • Code: <Your Payment Method>

    • Meaning: <Your Unique Identifier>

    • Enabled: Y

2. Create your reconciliation function.

   The function must have the following as input parameters. In addition, the output from this function should be of varchar2 type.

```
p_effective_date DATE
  p_identifier_name VARCHAR2
  p_payroll_action_id NUMBER
  p_payment_type_id NUMBER
  p_org_payment_method_id NUMBER
  p_personal_payment_method_id NUMBER
  p_assignment_action_id NUMBER
  p_pre_payment_id NUMBER
  p_delimiter_string VARCHAR2
```

   You can use the sample code to write the function:

```
FUNCTION function_name (p_effective_date IN DATE,
  p_identifier_name IN VARCHAR2,
  p_payroll_action_id IN NUMBER,
  p_payment_type_id IN NUMBER,
  p_org_payment_method_id IN NUMBER,
  p_personal_payment_method_id IN NUMBER,
  p_assignment_action_id IN NUMBER,
  p_pre_payment_id IN NUMBER,
  p_delimiter_string IN VARCHAR2)
  RETURN VARCHAR2
  IS
  BEGIN
  IF UPPER(p_identifier_name) = 'TRANSACTION_DATE'
  THEN
```

   Write the code to get the transaction date. Return the transaction date in the yyyy/mm/dd format.

```
ELSIF UPPER (p_identifier_name) = 'TRANSACTION_GROUP'
  THEN
  Return a unique number that identifies the Payroll Batch for EFT
  Payments
  e.g payroll_action_id;
  ELSIF UPPER (p_identifier_name) = 'CONCATENATED_IDENTIFIERS'
  THEN
  IF l_bat_desc IS NULL
  THEN
  l_return_value := l_acc_num;
  ELSE
  l_return_value := l_acc_num||p_delimiter_string||l_bat_desc;
  END IF;
```

Write the code to fetch user specific unique identifiers.

```
Return the unique identifiers concatenated with  p_delimiter_string
  eg: acc_num||p_delimiter_string||l_bat_desc
  END IF;
  RETURN value;
  END;
```

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

List of Reconciliation Functions

Localization	Payment Type Name	Payment Method	Reconciliation Function
Australia	Direct Entry	Australian Direct Entry payment type	NA
Canada	Canadian Direct Deposit	CA Direct Deposit Method	NA
China	Direct Deposit	Direct Deposit Payment Method (Seeded)	NA
Hong Kong	Autopay	Hong Kong Autopay	NA
India	India Direct Deposit	Payment Method for Direct Deposit	pay_in_trx_identifiers. batch_transaction_id entifiers

Localization	Payment Type Name	Payment Method	Reconciliation Function
Ireland	SEPA	SEPA Payment	pay_ie_payfile_sepa. f_get_sepa_recon_da ta
	PayPath	Ireland PayPath Method (PayPath)	pay_ie_paypath_tap e. f_get_paypath_recon _dataJapan
Japan	JA_Salary	Japan, Direct Deposit Account	NA
Korea	KR Direct Deposit	Direct Deposit to the Bank	NA
Kuwait	KW Direct Deposit KWD	KW Payment Method Type for Electronic File Transfer	pay_kw_tran_identif iers. get_eft_recon_data
Saudi Arabia	SA Direct Deposit SAR	Payment Method Type for Electronic File Transfer	pay_sa_tran_identifi ers. get_eft_recon_data
Singapore	Direct Deposit	Singapore Direct Deposit	NA
South Africa	ACB	All types of ACB transfers (ACB)	pay_za_eft_reconcili ation. get_eft_recon_data
UAE	AE Direct Deposit AED	AE EFT Payments	pay_ae_tran_identifi ers. get_eft_recon_data
UK	BACS Tape	All types of BACS transfer (BACS Tape)	pay_gb_bacs_tape. f_get_eft_recon_data US
US	NACHA	NACHA	pay_us_nacha_tape. f_get_batch_transact _ident

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*

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

Oracle Payroll enables you to view an employee's statement of earnings (pay advice) without having to run the Pay Advice report.

You do this using the Statement of Earnings window.

There are various ways to access statement of earnings information. The information displayed may vary depending on whether you have run the PrePayments process or just a payroll run.

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

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

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

- Regular Payroll Run SOE for each employee and shows Period to Date and Year to Date balances

- Separate Check SOE only if employee has an element with Separate Check input value set to Yes

- Tax Separate Run SOE if employee has an elements with any of the following input values:

  - Separate Check set to Yes

  - Tax Separately set to Yes

  - Deduction Processing is set to other then All

Canada only: The Payroll Run SOE displays the primary assignment action for the main record and multiple records for second and third layer run types.

If you are processing Multiple Assignment Payments, then the PrePayment Statement of Earnings displays consolidated earnings and deductions information. The header information displayed on the Statement of Earnings is obtained from the primary assignment; however, if this assignment is not processed, then the header information is taken from the first assignment processed in the PrePayment process.

To view the last payroll with PrePayments run against it:
Perform one of the following:

- Select View and select Statement of Earnings.

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

- Choose the Statement of Earnings window in Fastpath.

To view the most recently run QuickPay results:
1. From the Assignment window, choose Others and select QuickPay.

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

To view the statement of earnings information without running PrePayments:
See Viewing Assignment Process Results for an Assignment or Viewing Assignment Process Results for a Payroll Assignment.

Setting Up Payslip Information and Generating Payslips

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

To set up your payslip:

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

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

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

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

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

   See: Selecting SOE Balances, *Oracle HRMS 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 2-22

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 5-28

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.

Running the Pay Advice Alignment Report

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

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

To run the Pay Advice Alignment report:
1. In the Name field, select the report name.

2. Choose the Submit button.

Running the Payments Summary Report

Run this report when you want to see payments totalled by payment method type and organizational payment method for a specified payroll and payroll period. Account details for each organizational payment method are also listed.

You run the report in the Submit Requests window.

To run the Payments Summary Report:
1. In the Name field, select the report name. Then enter the Parameters field to open the Parameters window.

2. Select the payroll and payroll period for which you want to see the information.

3. If you want to restrict the information by consolidation set, select the name of the set.

4. Choose the Submit button.

Running the Pay Advice Report

Run this report to generate pay advice for all employees for a specified payroll and

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

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

To run the Pay Advice report:

1. In the Name field, select the report name. Then enter the Parameters field to open the Parameters window.

2. Select the payroll for which you want to generate pay advices.

3. Enter the period for which you want to generate pay advices and the date on which you want to generate them.

4. Do one of the following:

   - If you want to generate pay advices for all employee assignments, leave the Assignment Number field blank.

   - If you want to generate a single pay advice for an employee assignment, enter the employee assignment number.

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

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

6. Choose the Submit button.

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

3

Payroll Statutory Deductions and Reporting

Statutory Deductions and Reporting Overview

Oracle Payroll enables you to calculate employer's tax liability and deduct the appropriate sums from employee earnings. You can calculate employer and employee tax liabilities for all the taxes and statutory deductions that are applicable to your country. For example, this includes employer liability for state taxes such as State Unemployment Insurance and employee liability for federal, state and local taxes in the US, PAYE and NIC in the UK, PAYE and PRSI in Ireland, Social Security, Unemployment and Complementary Pension in France, Standard and Special tax and Social Insurance in the Netherlands, and so on. In each instance, Oracle Payroll enables you to enter details of the tax liability and process it at regular intervals.

At the employee assignment level, Oracle HRMS enables you to record tax information in the Statutory Details window.

Statutory Deductions and Reporting

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

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

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

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

Yes. You can calculate taxes for different types of employer to represent the diversity of

your organization. You can also make retrospective adjustments to allow for overpayments and underpayments.

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

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

Using Oracle Payroll, is it possible to transmit PAYE information via the Internet to HM Revenue and Customs?

Yes. XML allows two-way electronic transmission of documents between HM Revenue and Customs (HMRC) and employers. Oracle UK Payroll has developed a specified formatted file that, if used in conjunction with third party software, or the Oracle B2B solution can be transmitted via the Internet to the HMRC.

Can you record P11D details for your employees and submit an annual return to HM Revenue and Customs? (Oracle HR)

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 their NI liabilities. You can then generate a report to view the final details and you can submit the complete and validated records to HMRC to comply with all reporting requirements.

Understanding and Using PAYE

PAYE: Legislative Details

PAYE is the system used to collect income tax from all taxable income paid to employees under Schedule E.

The amount of PAYE calculated depends on earnings subject to tax, including taxable benefits. Taxable pay can be reduced by employee payments made to authorized company pension schemes, or by employee donations to charities, to an agreed maximum. For more information on the definitions of earnings subject to tax, see *The Employer's Further Guide to PAYE and NICs. CWG2.*

What Tax Codes Are Available for PAYE?

The Tax Office with which your enterprise is registered administers the tax records of your employees. This office issues a tax code for each employee which determines how the tax is to be collected, and whether the basis for calculation is to be cumulative or non-cumulative. Valid tax codes are as follows:

Suffix codes - numbers followed by a letter

The number, when multiplied by ten and nine added, represents the total tax free pay available in the year calculated by the system. The letter denotes what type of allowance is applicable:

Current valid codes for 05/06 are L, P, T, V or Y. These may change for each Tax Year.

Prefix codes - K followed by a number

The number, when multiplied by ten and nine added, represents the additional taxable pay for the year.

Special codes

Codes and meanings:

- BR: all PAYE is calculated using Basic Rate (20%), with no tax free pay allowance

- D0: all PAYE is calculated using Higher Rate (40%), with no tax free pay allowance

- D1: all PAYE is calculated using Additional Higher Rate (45%), with no tax free pay allowance

- NT: no tax deducted

- BR: tax deducted at the basic rate with no tax free allowance

- NI: exempt from PAYE but not NIC, for students working during the vacation when NT should not be issued without prior permission of the Tax Office.

- S: indicates liability to the Scottish Variable Rate which the Scottish Parliament may choose to implement. The S code will precede the code number or code prefix. The layout of the tax code information file supplied by HMRC has been changed to accommodate the S indicator.

- SBR: all PAYE is calculated using Basic Rate (20%), with no tax free pay allowance

    Note: This tax code is applicable only to Scottish users.

- SD0: all PAYE is calculated using Intermediate Rate (21%), with no tax free pay allowance

    Note: This tax code is applicable only to Scottish users.

- SD1: all PAYE is calculated using higher rate, with no tax-free pay allowance.

    Note: This tax code is applicable only to Scottish users.

- SD2: all PAYE is calculated using top rate, with no tax-free pay allowance.

    Note: This tax code is applicable only to Scottish users.

What is the Tax Calendar for PAYE?

The tax year starts on 6 April one year and ends on 5 April the following year. Each tax year may be referred to as a combination of the two partial calendar years, for example, 05/06. The calendar can be based either on a weekly frequency or on a calendar month frequency.

The first tax week, known as Week 1, runs from April 6 -12. Week 2 runs from April 13 -19, and so on through the year.

As the year is not perfectly divisible by 7, an extra week is necessary. For non-leap years Week 53 is April 5, and for leap years Week 53 is April 4 -5.

Monthly calendars also start from 6 April. Month 1 is from April 6 - May 5, and so on through the year.

Key dates

These dates are subject to change for specific Tax Years

6 April - start of year

19 May - last date for sending year end returns

31 May - last date for delivery of employees' P60 forms

6 July - last date for sending P9Ds and P11Ds

19 July - last date for payment of Class 1A NICs on cars and fuel

5 April - end of tax year

Payment date

The tax period to use for calculating PAYE is the period in which the payment date falls. For example, the weekly payment date April 14 is in Week 2, and the monthly payment date April 5 is in Month 12.

Which Tax Tables Does Oracle Payroll Use?

Tax tables are provided in either printed or computer version, and sometimes there is a small difference on the amount of tax calculated. Both are correct.

Oracle Payroll calculates PAYE using the formula issued by HMRC to computer users. This formula is incorporated in the startup data for the product.

What is the Identification Format for a PAYE Scheme?

Your local HMRC office has a three digit HMRC office number, and each PAYE scheme administered by your enterprise has an individual Employer's PAYE reference number. This is normally a letter followed by up to nine alphanumeric characters.

PAYE in Oracle Payroll

Oracle Payroll provides as startup data all the elements, balances and other components you need to correctly administer PAYE. 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.

The system provides balances for Taxable Pay and PAYE, both of which include dimensions that correctly sum up all the necessary run results. The PAYE balance is fed only by the amount of PAYE paid. The run results passed to the Taxable Pay balance, however, are identified by balance feeds that you define.

If you have payrolls that are reported under different tax reference numbers, you may sometimes have the requirement to transfer employees between these payrolls. If you want to change an assignment's tax district reference number, you must terminate the assignment and start it with the new tax district reference number. In such cases, the tax balance will restart from zero, and you should issue a P45 for the assignment.

You must ensure that the PAYE reference for a payroll remains the same throughout a tax year to avoid generating incorrect statutory reports. You can change the PAYE reference for a payroll at the start of a new tax year, 6th April. However, if you have already executed one or more payroll runs in a tax year, changing the PAYE reference for the payroll with a retrospective effective date can result in incorrect statutory reports.

Implementing Startup Data

The following table shows the tax deduction elements defined by Oracle Payroll for PAYE administration and supplied as part of startup data.

Element Name	Processing Type	Classification	Processing Priority
PAYE Details	Recurring	PAYE	5001
PAYE	Nonrecurring	PAYE	5002
PAYE Refunds	Nonrecurring	Information	5003

You must link these elements to the appropriate payrolls before they can be given to employees and included in payroll runs. If you have set up segments of the Cost Allocation key flexfield to receive entries at the element level, you should enter these account codes in the Element Link window when you link the PAYE elements to your payrolls.

The recurring element PAYE can process after termination to allow for payments to employees who have left, but who may still be entitled to receive late payments.

You can include the PAYE elements, along with NI elements, in an element set, then select this set in the HR:Non-Updateable Element Set user profile option. This prevents users changing the entry values of these elements in the Element Entries window. They should use the Statutory Details window instead.

Entering Statutory Details for a New Starter

Note: From April 2018, you can no longer use EDI processes. To upload new starter details, use the New Starter (RTI) tab to enter the details.

Use the Statutory Details window to enter P45 or P46 details for a new starter. You can

also specify that this information should be sent to HMRC by EDI.

To enter P45(3) details for a new employee:

1. If you want to send these details by EDI, select the Send EDI check box.

2. Enter the Previous Employer's PAYE Reference for this employee. This is a mandatory field.

3. Enter the date on which this employee left the previous employer. This is a mandatory field.

4. Enter the Previous Tax Code and Previous Tax Basis. The Previous Tax Code is a mandatory field.

5. Enter the Last Payment Period Type and Last Payment Period.

6. Enter the Previous Tax Paid Notified details.

7. Select the Continue Student Loan Deductions check box if required.

8. Select the Not Paid Between Start and 5- Apr check box if an employee will not be paid in the current tax year. The P45PT3 EDI file will contain a record (ATT2 58) to inform HMRC not to expect a P14 (EOY) return for the employee this year.

To enter P46 Information:

1. Select the Send Employer Default Statement C EDI check box to send the default form to the HMRC in the absence of an employee's completed P46 or P45(3). Once you select this and the default form is ready to be sent to the HMRC, you cannot send the employee's completed P46 for the same assignment in the same EDI file.

2. Select the Default EDI Sent check box if required. If you select and save the Default P46 statement, then the application displays a warning message stating that the tax code must be BR for the default.

> **Note:** By default, the P46 statement is always 'C' (Other job or pension) for the assignment for which you choose to send a Default P46.

3. Enter the P46 Statement type. Select from:

> **Note:** Once you select the completed P46 to send, the P46 Statement becomes mandatory. You can then send a completed P46 or P45(3) for that assignment. However, once a completed P46 is send to the

HMRC, you cannot send the Default P46.

- • A -- First regular job since leaving full-time education.
  - • B -- Only or main job.
  - • C -- Receives a pension as well as the income from this job.

4. If you want to send this information to HMRC by EDI, check the Send EDI check box.

To enter P46 Pension Information:

1. Enter the Date Pension Started.

2. Enter the Annual Pension amount. Ensure this value is not less than zero.

   Note: When you select the Send EDI check box, the Date Pension Started and Annual Pension are mandatory.

3. Enter the Prev Employers PAYE Ref and Date Left Prev Employer details.

4. Enter the Prev Tax Code and the Prev Tax Basis details.

5. Enter the Last Payment Period Type and Last Payment Period information.

6. Select the Recently Bereaved check box, if applicable.

7. If you want to send this information to HMRC by EDI, check the Send EDI check box.

Entering Employee PAYE Details

The Statutory Details window lets you enter and view an employee's PAYE and NI information on one screen. You can inspect the check box information displayed at the top of the window to show whether the employee has:

- • NI multiple assignments

- • PAYE aggregated assignments

If you want to change the entries in the multiple assignment and aggregated assignment check boxes, make your changes on the Employment tab of the Person window. You cannot change them in the Statutory Details window.

> **Note:** You can only make changes if you have not run your payroll in the current tax year.

However, you can manually check the Excluded from WNU check box to specify that this employee should not be included in future Works Number Updates. This typically occurs in response to a HMRC notification that they do not need further updates for this employee.

Link the PAYE Details element to your payrolls. You can enter defaults at the link level for the input values so that no assignment is processed without a valid code being present. It is important to ensure that you enter a valid code because validation is not available at this point.

To enter tax details for an employee:

1. Query the employee assignment and choose the Tax Information button.

2. Choose the PAYE Details tab. The P45 information indicates:

   - That a P45 has been issued, and the date on which it was issued

   - Whether the P45 was manually issued

   - The override date, if one exists, for the P45. You can set an override date to indicate that you want to produce a P45 for a terminated assignment at an earlier date than the date previously scheduled by Oracle Payroll.

   - Whether the P45 has been sent

   - If the P45 has been printed and submitted to a different tax office.

3. Change your effective date if required.

   > **Note:** The Statutory Details window is now datetracked.

4. Enter the employee's tax code.

   When you enter the tax code a validation formula is run to ensure that it is in the correct format.

   > **Note:** At the start of a new tax year there may be a statutory requirement to either uplift or reduce particular suffix codes because of budgetary changes. New codes that are introduced will not validate until you are datetracked to the effective period. For example, you cannot enter a P code prior to 6 April 1999.

5. Enter Cumulative or Non Cumulative as the employee's tax basis.

At the start of a new tax year all tax codes except D0 that have a tax basis of N should be changed to C.

6. Record new employees' previous taxable pay and tax paid on P11 with previous employers in the current tax year.

> **Note:** If you subsequently receive a P6 with different figures, enter the new figures. These are included in the PAYE calculation for cumulative based employees and reported separately on the End of Year Reports. They are not included in Taxable Pay or the PAYE balances.

7. If any tax is refundable, select the refundable category from the list. There are four choices:

Yes: Make the refund.

Trade Dispute: The refund is withheld as the employee is currently involved in a trade dispute.

8. Enter the Authority - for example, P6, P45 etc and the Message Date and Issue Date. Note that these fields also automatically update to display the latest authority for the PAYE Details.

Setting Up Aggregated PAYE

You can calculate and report on PAYE for those employees who have multiple assignments. You can specify that multiple assignments for an employee should be aggregated as a single PAYE assessment.

If you do not want your assignments to be processed as aggregated for PAYE you can continue to process separate assignments as currently. You do not need to make any changes to the way in which you work.

To set up aggregated PAYE:

1. You use the Employment tab on the Person window to indicate that assignments for this person are to be processed as aggregated

See Entering Employment Information for Employees and Applicants, *Oracle HRMS Workforce Sourcing, Deployment and Talent Management Guide*

Once you indicate on the Person window that assignments are to be processed as aggregated, then this applies to all assignments for this person within this tax district. You cannot exclude any one of these multiple assignments from the aggregated processing.

2. Define the employee's PAYE information.

   See Entering Employee PAYE Details, page 3-8

   You can produce a P45 as soon as an assignment has ended rather than waiting until a later default date. You do this by setting an override date to specify the date at which you want to produce the P45.

   > **Note:** Do not use the Element Entry Values window to update the PAYE information. If you make your changes in the Element Entry Values window, they are not automatically updated in the aggregated assignments.

3. Run the Start of Year process to upload tax code changes for the aggregated assignments.

   See Running the Start of Year Process, page 3-103

Running the Tax Payments Listing

This report shows details of employees':

- PAYE and National Insurance deductions

- Working Tax Credits

- Statutory Paternity Pay and Statutory Adoption Pay

From 6th April 2003 NI rebates do not appear as a separate category on the Tax Payments Listing. This is because rebates are now included as part of a single net contribution value.

You run the report in the Submit Requests window.

To run the Tax Payments Listing:

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

2. In the Parameters window, select a payroll and payroll period for which you want to see the information.

3. If you want to see information just for a consolidation set, select the name of the set.

4. You can see the information listed either by employee name or assignment number. Select one of these as your sorting classification.

5. Choose the Submit button.

Understanding and Handling NIC

National Insurance Contributions: Legislative Details

Primary Class 1 National Insurance Contributions(NIC) are payable by every employee, on earnings subject to NIC, unless exempted because of age or employment contract. Secondary Class 1 National Insurance contributions are payable by the employer. National Insurance is collected by HMRC through the PAYE system.

If your enterprise runs an occupational pension scheme, employees in the scheme may contract out of the State scheme, SERPS. In this case both the employee and employer pay reduced National Insurance contributions.

Calculation of the Amounts Payable

The amount of NIC payable by employees can depend on the following factors:

- NI category

- Earnings subject to NIC

- Age

- Pension arrangements

- Earnings period

- Method of calculation

- Number of occurrences of the earnings period

- Arrears

What NI Category Codes are Available?

The most commonly used category codes are: A, B, C, D, E, F, G, J, L, S, and X. Use them as follows:

Standard Rate Contributions:

Employees between the ages of 16 and the state pension age pay standard rate contributions in these categories:

- A -- not contracted out

- D -- contracted out for members of COSR schemes

- F -- contracted out for members of COMP schemes

Reduced Rate Contributions

Married women and widows who have a valid Certificate of Election pay reduced rate contributions in these categories:

- B -- not contracted out

- E -- contracted out for members of COSR schemes

- G -- contracted out for members of COMP schemes

Deferred Contributions

Deferred categories are:

- J -- Not contracted out, and has deferment.

- L -- Contracted out in COSR scheme, and has deferment.

- S -- Contracted out in COMP scheme, and has deferment.

Employer Only Contributions

Employees over state pension age.

- C -- Contracted in only.

    Oracle Payroll no longer records the notional employee contribution for NI category C. Make sure that you remove from category C any of your employees who have a deferment certificate.

Category X

Category X indicates that there are no contributions.

What Earnings Are Subject to NIC?

Earnings that are subject to NIC may be different from gross pay or taxable pay figures. They normally include all money payments to the employee and exclude any benefits paid to third parties on the employee's behalf.

Each tax year the Lower Earnings Limit (LEL) and the Upper Earnings Limit (UEL) are announced. LEL is the minimum amount of earnings on which NIC may be paid for the current year, and UEL is the maximum amount of earnings that the employee's contribution of Class 1 can be based on. If the employee's earnings are less than the LEL figure, no NIC is deducted.

For the Employer's secondary contributions there is an Earnings Threshold ET below which the employer pays no contributions. This was introduced in 1999/00. This legislation was introduced to bring the application of NICs and PAYE into alignment.

As the second stage of this alignment there is an Employee's Earnings Threshold (EET) introduced in April 2000. This is set at a level between the LEL and the ET.

The following reporting requirement applies to Employers Rebate. Because the ET is a greater amount than the LEL, there is an amount on which the employee pays NI and the employer does not. For employees in class D, E, F, G, S, or C the employer is entitled to a rebate on the difference between ET and LEL for which the employee has paid contributions. This is in respect of operating a company pension scheme. The rebate can be offset against the total payroll calculation for NICs.

There is no UEL for the employer's secondary contributions. In addition, since the tax year 1991/1992 the employer has a liability to pay Class 1A contributions on the taxable benefit of a company car.

What Age Criteria Are Applicable to Employee's NIC?

There is no liability for either primary or secondary contributions if the employee is under the age of 16 years.

There is no primary contribution when the employee is above the state pensionable age.

How Do Pension Arrangements Affect Liability for NIC?

Employees who are members of occupational pension schemes are contracted out of the State Earnings Related Pension Scheme (SERPS). Their NIC is reduced by the amount that would have been paid into SERPS.

From April 2000 there is a further rebate for standard rate employees who are members of a contracted out occupational pension scheme.. The rebate is a percentage of the earnings between the LEL and the employee's earnings threshold.

What Earnings Periods Are There for NIC?

There are four basic earnings period types for NIC:

- Daily

- Weekly

- Calendar Monthly

- Annual

Weekly and Calendar Monthly are for employees on weekly or monthly payrolls. Annual is for directors or office holders. Daily is used for periods of more than seven days that do not fall into weekly or monthly categories.

You can make more than one regular payment to an employee within the earnings period. For example, employees with a week's salary retained by the employer on a 'week in hand' basis, can receive two payments in their final week.

Which Method of Calculating NIC Does Oracle Payroll Use?

There are two methods of calculation:

- Using the National Insurance tables issued by HMRC

- Using the exact percentage method

Oracle Payroll uses the exact percentage method. Both methods make use of rates and bands which may be changed annually.

How Do You Calculate NIC If An Employee is Being Paid for More Than One Period At the Same Time?

NIC is calculated at the time of payment, but if you have to pay an employee for more than one period at the same time, you usually calculate NIC on the earnings for each period separately.

For example, it proves impossible to pay a new starter in the period of starting so she receives a double payment in the next period. You calculate this employee's NIC separately for each period: it should not be aggregated in the second period. The system does not calculate this method automatically for new starters, so you must enter a figure into the NI element EIT for the amount of periods to use for a manual adjustment.

How Do You Correct Overpayments and Underpayments of NIC?

If a wrong category code is used for an employee, too much or too little NIC may be deducted. You can correct this as follows:

- If the employee has been overcharged, the balances maintained for year end reporting against each category code need to be corrected, and the excess deduction refunded.

- If the employee has been undercharged, the balances maintained for year end reporting also need to be corrected, and the balance of secondary contributions owing must be paid to HMRC with the next payment.

However the arrears of the primary contributions may only be recovered by doubling the actual primary contribution in subsequent periods. For example, if the arrears are 20.20 and the normal period NIC contribution is 15.20, you can double the contribution to 30.40, reducing the arrears to 5. The subsequent period's normal calculation is 14.80, which you can increase to 19.80, recovering the remaining arrears. Arrears in one tax year can only be recovered from the employee in that tax year and the subsequent year.

Run the NI Arrears report at EOY which lists any assignment whose NI Arrears balance figure is not zero.

NIC: Employers liability for Employee Benefits

NICable Benefits are employee entitlements for which an employer is liable for National Insurance contributions. This can apply to any type of benefit, be it a one off non-recurring element such as a taxi fare, or a recurring element such as medical insurance.

You can enter the taxable benefits of each staff member and view the resulting tax liability for the employer. Viewing the costs can be broken down to individuals within a specified payroll, with parameters set so that a selected period of time can be viewed if required.

NIC for Company Directors

Special rules apply to the calculation of NIC for directors. A person is classified as a company director if he or she is appointed under Sections 291-294 of the Companies Act 1985. Directors' earnings are chargeable to Schedule E (PAYE) income tax.

Most directors receive annual fees and bonuses. To calculate their contributions on a normal pay period basis would mean they only had to pay NIC up to the weekly or monthly Upper Earnings Limit. National Insurance for directors is therefore calculated on an annual, cumulative basis, like PAYE.

The main differences in the calculation of directors' NIC are as follows:

• The use of an annual, or prorated, earnings period

• Calculation on the director's cumulative earnings

• Deduction of the difference between NIC paid and NIC due

Oracle Payroll uses the exact percentage method of calculation to administer company directors' NIC. The procedure takes into account changes in circumstances and recalculates the annual liability for each category each time.

For employees who become directors, NIC balances are maintained showing the director's figures in addition to the reporting balances that show contributions as an employee and as a director. The director or employer can choose to pay on account.

Entering NI Details for an Employee

The Statutory Details window lets you enter and view an employee's PAYE and NI information on one screen. Check box information displayed at the top of the window shows whether the employee has:

- NI multiple assignments

- PAYE aggregated assignments

You cannot change the entries in the multiple assignment and aggregated assignment check boxes. They reflect the entries made on the Employment tab of the Person window.

However, you can manually check the Excluded from WNU check box to specify that this employee should not be included in future Works Number Updates. This typically occurs in response to a HMRC notification that they do not need further updates for this employee.

To enter NI details for an employee:

1. Query the employee assignment and choose the Tax Information button.

2. Change your effective date if required.

> **Note:** The **Statutory Details** window is now datetracked.

3. Choose the **NI Details** tab.

4. Select the **NI category** for the employee.

5. In the **Certificate** field, select the method of authentication for the employee's category if applicable.

6. Where applicable, enter the renewal date for the certificate.

7. Select the employee's pension type. Oracle Payroll validates the type you select as different rates of National Insurance apply to different types.

8. Select a process type for the category of employee. Oracle Payroll automatically performs the correct NI calculation for whatever process type you select. Leavers choices are only available when the employee is a leaver. There are thirteen choices, as follows:

   Deceased: When making the final payment to a deceased employee, no NI contributions are due. The process does not check the date of death. You should make sure that you have verified this date.

   Director: For an employee who is also a Director or Office Holder, NIC must be calculated on an annual frequency, irrespective of the frequency of the payroll the Director is assigned to.

   Director Normal: Treats the director as a normal employee for NI purposes until the last processing period., for example, leaver or last pay period in a year. The

payment is then recalculated as a director's annual period.

Director Pro Rate: If the employee is appointed a Director partway through the year, the calculation frequency is based on the annual bands prorated by the remaining weeks in the year. However, if the Director resigns partway through the year, the annual frequency remains. The proration is based on the date of appointment to director changed by datetracking on the Personal Details form.

Director Normal Pro Rate: If the employee is appointed as a director part way through the year, but the NI contributions are to continue as a normal employee. The final period of payment for the director in the year will be reassessed as an annualised director calculation and any corrections will be made.

It is important to remember that when calculating a director as an employee there is the potential to overcharge or undercharge. These differences will be assessed in the final period of payment for the director in the Tax Year, and recalculated. However, note that the application of all forms of director on account methods are at the discretion and control of the payroll department. Oracle Payroll will calculate the shortfall, but this does not guarantee that you will be able to recover it.

Irregular Periods: If the employee works for more than seven days in a frequency that does not fall into one of the basic tax frequencies, NIC is calculated on a daily basis.

Left Irregular: If the employee has left but a late payment is due, for example, a back dated salary award, use the Weekly tax basis. Do not use the Contracted Out codes for longer than six weeks after the employee leaves.

Left Last Year Irregular Payments: This is the same as Left Irregular but only Not Contracted codes can be used.

Left Last Year Regular Payments: This is the same as Left Regular except that only Not Contracted codes can be used in a new tax year.

Left Regular: This is used when the employee has left but is receiving regular payments, for example, a commission. In such cases the normal frequency continues to be used, but after six weeks, any Contracted Out codes revert to the Not Contracted Out equivalent.

Multiple Periods: This is used when more than one normal paymentis being made in a single processing period. NIC can be calculated on each normal payment in isolation.

Normal: This is the category for all those not in one of the other ten special categories. Most employees in your enterprise will be in this category.

Pensioner Director: If the NIable Pay was earned before the director became a pensioner, he or she must still pay NIC.

9. In the **Period** field:

   • Enter a number of days if you selected Irregular Periods as the process type.

- Enter a number of periods if you selected Multiple Periods as the process type.

10. Select a period type if you need to prioritize multiple assignment processing according to period type. Otherwise, leave this field blank.

   Prioritizing Assignment Processing, page 3-29

11. In the **SCON** field, enter the employee's Scheme Contracted Out number if the employee is in a Contracted Out Money Purchase pension scheme (COMP). You can set the valid values for this field in the Lookup GB_SCON.

   The following check boxes are checked automatically:

   - Director Indicator

   - Pension Indicator

12. Enter the Freeport Eligibility end date for employees with NI categories F, I, S, and L.

13. Enter the end date for investment zone employees for Investment Zone Eligibility for the categories N, E, K, and D.

14. Enter the first civilian employment start date if the employee is a veteran.

Correcting NI Category Code Entries

If an employee is allocated a wrong NI category code this could result in the employee assignment receiving a wrong entry of one of the NI category code elements. You can correct this by taking the following steps:

- Enter the correct NI category code element for future deductions

- Correct the amounts wrongly deducted through the previous category code element

- Refund any overpayment of NIC by the employee as a result of the error, or

- Record any underpayment that results as arrears for recovery through the system

You make these corrections in the Element Entries window for individual assignments by entering positive or negative amounts directly onto the relevant NI category code elements.

Before you make these changes, you must know:

- The correct amounts to deduct from each assignment for the NI category code element that should have been allocated.

- The correct amount to enter for the element NI Employer.

To enter the correct NI category code element:

1. Set your effective date to when you want the element entries to take effect. The date you set must be for an unprocessed pay period.

2. In the Element Name field, select the element for the NI Category that the employee should have had deductions made against.

3. Choose the Entry Values button.

4. Enter the correct entry values for the element. The amounts you enter should be the total values that would have accumulated had the correct category been used. The Pay Value must hold the amount of NI that should have been deducted.

5. Close the Entry Values window.

To reverse the values previously entered in error:

1. In the Element Name field, select the element for the NI Category that was entered wrongly for the employee.

2. Choose the Entry Values button.

3. Enter negative amounts for the relevant input values for the element to clear the values that have accumulated in error.

4. Close the Entry Values window.

To correct the values entered for the NI Employer element:

1. In the Element Name field, select the element NI Employer.

> **Note:** If the requirement is to cost this as a separate item, select the element NI Employer Arrears instead.

2. Choose the Entry Values button.

3. In the Pay Value field, enter the difference between the total amount as held and the total amount that should have been calculated.

   This entry corrects the value held for NI Employer.

4. Close the Entry Values window.

To create an NI Arrears entry for employee undercharges:

If the net difference between the old and new pay values indicates too much was deducted, the refund will be made to the employee when the element entries are processed. If the net difference indicates too little was deducted, follow this procedure.

1. In the Element Name field, select the element NI Arrears.

2. Choose the Entry Values button.

3. Enter in the Pay Value field the amount of the undercharge for NI. The value must be entered as a negative amount, for example, -105.

    This entry will ensure that arrears are recovered over successive periods if necessary, in line with current legislation.

    > **Note:** To carry forward any NI arrears balance to the new tax year, ensure you set up and associate the NI Arrears Carry Forward to New Tax Year element with employees who have a negative Pay Value.

4. Close the Entry Values window, and save your work.

Updating the National Insurance Category

Use the RTI GB Update NI Category program to update the national insurance (NI) categories for employees who are under 21 years old (as of 6 April YYYY) and for employees over 21 but having new categories. Run this program before running the payroll to ensure that the NI categories are updated as expected.

To run the RTI GB Update NI Category program:

1. Navigate to the Submit Request window and find the program.

2. Enter the following parameters:

    *   Effective Date: Default is set to: 6-APR-YYYY. YYYY is the current year.

    *   Employer PAYE Reference: Lists all the PAYE references in the relevant business group.

    *   Payroll Name (optional): Lists all payrolls within the PAYE reference.

    *   Assignment Set (optional)

    *   Create EPS Payment Values Process

- Mode: The default value is **Validate Only - Updates Not Applied To The Database**. If you run the report with the default value, then the application generates the required details for the user to validate the details without committing the data to the database. If you run the report in **Validate and Commit** mode, then the application generates the effective date details for you to validate and then commits the changes to the database. If the program finds an existing future date track present on the NI element, then it displays an error message and does not update the NI category.

Overriding NI System Calculations

If necessary, you can override the system calculation for NI for individual employee assignments in the Element Entries window.

To create an override for NI:

1. Set your effective date to the payroll period in which you want to make the override.

2. Create a new entry and select the nonrecurring element for the correct NI Category.

3. Choose the Entry Values button.

4. Enter the amounts that you want the system to use in the appropriate entry values.

5. Close the Entry Values window.

6. Check the Override check box.

   > **Note:** When the NI element is processed, it still creates a nonrecurring entry for the appropriate category, but the run results for this entry show what the system actually calculated. The entry will be marked Overridden.

7. If necessary, repeat the above procedure for the element NI Employer.

Updating an Employee to Director

You enter director information in the People window and in the Statutory Details window.

To update an employee to director:

1. Set your effective date to the day of the employee's appointment as a director.

This date is used to calculate what earnings were made after the appointment, and the number of weeks to pro rate the NI thresholds by.

2. Query the employee in the People window and choose the Employment Information region.

3. Check the Director check box, and save your work.

4. In the Statutory Details window for the employee assignment, select the appropriate director category in the Process Type field. There are three choices:

   • Director

   • Director Pro Rate

   • Pensioner Director

   The calculation for Director and Pensioner Director is based on an annual period. The calculation for Director Pro Rate is based on the number of weeks left in the year after the appointment as director.

   > **Note:** If you want to appoint a director who is not subject to the Special Rules NI calculation, check the Director check box only, as in Step 3 above. Leave the Process Type field in the Statutory Details window blank.

To make a retrospective change to a director's NI:

If you learn that an employee has been appointed director after you have made the payments for that month, you can correct this in the People window and then the Statutory Details window:

1. Set your effective date to the day of the employee's appointment as a director.

2. Query the employee in the People window and choose the Employment Information region.

3. Check the Director check box, and save your work.

4. In the Statutory Details window for the employee assignment, select the appropriate director category in the Process Type field.

   In the run following, Oracle Payroll will calculate the NIC on a pro rata basis and adjust the previous period's figures.

Updating a Director's Employment Status

It is important to accurately record changes to a director's NI category and pension arrangements as this means a change to his or her employment status. You record these changes in the Statutory Details window for the employee assignment.

If a director resigns and continues to be employed by the company during the same tax year, his or her earnings period for NI does not change. NIC continues to be calculated cumulatively for the ex-director using the annual earnings period.

To update a director's NI category and pension arrangements:

1. Set your effective date to the date of the changes to the director's employment status.

   It is important to enter your changes on the correct date. Earnings before the change will be calculated on the previous circumstances.

2. Change the director's category if the director has lost the right to a reduced rate NIC.

3. Change the director's pension and category if the director does one of the following:

   - Leaves the company's contracted-out pension scheme

   - Joins the company's contracted-out pension scheme

   - Joins or leaves an appropriate pension scheme

4. If the director reaches pensionable age, change the category and change the process type to Pensioner Director.

Paying Directors' NIC On Account

As NIC for directors is calculated on an annual earnings period, the company and director may find that contributions are not payable for the initial pay periods until the LEL is reached. At this point contributions increase substantially. For this reason NIC can be paid on account from the start of the directorship.

With the director's permission, NIC can be paid before earnings reach the LEL. For the director this is paid at the initial rate applicable up to the LEL, and for the employer, at the lowest not contracted-out rate.

However, from 6th April 2003 the NI Director on Account element is no longer available. You should now enter details for NI Directors on Account in the GB Tax Information window

To enter NI details for Directors on Account:

1. Navigate to the GB Tax Information window

2. Set up the process types for NI Director on Account details

    See Entering NI Details for an Employee, page 3-16

Viewing Processing Results for a Director

The Tax Payments Listing displays balances for all categories the director has been on from the start of the year.

The Pay Advice Report displays the following information with the run results for the current period's processing:

*   Total earnings subject to NI

*   Earnings for each category

*   Number of weeks if prorated

*   Whether deductions made 'on account'

*   Employer rate used

The calculation is done on all categories the director has been on. The results may therefore be output to more than one category's balances.

To view processing results for a director:

1. Select the run in the Employee Assignment Processes window

2. Choose the Balances button.

Paying Employers' NIC On Account

Employers can elect to even out payments of NIC by paying a higher band percentage if the director's earnings are expected to rise over the year. The maximum increase allowed is 10% of earnings.

You arrange to pay employers NIC on account for a director in the Element Entries window.

To enable payment of employers' NIC on account:

1. Set your effective date to when you want to begin paying employers' NIC on account.

2. Do *one* of the following:

   - If the director already has an entry of the element NI Director on Account, select the element and choose the Entry Values button.

   - If the director does not have an entry of the element NI Director on Account, select this element in the Element Name field and choose the Entry Values button.

3. In the Secondary field, set the contracted in rate you want to use. Set this rate in decimals. For example, you would enter 10% as .1.

   > **Note:** If the director is contracted out, Oracle Payroll derives the equivalent contracted out rate for the calculation. These rates are validated against the user table NI_ERS_WEEKLY column C_ERS_RATE_CI.

Running the NI Arrears Carry Over report

This report lists assignments with NI Arrears balance figures that are not zero. You use this report at End of Year to assess if there are any assignments with NI Arrears to be carried forward into the new tax year.

> **Note:** This information also appears on the End of Year Reconciliation report.

You run this report in the Submit Requests window.

To run the NI Arrears Report:

1. In the name filed, select the report name. Then select the Parameters field to open the Parameters window.

2. Enter the effective date of the report.

3. Select the payroll for which you want to see information.

4. Choose the submit button.

To carry over NI Arrears for an assignment, you date track into the new tax year and add the NI Arrears element with a negative pay value to the assignment.

Running the Real Time Class 1A NIC Archive Process

The National Insurance Contributions Termination Awards and Sporting Testimonials

Act 2019 makes changes to the NICs treatment of termination awards place an employers' Class 1A NICs liability on the amount of a termination award that exceeds £30,000, mirroring the income tax treatment. This Class 1A liability does not affect individuals; it is paid by the employer only. This only applies to payments which are not already considered earnings for Class 1 NICs.

This change does not amend the existing provisions for calculations and reporting of Class 1A contributions payable on benefits in kind provided to employees. Use this process to report such payments if required.

Use the **Submit Request** window to run this process.

To run the Real Time Class 1A NIC Archive process:

1. Navigate to the **Submit Request** window.

2. In the **Name** field, select the **Real Time Class 1A NIC Archive Process**.

3. Enter the following data:

4. Select an **Employer Tax Reference** from the PAYE references available in the application. This is a mandatory field.

5. Optionally select a **Payroll** from the list.

6. Enter the **Effective Date**. This is a mandatory field, and the default value is the tax year end date.

7. Select whether to set the **Debug Mode** for troubleshooting. The default value is **No**. The other value is **Yes**.

8. Optionally select a **Person Name** from the list. The list of values contains the names of relevant persons under the specified employer PAYE reference. This parameter is enabled when the **Debug Mode** parameter is set to **Yes**.

   Real Time Class 1A NIC Report

   The application automatically runs the **Real Time Class 1A NIC Report** when the **Real Time Class 1A NIC Archive** process is run. The report displays all of the information for employees for whom Class 1A NIC is due, including the following details:

   • Earnings for Real Time Class 1A NICs PTD

   • Earnings for Real Time Class 1A NICs YTD

   • Real Time Class 1A NICs Due PTD

   • Real Time Class 1A NICs Due YTD

Running the Multiple Assignments Report

This report lists employees who have been marked for multiple assignment processing, and indicates where Priority Processing Type is not set and cannot be defaulted.

You run the Multiple Assignments Report from the Submit Requests window.

To run the Multiple Assignments Report:

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

2. Enter an effective date for the report. The default is the session date.

3. Choose the Submit button.

Setting Up Multiple Assignment Processing

Oracle Payroll supplies the nonrecurring element NI Person and the formula NI_PERSON to handle aggregated NIC calculations. The formula takes into account the priority of the different NI categories and the current rates of LEL and UEL. You do not link the element as it is defined for indirect results only.

When you enter on the system that an employee has multiple assignments, the NI_PERSON formula runs every time payroll processing takes place for this person's assignments. The system then aggregates earnings for all assignments with the same tax reference. You enter tax reference information when you define payrolls.

See: Payroll Definition Overview, page 6-1

You set up multiple assignment processing for an employee in the Person window.

To set up multiple assignment processing:

1. Check the NI Multiple Assignments box in the Employment region.

   The NI_PERSON formula will now calculate NIC across all payroll assignments for this employee and aggregate them by tax reference over each statutory period.

   The formula also generates a message that you can view with the run results from the Payroll Processes window. The message displays:

   - Total earnings subject to NI

   - Earnings for each category

   - Period type used

   - Employer rate used

2. View the Balance window.

As the formula calculation is performed on all the NI categories that relate to the employee, the result often feeds more than one category's balances. The Balance window in Assignment Process Results shows the balances that have been updated in this way during the run.

Prioritizing Assignment Processing

When you aggregate the earnings calculations of multiple assignments, you have to give processing priority to each assignment in the following order:

- Appropriate Personal Pension assignments

- Contracted out assignments

- Non-contracted out assignments

If there are two or more assignments in the same category, you should give priority to the one with the shortest processing period. However, HMRC can reverse this rule in particular cases if it accepts that most of the employee's earnings come from the assignment with the longer period.

Total earnings can vary according to how many weekly payments fall within the monthly period. For more details and examples of multiple employments calculations, refer to the CWG2 Manual and Supplement for the current year.

You prioritize assignment processing for each assignment in the Statutory Details window.

To prioritize assignment processing:

1. In the NI region, select the Priority Period Type you require.

If you do not enter the Period Type the formula defaults to the period of the payroll.

> **Note:** The assignment process errors if the assignment's period type is not specified and the formula detects that the assignments being calculated in association are for more than one period type.

Understanding and Handling P11D Processing

P11D: Flat File Contents and Required Input Values

You can create a flat file to capture P11D information from a range of sources, for example Oracle HRMS, a third party payroll product, car fleet records, or from any spreadsheet. However, your flat file must always have a consistent set of contents every time you capture information for a particular element.

This topic includes each of the following:

- Supporting notes to help you to capture P11D information correctly, page 3-30

- List of P11D elements, page 3-31

- Required information for each P11D element, page 3-34

Supporting Notes to Help You to Capture P11D Information Correctly

Primary Classifications for P11D Elements

P11D elements have one of the following primary classifications all of which are unique to P11D elements:

- External Reporting

- External Reporting Car 0304

- External Reporting Loan

- External Reporting Van 2005

- External Reporting Van 2007

Guidelines on Effective Dates for P11D Elements

When you are entering effective date information for P11D elements, your entries depend on the whether employees have worked for the full financial year, or whether they have started or terminated their employment part way through a year.

Employees Who Work for the Full Tax Year

P11D Element Field	What to Enter
Effective Date	Tax year end date

P11D Element Field	What to Enter
Effective Start Date	Tax year start date
Effective End Date	Tax year end date

Employees Who Leave During the Tax Year

P11D Element Field	What to Enter
Effective Date	Termination date of employee
Effective Start Date	Tax year start date
Effective End Date	Termination date of employee

Employees Who Start During the Tax Year

P11D Element Field	What to Enter
Effective Date	Tax year end date
Effective Start Date	Start date of employee
Effective End Date	Tax year end date

List of P11D Elements

The following listings specify 'Do not Enter' for the Cost allocation flexfield segments values. However, if you have configured your Cost Allocation Key flexfield for the Element entries in such a way that a segment on the flexfield is mandatory, then you will not be able to enter the entries without specifying the costing information, unless, you set the Pay Action Parameter COST_VAL_SEGS to N. If you do set this parameter to N, we recommend you only do so for your P11D responsibility, as otherwise it will affect all other responsibilities.

These are the P11D elements. Click on each element name in the list to see what information is required for P11D elements that you are adding to the Central Data Repository (CDR). If input values are automatically supplied or calculated we explicitly

note that you should not enter them when you are completing the element details:

- Assets Transferred, page 3-34

- Assets at Emp Disposal, page 3-37

- Car and Car Fuel 2003_04, page 3-39

- Director Tax Paid Not Deducted, page 3-43

- Expense Payments, page 3-45

- Int Free and Low Int Loans, page 3-47

- Living Accommodation, page 3-50

- MARORS, page 3-52

- Mileage Allowance and PPayment, page 3-54

- Other Items, page 3-57

- Other Items Non 1A, page 3-59

- Payments Made for Emps, page 3-62

- Pvt Med Treatment and Insurance, page 3-64

- Relocation Expenses, page 3-67

- Services Supplied, page 3-69

- Vans 2007, page 3-71

- Vouchers and Credit Cards, page 3-74

Element Changes

From tax year 2020-21 onward, you can enter P11D elements for a maximum of two assignments only. If you enter elements for more than two assignments, then the application displays an error message.

For 2020/2021, an input Zero Emission Mileage is introduced for element Car and Car Fuel 2003_04. Use this input element to store the number of miles that a zero emissions car can drive using only electric power.

For 2018/2019 new element Director Tax Paid Not Deducted is introduced. This element replaces the element Other Items Non 1A when there is a value of Director Tax Paid Not Deducted for Other Items field.

For 2017/18, in addition to the usual rate changes, there are required changes related to new legislation for Optional Remuneration Arrangements (OpRA). This enables an employee to give up an amount of cash and opt to receive a benefit in kind. Where these arrangements apply, the taxable benefit is based on the higher of the amount of cash foregone and the taxable amount of the benefit as calculated under the existing rules. The employer must determine if these new rules apply to any individual, and input the required data as necessary.

The following table indicates the OpRA related changes for P11D Elements.

Element Name	Column1 When OpRA Rules apply, input value to be entered	Column2 When OpRA Rules do not apply, input value to be entered
Vouchers or Credit Cards	Amount Foregone	Gross Amount
Pvt Medical Treatment or Insurance	Amount Foregone	Cost or Market Value
Assets Transferred	Amount Foregone	Cost or Market Value
Other Items	Amount Foregone	Cost to You
Other Items Non 1A	Amount Foregone	Cost to You
Services Supplied	Amount Foregone	Cost to You
Assets at Emp Disposal	Amount Foregone	Cost to You
Expenses Payments	Amount Foregone	Cost to You
Payments Made for Emp	Amount Foregone	Cash Equivalent
Int Free and Low Int Loans	Amount Foregone	Cash Equivalent
Car and Car Fuel 2003_04	Cash Foregone Car Cash Foregone Car Fuel	NA
Car and Car Fuel 2003_04	Cash Foregone Van Cash Foregone Van Fuel	NA

Element Name	Column1	Column2
	When OpRA Rules apply, input value to be entered	**When OpRA Rules do not apply, input value to be entered**
Mileage Allowance and PPayment	OpRA Rules Apply	NA
Living Accomodation	Amount Foregone – Compared to Rent Employer and Annual Value and the greatest of the three is taken. Subsequently, it is compared to the calculated Interest Amount, and the application uses the greater of the two to calculate the additional charge.	NA

> **Note:** You can enter values in both the columns above that is Column1 (Amount Foregone) and Column2 (Cost to You or Market Value). If you enter a value in both the columns, then the application performs a comparison against these two fields, and the greater of the two is used for calculation.

Required Information for P11D Elements

Assets Transferred

Field	Entry in Field	Field Type
ID Type	A, P, E or N	See Entry in Field column
ID	One of: Person ID National Insurance Number Assignment ID Assignment Number	See Entry in Field column

Field	Entry in Field	Field Type
Session Date		Do not enter
Batch ID		Do not enter
Attribute Category		Do not enter
Attributes 1 to 20		Do not enter
Batch Sequence		Do not enter
Concatenated Segments		Do not enter
Cost Allocation Flexfield ID		Do not enter
Effective Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current year.	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective Start Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year start date (6th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective End Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year end date (5th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Element Name	Assets Transferred	See Entry in Field column
Element Type ID	ID of the Assets Transferred element	See Entry in Field column
Reason		Do not enter
Segments 1 to 30		Do not enter
Input Value 1	Ben Start Date	Mandatory

Field	Entry in Field	Field Type
Input Value 2	Ben End Date	Mandatory
Input Value 3	Description	See Entry in Field column
Input Value 4	Asset Type: Cars Multiple Other Precious Metals Property	Mandatory
Input Value 5	Cost or Market Value	Optional
Input Value 6	Amount Made Good	Optional
Input Value 7	Cash Equivalent. Automatically calculated if you have entered Cost/Market Value and Amount Made Good. Only enter the Cash Equivalent manually if Cost/Market Value and Amount Made Good are not present.	Conditional
Input Value 8	Section 198 Claim Indicator Yes/No	Optional
Input Value 9	Notes	Optional
Entry Information Category	GB_EXTERNAL REPORTING	
Entry Information 1	Amount Foregone	Optional
Entry Information 2 -30		Do not enter

Assets at Emp Disposal

Field	Entry in Field	Field Type
ID Type	A, P, E or N	See Entry in Field column
ID	One of: Person ID National Insurance Number Assignment ID Assignment Number	See Entry in Field column
Session Date		Do not enter
Batch ID		Do not enter
Attribute Category		Do not enter
Attributes 1 to 20		Do not enter
Batch Sequence		Do not enter
Concatenated Segments		Do not enter
Cost Allocation Flexfield ID		Do not enter
Effective Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current year.	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective Start Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year start date (6th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective End Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year end date (5th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30

Field	Entry in Field	Field Type
Element Name	Assets at Emp Disposal	See Entry in Field column
Element Type ID	ID of the Assets at Emp Disposal element	See Entry in Field column
Reason		Do not enter
Segments 1 to 30		Do not enter
Input Value 1	Benefit Start Date	Mandatory
Input Value 2	Benefit End Date	Mandatory
Input Value 3	Assets: Aircraft Boat Corporate Hospitality Holiday Accm'dtn. Multiple Other Timeshare Accm'dtn	Mandatory
Input Value 4	Asset Description	Optional
Input Value 5	Annual Value	Optional
Input Value 6	Amount Made Good	Optional
Input Value 7	Cash Equivalent. Automatically calculated if you have entered Annual Value and Amount Made Good. Only enter the Cash Equivalent manually if Annual Value and Amount Made Good are not present.	Conditional

Field	Entry in Field	Field Type
Input Value 8	Section 198 Claim Indicator Yes/No	Optional
Input Value 9	Notes	Optional
Entry Information Category	GB_EXTERNAL REPORTING	
Entry Information 1	Amount Foregone	Optional
Entry Information 2 -30		Do not enter

Car and Car Fuel 2003_04

Field	Entry in Field	Field Type
ID Type	A, P, E or N	See Entry in Field column
ID	One of: Person ID National Insurance Number Assignment ID Assignment Number	See Entry in Field column
Session Date		Do not enter
Batch ID		Do not enter
Attribute Category		Do not enter
Attributes 1 to 20		Do not enter
Batch Sequence		Do not enter
Concatenated Segments		Do not enter
Cost Allocation Flexfield ID		Do not enter

Field	Entry in Field	Field Type
Effective Date	Used to determine the tax year in which this benefit was enjoyed. You set the effective date to the year start date.	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective Start Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year start date (6th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective End Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year end date (5th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Element Name	Car and Car Fuel 2003_04	See Entry in Field column
Element Type ID	ID of the Car and Car Fuel element	See Entry in Field column
Reason		Do not enter
Segments 1 to 30		Do not enter
Input Value 1	Benefit Start Date	Mandatory
Input Value 2	Benefit End Date For leavers this may sometimes be later than the termination date.	Mandatory
Input Value 3	Car Identifier	Mandatory
Input Value 4	Make of Car	Mandatory
Input Value 5	Model	Mandatory
Input Value 6	Date First Registered	Mandatory

Field	Entry in Field	Field Type
Input Value 7	List Price	Mandatory
Input Value 8	Cash equivalent for car	Do Not Enter
Input Value 9	Cash equivalent of fuel	Do Not Enter
Input Value 10	**Fuel Type** Diesel (Euro IV) Diesel (Euro Standard 6d) Diesel (Not EURo IV) E85 Bioethanol Hybrid Electric LPG/CNG LPG/CNG & Petrol LPG/CNG & Petrol Conversion Petrol Zero Emission	Conditional
Input Value 11	CO2 Emissions	Conditional
Input Value 12	No. of days unavailable	Optional
Input Value 13		Do Not Enter
Input Value 14		Do Not Enter
Input Value 15		Do Not Enter
Entry Information Category	GB_EXTERNAL REPORTING CAR 0304	
Entry Information 1	Accessories	Optional
Entry Information 2	Capital Contributions Made	Optional

Field	Entry in Field	Field Type
Entry Information 3	Private Use Payments	Optional
Entry Information 4	Engine cc	Conditional
Entry Information 5	Car Benefit Full Year	Do not enter
Entry Information 6	Total Days Unavailable	Do not enter
Entry Information 7	Car Unavailable Value	Do not enter
Entry Information 8	Benefit Percentage	Do not enter
Entry Information 9	Alternative Power Discount Percentage	Do not enter
Entry Information 10		Do not enter
Entry Information 11	Fuel Benefit	Optional
Entry Information 12	Date Free Fuel Withdrawn	Optional
Entry Information 13	Free Fuel Reinstated	Optional
Entry Information 14	Additional Withdrawn Fuel Days	Do not enter
Entry Information 15	Fuel Benefit Full Year	Do not enter
Entry Information 16	Fuel Benefit Unavailable Value	Do not enter
Entry Information 17	Valid Benefit End Date	Optional
Entry Information 18	Cash Foregone Car	Optional
Entry Information 19	Cash Foregone Car Fuel	Optional
Entry Information 20	Valid Benefit Start Date	Optional
Entry Information 21	Zero Emission Mileage	Optional

Field	Entry in Field	Field Type
Entry Information 22 - 30		Do not enter

Director Tax Paid Not Deducted

Field	Entry in Field	Field Type
ID Type	A, P, E or N	See Entry in Field column
ID	One of: • Person ID • National Insurance Number • Assignment ID • Assignment Number	See Entry in Field column
Session Date		Do not enter
Batch ID		Do not enter
Attribute Category		Do not enter
Attributes 1 to 20		Do not enter
Batch Sequence		Do not enter
Concatenated Segments		Do not enter
Cost Allocation Flexfield		Do not enter
Effective Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current year.	See Guidelines on Effective Dates for P11D Elements, page 3-30

Field	Entry in Field	Field Type
Effective Start Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year start date (6th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective End Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year end date (5th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Element Name	Expenses Payment	See Entry in Field column
Element Type ID	ID of the Expenses Payment element	Do not enter
Reason		Do not enter
Segments 1 to 30		Do not enter
Input Value 1	Benefit Start Date	Mandatory
Input Value 2	Benefit End Date	Mandatory
Input Value 3	Cost to You	Optional
Input Value 4	Amount Made Good	Optional
Input Value 5	Cash Equivalent	Optional
Input Value 6	Section 198 Claim Indicator	Optional
Entry Information Category	GB_EXTERNAL REPORTING	
Entry Information 1	Amount Foregone	Optional
Entry Information 2 to 30		Do not enter

Expense Payments

Field	Entry in Field	Field Type
ID Type	A, P, E or N	See Entry in Field column
ID	One of: Person ID National Insurance Number Assignment ID Assignment Number	See Entry in Field column
Session Date		Do not enter
Batch ID		Do not enter
Attribute Category		Do not enter
Attributes 1 to 20		Do not enter
Batch Sequence		Do not enter
Concatenated Segments		Do not enter
Cost Allocation Flexfield ID		Do not enter
Effective Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current year.	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective Start Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year start date (6th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective End Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year end date (5th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30

Field	Entry in Field	Field Type
Element Name	Expenses Payments	See Entry in Field column
Element Type ID	ID of the Expenses Payment element	See Entry in Field column
Reason		Do not enter
Segments 1 to 30		Do not enter
Input Value 1	Benefit Start Date	Mandatory
Input Value 2	Benefit End Date	Mandatory
Input Value 3	**Expenses Type:** Allowance for Business Travel. Entertainment. Multiple. Non-qualifying Relocation. Other. Personal Incidental Expenses. Travel and Subsistence. Use of Home Telephone. Work Done at Home. (Choose one of these).	Mandatory
Input Value 4	Cost to You	Optional
Input Value 5	Amount Made Good	Optional

Field	Entry in Field	Field Type
Input Value 6	Cash Equivalent.	Conditional
	Automatically calculated if you have entered Cost to You and Amount Made Good.	
	Only enter the Cash Equivalent manually if Annual Value and Amount Made Good are not present.	
Input Value 7	Description.	Conditional
	Should be entered when expense type is Other.	
Input Value 8	Trading Organization Indicator	Optional
Input Value 9	Section 198 Claim Indicator	Optional
	Yes/No	
Input Value 10	Notes	Optional
Entry Information Category	GB_EXTERNAL REPORTING	
Entry Information 1	Amount Foregone	Optional
Entry Information 2 -30		Do not enter

Int Free and Low Int Loans

Field	Entry in Field	Field Type
ID Type	A, P, E or N	See Entry in Field column

Field	Entry in Field	Field Type
ID	One of: Person ID National Insurance Number Assignment ID Assignment Number	See Entry in Field column
Session Date		Do not enter
Batch ID		Do not enter
Attribute Category		Do not enter
Attributes 1 to 20		Do not enter
Batch Sequence		Do not enter
Concatenated Segments		Do not enter
Cost Allocation Flexfield ID		Do not enter
Effective Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current year.	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective Start Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year start date (6th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective End Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year end date (5th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Element Name	Int Free and Low Int Loans	See Entry in Field column

Field	Entry in Field	Field Type
Element Type ID	ID for the Int Free and Low Int Loans element	See Entry in Field column
Reason		Do not enter
Segments 1 to 30		Do not enter
Input Value 1	Benefit Start Date	Mandatory
Input Value 2	Benefit End Date	Mandatory
Input Value 3	Number of Joint Borrowers	Mandatory
Input Value 4	Amount Outstanding at 5th April	Mandatory
Input Value 5	Max Amount Outstanding	Mandatory
Input Value 6	Total Interest Paid	Mandatory
Input Value 7	Date Loan Made	Conditional
Input Value 8	Date Loan Discharged	Conditional
Input Value 9	Cash Equivalent	Do not enter
Input Value 10	Section 198 Claim Indicator Yes/No	Optional
Input Value 11	Notes	Optional
Input Value 12	Description	Optional
Input Value 13	Type of Loan is: Non-qualifying Loan Qualifying Loan	Optional
Input Value 14	Amount Outstanding at Year End	Mandatory

Field	Entry in Field	Field Type
Input Value 15	Currency	Do not enter
Entry Information Category	GB_EXTERNAL_REPORTING_LOAN	
Entry Information 1	Official Rate of Interest	Optional
Entry Information 2	Annual Interest Value	Do not enter
Entry Information 3	Interest Value	Do not enter
Entry Information 4	Calculation Method is: Average Precise Other	Optional
Entry Information 5	Amount Foregone	Optional

Living Accommodation

Field	Entry in Field	Field Type
ID Type	A, P, E or N	See Entry in Field column
ID	One of: Person ID National Insurance Number Assignment ID Assignment Number	See Entry in Field column
Session Date		Do not enter
Batch ID		Do not enter
Attribute Category		Do not enter

Field	Entry in Field	Field Type
Attributes 1 to 20		Do not enter
Batch Sequence		Do not enter
Concatenated Segments		Do not enter
Cost Allocation Flexfield ID		Do not enter
Effective Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current year.	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective Start Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year start date (6th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective End Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year end date (5th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Element Name	Living Accommodation	See Entry in Field column
Element Type ID	ID for the Living Accommodation element	See Entry in Field column
Reason		Do not enter
Segments 1 to 30		Do not enter
Input Value 1	Benefit Start Date	Mandatory
Input Value 2	Benefit End Date	Mandatory
Input Value 3	Address	Optional
Input Value 4	Rent Employer	Optional

Field	Entry in Field	Field Type
Input Value 5	Annual Value	Optional
Input Value 6	Gross Amount	Optional
Input Value 7	Amount Made Good	Optional
Input Value 8	Cash Equivalent	Conditional
Input Value 9	Section 198 Claim Indicator Yes/No	Optional
Input Value 10	Notes	Optional
Input Value 11	Emp Share Towards Cost	Optional
Input Value 12	Interest Value	Do not enter
Input Value 13	Number of Days	Optional
Input Value 14	Rent Employee	Optional
Input Value 15	Additional Charge	Do not enter
Entry Information Category	GB_EXTERNAL REPORTING	
Entry Information 1	Amount Foregone	Optional
Entry Information 2 -30		Do not enter

MARORS

Field	Entry in Field	Field Type
ID Type	A, P, E or N	See Entry in Field column

Field	Entry in Field	Field Type
ID	One of:	See Entry in Field column
	Person ID	
	National Insurance Number	
	Assignment ID	
	Assignment Number	
Session Date		Do not enter
Batch ID		Do not enter
Attribute Category		Do not enter
Attributes 1 to 20		Do not enter
Batch Sequence		Do not enter
Concatenated Segments		Do not enter
Cost Allocation Flexfield ID		Do not enter
Effective Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current year.	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective Start Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year start date (6th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective End Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year end date (5th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Element Name	MARORS	See Entry in Field column
Element Type ID	ID of the MARORS element	See Entry in Field column

Field	Entry in Field	Field Type
Reason		Do not enter
Segments 1 to 30		Do not enter
Input Value 1	Benefit Start Date	Mandatory
Input Value 2	Benefit End Date	Mandatory
Input Value 3	Allowance Paid	Optional
Input Value 4	Maximum Exempt (Must not be less than the Allowance Paid)	Optional
Input Value 5	Mileage Allowance Relief	Conditional
Input Value 6	Description	Optional
Input Value 7	Notes	Optional
Entry Information Category		Do not enter
Entry Information 1-30		Do not enter

Mileage Allowance and Payment

Field	Entry in Field	Field Type
ID Type	A, P, E or N	See Entry in Field column
ID	One of: Person ID National Insurance Number Assignment ID Assignment Number	See Entry in Field column
Session Date		Do not enter

Field	Entry in Field	Field Type
Batch ID		Do not enter
Attribute Category		Do not enter
Attributes 1 to 20		Do not enter
Batch Sequence		Do not enter
Concatenated Segments		Do not enter
Cost Allocation Flexfield ID		Do not enter
Effective Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current year.	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective Start Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year start date (6th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective End Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year end date (5th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Element Name	Mileage Allowance and Ppayment	See Entry in Field column
Element Type ID	ID of the Mileage Allowance and Ppayment element	See Entry in Field column
Reason		Do not enter
Segments 1 to 30		Do not enter
Input Value 1	Benefit Start Date	Mandatory
Input Value 2	Benefit End Date	Mandatory

Field	Entry in Field	Field Type
Input Value 3	Mileage Allowance Payments	Conditional
	If you do enter Mileage Allowance Payments, you must also enter Business Miles and Kind of Vehicle.	
Input Value 4	Tax Deducted Payments	Conditional
	Mileage Allowance Payments must be greater than Tax Deducted Payments	
Input Value 5	Kind of Vehicle:	Conditional
	Bicycle	
	Car or Van	
	Motorcycle	
Input Value 6	Business Miles	Conditional
	If you do enter Business Miles, you must also enter Kind of Vehicle.	
Input Value 7	Taxable Payments	Do not enter
	If you do not enter Taxable Payments, you must enter Taxable Passenger Payments	
	If you do enter Taxable Payments, you must also enter Kind of Vehicle.	
Input Value 8	Passenger Payments	Conditional
Input Value 9	Passenger Business Miles	Conditional
Input Value 10	Taxable Passenger Payments	Do not enter
	If you do not enter Taxable Passenger Payments, you must enter Taxable Payments.	

Field	Entry in Field	Field Type
Input Value 11	Description	Optional
Input Value 12	Section 198 Claim Indicator Yes/No	Optional
Input Value 13	Notes	Optional
Input Value 14	OpRA Rules Apply	Optional
Entry Information Category		Do not enter
Entry Information 1-30		Do not enter

Other Items

Field	Entry in Field	Field Type
ID Type	A, P, E or N	See Entry in Field column
ID	One of: Person ID National Insurance Number Assignment ID Assignment Number	See Entry in Field column
Session Date		Do not enter
Batch ID		Do not enter
Attribute Category		Do not enter
Attributes 1 to 20		Do not enter
Batch Sequence		Do not enter
Concatenated Segments		Do not enter

Field	Entry in Field	Field Type
Cost Allocation Flexfield ID		Do not enter
Effective Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current year.	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective Start Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year start date (6th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective End Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year end date (5th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Element Name	Other Items	See Entry in Field column
Element Type ID	ID of the Other Items element	See Entry in Field column
Reason		Do not enter
Segments 1 to 30		Do not enter
Input Value 1	Benefit Start Date	Mandatory
Input Value 2	Benefit End Date	Mandatory
Input Value 3	Other Items: Educational Assistance CL1A Multiple Non-qualifying Relocation Ben Other Stop Loss Charges Subscriptions & Fees	Mandatory

Field	Entry in Field	Field Type
Input Value 4	Description	Optional
Input Value 5	Cost to You	Optional
Input Value 6	Amount Made Good	Optional
Input Value 7	Cash Equivalent Automatically calculated if you have entered Cost to You, and Amount Made Good. Only enter the Cash Equivalent manually if Annual Value and Amount Made Good are not present.	Conditional
Input Value 8	Section 198 Claim Indicator Yes/No	Optional
Input Value 9	Notes	Optional
Entry Information Category	GB_EXTERNAL REPORTING	
Entry Information 1	Amount Foregone	Optional
Entry Information 2 -30		Do not enter

Other Items Non 1A

Field	Entry in Field	Field Type
ID Type	A, P, E or N	See Entry in Field column

Field	Entry in Field	Field Type
ID	One of: Person ID National Insurance Number Assignment ID Assignment Number	See Entry in Field column
Session Date		Do not enter
Batch ID		Do not enter
Attribute Category		Do not enter
Attributes 1 to 20		Do not enter
Batch Sequence		Do not enter
Concatenated Segments		Do not enter
Cost Allocation Flexfield ID		Do not enter
Effective Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current year.	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective Start Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year start date (6th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective End Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year end date (5th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Element Name	Other Items Non 1A	See Entry in Field column

Field	Entry in Field	Field Type
Element Type ID	ID of the Other Items Non 1A element	See Entry in Field column
Reason		Do not enter
Segments 1 to 30		Do not enter
Input Value 1	Benefit Start Date	Mandatory
Input Value 2	Benefit End Date	Mandatory
Input Value 3	Other Items: Director Tax Paid Not Deducted Educational Assistance Loans Written or Waived Multiple Non-Qualifying Relocation Expenses Nursery Other Stop Loss Charges Subs & Professional Fees	Mandatory
Input Value 4	Description	Optional
Input Value 5	Cost to You	Optional
Input Value 6	Amount Made Good	Optional

Field	Entry in Field	Field Type
Input Value 7	Cash Equivalent	Conditional
	Automatically calculated if you have entered Cost to You, and Amount Made Good.	
	Only enter the Cash Equivalent manually if Annual Value and Amount Made Good are not present.	
Input Value 8	Section 198 Claim Indicator Yes/No	Optional
Input Value 9	Notes	Optional
Entry Information Category	GB_EXTERNAL REPORTING	
Entry Information 1	Amount Foregone	Optional
Entry Information 2 -30		Do not enter

Payments Made for Emps

Field	Entry in Field	Field Type
ID Type	A, P, E or N	See Entry in Field column
ID	One of:	See Entry in Field column
	Person ID	
	National Insurance Number	
	Assignment ID	
	Assignment Number	
Session Date		Do not enter
Batch ID		Do not enter

Field	Entry in Field	Field Type
Attribute Category		Do not enter
Attributes 1 to 20		Do not enter
Batch Sequence		Do not enter
Concatenated Segments		Do not enter
Cost Allocation Flexfield ID		Do not enter
Effective Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current year.	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective Start Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year start date (6th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective End Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year end date (5th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Element Name	Payments Made for Emp	See Entry in Field column
Element Type ID	ID of the Payments Made for Emp element	See Entry in Field column
Reason		Do not enter
Segments 1 to 30		Do not enter
Input Value 1	Benefit Start Date	Mandatory
Input Value 2	Benefit End Date	Mandatory
Input Value 3	Description	Optional

Field	Entry in Field	Field Type
Input Value 4	Payments Made:	Mandatory
	Accountancy Fees	
	Domestic Bills	
	Multiple	
	Other	
	Private Car Expenses	
	Private Education	
	Season Tickets	
Input Value 5	Cash Equivalent	Mandatory
Input Value 6	Tax on Notional Payments	Mandatory
	Must be less than the Cash Equivalent	
Input Value 7	Section 198 Claim Indicator Yes/No	Optional
Input Value 8	Notes	Optional
Entry Information Category		Do not enter
Entry Information 1	Amount Foregone	Optional
Entry Information 2 -30		Do not enter

Pvt Medical Treatment and Insurance

Field	Entry in Field	Field Type
ID Type	A, P, E or N	See Entry in Field column

Field	Entry in Field	Field Type
ID	One of: Person ID National Insurance Number Assignment ID Assignment Number	See Entry in Field column
Session Date		Do not enter
Batch ID		Do not enter
Attribute Category		Do not enter
Attributes 1 to 20		Do not enter
Batch Sequence		Do not enter
Concatenated Segments		Do not enter
Cost Allocation Flexfield ID		Do not enter
Effective Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current year.	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective Start Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year start date (6th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective End Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year end date (5th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Element Name	Pvt Med Treatment or Insurance	See Entry in Field column

Field	Entry in Field	Field Type
Element Type ID	ID of the Pvt Med Treatment or Insurance element	See Entry in Field column
Reason		Do not enter
Segments 1 to 30		Do not enter
Input Value 1	Benefit Start Date	Mandatory
Input Value 2	Benefit End Date	Mandatory
Input Value 3	Cost to You Do not enter this if you have also entered an Annual Value for input value 9.	Optional
Input Value 4	Amount Made Good	Optional
Input Value 5	Cash Equivalent Do not enter manually - it is automatically calculated.	Conditional
Input Value 6	Section 198 Claim Indicator Yes/No	Optional
Input Value 7	Notes	Optional
Input Value 8	Description	Optional
Input Value 9	Annual Value Do not enter this if you have also entered Cost to You for input value 3.	Conditional
Entry Information Category	GB_EXTERNAL REPORTING	
Entry Information 1	Amount Foregone	Optional
Entry Information 2 -30		Do not enter

Relocation Expenses

Field	Entry in Field	Field Type
ID Type	A, P, E or N	See Entry in Field column
ID	One of: Person ID National Insurance Number Assignment ID Assignment Number	See Entry in Field column
Session Date		Do not enter
Batch ID		Do not enter
Attribute Category		Do not enter
Attributes 1 to 20		Do not enter
Batch Sequence		Do not enter
Concatenated Segments		Do not enter
Cost Allocation Flexfield ID		Do not enter
Effective Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current year.	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective Start Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year start date (6th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective End Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year end date (5th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30

Field	Entry in Field	Field Type
Element Name	Relocation Expenses	See Entry in Field column
Element Type ID	ID of the Relocation Expenses element	See Entry in Field column
Reason		Do not enter
Segments 1 to 30		Do not enter
Input Value 1	Benefit Start Date	Mandatory
Input Value 2	Benefit End Date	Mandatory
Input Value 3	Cash Equivalent	Do not enter
Input Value 4	Section 198 Claim Indicator Yes/No	Optional
Input Value 5	Notes	Optional
Input Value 6	Description	Optional
Input Value 7	Gross Amount	Optional
Input Value 8	Cost to You	Optional
Input Value 9	Paid by Employee	Optional
Input Value 10	Total Expenses and Benefits	Do not enter
Input Value 11	Cost of Living Accommodation	Optional
Input Value 12	Earlier Years	Optional
Entry Information Category		Do not enter
Entry Information 1-30		Do not enter

Services Supplied

Field	Entry in Field	Field Type
ID Type	A, P, E or N	See Entry in Field column
ID	One of: Person ID National Insurance Number Assignment ID Assignment Number	See Entry in Field column
Session Date		Do not enter
Batch ID		Do not enter
Attribute Category		Do not enter
Attributes 1 to 20		Do not enter
Batch Sequence		Do not enter
Concatenated Segments		Do not enter
Cost Allocation Flexfield ID		Do not enter
Effective Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current year.	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective Start Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year start date (6th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective End Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year end date (5th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30

Field	Entry in Field	Field Type
Element Name	Services Supplied	See Entry in Field column
Element Type ID	ID of the Services Supplied element	See Entry in Field column
Reason		Do not enter
Segments 1 to 30		Do not enter
Input Value 1	Benefit Start Date	Mandatory
Input Value 2	Benefit End Date	Mandatory
Input Value 3	Cost to You. Do not enter this if you have entered an Annual Value as input value 9.	Conditional
Input Value 4	Amount Made Good	Optional
Input Value 5	Cash Equivalent. Automatically calculated if you have entered Cost to You, and Amount Made Good. Only enter the Cash Equivalent manually if Annual Value and Amount Made Good are not present.	Conditional
Input Value 6	Section 198 Claim Indicator Yes/No	Optional
Input Value 7	Notes	Optional
Input Value 8	Description	Optional
Input Value 9	Annual Value. Do not enter this if you have also entered Cost to You as input value 3.	Conditional

Field	Entry in Field	Field Type
Entry Information Category	GB_EXTERNAL REPORTING	
Entry Information 1	Amount Foregone	Optional
Entry Information 2 -30		Do not enter

Vans 2007

Field	Entry in Field	Field Type
ID Type	A, P, E or N	See Entry in Field column
ID	One of: Person ID National Insurance Number Assignment ID Assignment Number	See Entry in Field column
Session Date		Do not enter
Batch ID		Do not enter
Attribute Category		Do not enter
Attributes 1 to 20		Do not enter
Batch Sequence		Do not enter
Concatenated Segments		Do not enter
Cost Allocation Flexfield ID		Do not enter
Effective Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current year.	See Guidelines on Effective Dates for P11D Elements, page 3-30

Field	Entry in Field	Field Type
Effective Start Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year start date (6th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective End Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year end date (5th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Element Name	Vans 2007	See Entry in Field column
Element Type ID	ID of the Vans 2007 element	See Entry in Field column
Reason		Do not enter
Segments 1 to 30		Do not enter
Input Value 1	Benefit Start Date	Mandatory
Input Value 2	Benefit End Date	Mandatory
Input Value 3	Registration Number	Optional
Input Value 4	Days Unavailable B	Optional
Input Value 5	Total Days Unavailable	Optional
Input Value 6	Unavailable Value	Optional
Input Value 7	Van Benefit Charge Reduced Value	Optional
Input Value 8	Shared Van Percentage Reduction	Optional
Input Value 9	Shared Van Reduction	Do not enter
Input Value 10	Shared Van Explanation	Optional

Field	Entry in Field	Field Type
Input Value 11	Private Use Payments	Optional
Input Value 12	Van Benefit Charge	Optional
Input Value 13	Fuel Benefit Unavailable Value	Optional
Input Value 14	Fuel Benefit Charge Reduced Value	Optional
Input Value 15	Van Fuel Benefit Charge	Optional
Entry Information Category	GB_EXTERNAL_REPORTING_VAN_2007	
Entry Information 1	Unavailable Date From C	Optional
Entry Information 2	Unavailable Date to C	Optional
Entry Information 3	Days Unavailable C	Optional
Entry Information 4	Unavailable Date From D	Optional
Entry Information 5	Unavailable Date to D	Optional
Entry Information 6	Days Unavailable D	Optional
Entry Information 7	Section 198 Claim Indicator	Optional
Entry Information 8	Notes	Optional
Entry Information 9	Date Fuel Withdrawn	Optional
Entry Information 10	Free Fuel Reinstated	Optional
Entry Information 11	Additional Withdrawn Fuel Days	Do Not Enter
Entry Information 12	Total Days No fuel benefit	Do Not Enter

Field	Entry in Field	Field Type
Entry Information 13	Shared Van Fuel Reduction	Do Not Enter
Entry Information 14	Fuel Benefit	Default is Y. Enter N when employee has to receive no Fuel Benefit
Entry Information 15	Cash Foregone Van	Optional
Entry Information 16	Cash Foregone Van Fuel	Optional

Vouchers and Credit Cards

Field	Entry in Field	Field Type
ID Type	A, P, E or N	See Entry in Field column
ID	One of: Person ID National Insurance Number Assignment ID Assignment Number	See Entry in Field column
Session Date		Do not enter
Batch ID		Do not enter
Attribute Category		Do not enter
Attributes 1 to 20		Do not enter
Batch Sequence		Do not enter
Concatenated Segments		Do not enter
Cost Allocation Flexfield ID		Do not enter

Field	Entry in Field	Field Type
Effective Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current year.	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective Start Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year start date (6th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Effective End Date	Used to determine the tax year in which this benefit was enjoyed. Defaults to the current tax year end date (5th April).	See Guidelines on Effective Dates for P11D Elements, page 3-30
Element Name	Vouchers or Credit Cards	See Entry in Field column
Element Type ID	ID of the Vouchers or Credit Cards element	See Entry in Field column
Reason		Do not enter
Segments 1 to 30		Do not enter
Input Value 1	Benefit Start Date	Mandatory
Input Value 2	Benefit End Date	Mandatory
Input Value 3	Description	Optional
Input Value 4	Gross Amount	Mandatory
Input Value 5	Amount Made Good	Mandatory

Field	Entry in Field	Field Type
Input Value 6	Cash Equivalent. Automatically calculated if you have entered Gross Amount and Amount Made Good. Only enter the Cash Equivalent manually if Annual Value and Amount Made Good are not present.	Conditional
Input Value 7	Section 198 Claim Indicator Yes/No	Optional
Input Value 8	Notes	Optional
Entry Information Category	GB_EXTERNAL_REPORTING	
Entry Information 1	Amount Foregone	Optional
Entry Information 2 -30		Do not enter

Setting Up Your Data for P11D Processing

Before you can generate P11D reports for XML submission to HMRC you must perform each of the following setup activities. They are an essential first stage in gathering a complete set of information, and ensuring that it is in the correct format for P11D reporting. In addition, ensure that you complete the P11D process, including the creation of the XML file, as early as possible. You can send a test XML file to HMRC well in advance of the XML final submission date to avoid last-minute changes.

Extract your data into a flat file:

If your P11D data is in Oracle HRMS, you can use the Oracle HRMS System Extract tool.

- See Benefits System Extract, *Oracle HRMS Compensation and Benefits Guide*

Note however that you cannot use System Extract to extract details for multiple assignments.

If your P11D data is not in Oracle HRMS then you need to create a flat file or extract one

from existing spreadsheet entries. The steps are

1. Your DBA should define a database directory for PL/SQL file I/O in which your P11D flat file can be stored. This is so that the upload process can access the file when you are creating your data repository. See *My Oracle Support Knowledge Document 2525754.1, Using UTL_FILE_DIR or Database Directories for PL/SQL File I/O in Oracle E-Business Suite Releases 12.1 and 12.2.*

   Once the database directory is defined, log in to the System Administrator responsibility and select System/Profiles from the navigator. Set the profile HR: Data Exchange Directory for the UKPS Responsibility and specify the directory for your upload file as the database directory that was defined for PL/SQL file I/O.

   See System Profile Values Window

2. Your System Administrator should set these profile options:
   - HR: Intermediate File Output Storage Folder. Make sure that this is an area with read/write access, and that it is available at all tiers. Note that this profile is case sensitive so ensure that you match the path of your out folder exactly for example /out_folder.

   - HR: Records to be Processed in Memory. Always set this to 1.

3. Save your spreadsheet file in delimited format, and make a note of the character that you have used as your delimiter so that you can supply this information when uploading your flat file to the data repository.

4. If your flat file has been saved with a title in the first line, remove the title.

5. Save your file in UNIX. Do not save it in DOS format.

6. Copy your file to the directory from which you want to upload it.

   Whatever method you choose to create your flat file, your final version must contain the all the required entries and input values for each P11D element.

   See Required Information for Each P11D Element, page 3-30

Link Your P11D Elements:

You must link your P11D elements to a payroll so that you can view them. When you do this, do not modify the minimum and maximum values for the element. This is because these values must fall within the range specified by HMRC otherwise your element is not a valid P11D element.

See Defining Element Links, *Oracle HRMS Compensation and Benefits Guide*

Upload Taxable Benefits to the Batch Element Tables:

See Uploading Taxable Benefits, page 3-83

Use Batch Element Entry to transfer your P11D data to the data repository:

See Making Batch Element Entries Using BEE, *Oracle HRMS Compensation and Benefits Guide*

View and Amend P11D Information:

You can view P11D information in the P11D Element Entry History window. You can then make updates to the flat file and regenerate it, or change entries in the Central Data Repository (CDR) using the P11D Element Entry window. You are most likely to make direct changes to the data repository when you receive notice of late changes close to the reporting deadline. You can make these changes to the CDR directly from the P11D Element Entry window.

However, you should always make these changes as corrections rather than updates. This is because cash equivalents are always calculated from the benefit start date and benefit end date rather than from the effective start date and effective end date of the element entry.

You access the P11D Element Entry window from the Assignment form. Choose the Others button and then select P11D Element Entry. You can only use this window for viewing P11D elements - that is, from this window you can only view and amend elements that have one of the following classifications:

- External Reporting

- External Reporting Car 0304

- External Reporting Loan

- External Reporting Van 2005

When you have completed these setup activities you can then:

- Generate a P11D report to summarize P11D elements for an entire business group, or for a particular payroll, employee or assignment set.

- Make the P11D reports available to your employees so that they can validate their personal information.

- Regenerate an amended report and submit the final XML version to HMRC.

- Retain any P11D information that you are required to keep and remove any interim working files that you no longer need.

For information about each of these activities see Reporting on P11D: Process Overview, page 3-89

Registering EITs for P11D(b) adjustment details:

1. Navigate to the Submit Request window using your Super HRMS Manager responsibility.

2. In the Submit Request window, select Single Request.

3. Select Register Extra Information Types (EITs) and enter the following parameters:

   • Enter HR_ORG_INFORMATION_TYPES as the Table Name.

   • Enter P11D(b) Adjustment Details as the Information Type.

   • Select Yes in the Details Multiple Rows field.

   • Enter United Kingdom as the Legislation Code.

   • Enter Business Group as the Organization Classification.

   • Enter PER as the Application.

4. Click OK and Submit the concurrent program to register the EIT.

5. Navigate back to the Submit Request window, and select Single Request.

6. Select Generic Upgrade Mechanism and enter Update P11D Input Values in the Parameter Name field.

7. Click OK and Submit the concurrent program. This updates the input value OpRA Rules Apply with a default value of No for the element Mileage Allowance and PPayment.

Setting Up Profile Options for P11D:

As a system administrator, you must set the value for the profile option GB BIK Payrolling Enabled for Cars and Mileage. If you run the the P11D Car Extract with the profile option set to the default No, then the application extracts details from the vehicle repository and maps these details to the Car and Car Fuel 2003_04 element. However, if you set the profile option to Yes, then the application extracts details from the vehicle repository and maps these details to the BIK Car Element.

Setting Up for XML Processing:

1. Complete Authentication to log into HMRC to submit XML.

2. Add sender details.

3. Add contact details.

4. Add the P11D(b) adjustment details.

For more information on each of these activities, see

Setting Up Menus to View P11Ds Online

Use these instructions to give employees and managers access to P11D menus..

To set up your menus to view P11Ds online:

1. Using the Menus window, add the following functions to the appropriate menus:

    • For the Manager Self Service menu, add P11D Employee Search (PER_P11D_EMP_SEARCH) and Advanced Search (HR_ADVANCED_SEARCH_SS). This enables managers to view the P11D Reports for the people they supervise.

    • For the Employee Self Service menu, add Employee SS P11D Report (PER_P11D_SS). This enables employees to view their own P11D reports online.

2. Provide a prompt for the custom function. The prompt that you choose appears to users when they access these menus.

3. Ensure that these menus are attached to responsibilities associated with users who need to access P11D information.

4. Set the HR: Include Terminated People in Search profile to Yes for the users and responsibilities used by your managers. This ensures that managers can still view the P11D reports for people who have left your company.

Setting up for XML Processing

To use XML Processing, you must configure the following data:

Completing authentication:

1. Navigate to the HMRC Login Credentials page using your UK responsibility. Click HMRC Transactions and then click HMRC Login Credentials from the menu.

2. The HMRC Login Credentials page enables you, as an administrator, to search for HMRC Login Credentials using the Employer PAYE Reference, and the User Name (Sender ID).

3. Click Add Another Row to add new HMRC Login Credentials. Enter the following details:

- Employer PAYE Reference - this is a mandatory field. Select a value from the list of values, which includes all the PAYE References within the business group.

- User Name (Sender ID) - this is a mandatory field. Enter the User Name (Sender ID) registered with the HMRC.

- Password - this is a mandatory field. Enter the password registered with the HMRC.

- Connection Method - this is a mandatory field. You can choose from DPS, HMRC Gateway, or Both. By default, this value is set to Both.

Click Save to save the data.

> **Note:** You must map the Employer PAYE Reference and HMRC Credentials to be able to generate and submit the P11D files.
>
> You can link a PAYE Scheme only to a single user, however, for a bureau, you can link a single user to multiple PAYE schemes.
>
> Only one User ID is allocated to each PAYE scheme. Each User ID can only access a single PAYE scheme unless it is an agent User ID.
>
> You can select only one unique combination of Employer PAYE Reference, Username and Connection Method. If you select Both as the Connection Method, then you can record only one user name.

Adding sender details:

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

2. Choose the Others button to open the Additional Organization Information window. Select Tax Details References (Cont.) in the Additional Organization Information window.

3. Select a value for XML Sender. This is a mandatory field and you can choose from the following options:

- Agent

- Bureau

- Company

- Employer

- Government

- Other

- Partnership

- Trust

- Acting in Capacity

- Individual

Adding contact details:

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

2. Choose the Others button to open the Additional Organization Information window. Select Tax Details (Contact) in the Additional Organization Information window.

3. The Employer PAYE Reference displays by default. You can optionally add Agent and Principal contact information in the Contact field.

4. You can also, optionally, add information such as Agent ID, Agent Company, Address, Post Code, Country, Title, First Name, Last Name, Middle Name, Email, Telephone Number, Telephone Extension, Fax Number, and Fax Extension.

> **Note:** Discrepancies may occur when viewing HMRC validations related to these fields if there are character sets.

Adding P11D(b) adjustment details:

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

2. Choose the Others button to open the Additional Organization Information window. Select P1D(b) Adjustment Details in the Additional Organization Information window.

3. The Employer PAYE Reference displays by default. You can select another Employer PAYE Reference if required. This is a mandatory field.

4. The Tax Year displays by default. You can enter another value if required.

5. The Adjustment Required field is set to Yes, by default. You can enter No if

required.

6. Enter the Amount Due Description if the value in the Adjustment Required field is Yes.

7. Enter the Amount Due Value if the value in the Adjustment Required field is Yes.

8. Enter the Amount Not Due Description if the value in the Adjustment Required field is Yes.

9. Enter the Amount Not Due Value if the value in the Adjustment Required field is Yes.

> **Note:** If the value for Adjustment Required is Yes, then you must enter values for either Amount Due Value and Amount Due Description, or for Amount Not Due Value and Amount Not Due Description. You can enter values for both sets if required.

Entering P11D Elements Manually

You can manually enter the P11D elements using the P11D Element Entries window.

To manually enter the P11D elements:

1. Open the **P11D Element Entries** window.

2. Enter the assignment.

3. Click **Other**.

4. Select **P11D Entries**.

5. Enter the appropriate P11D elements.

   All the benefits for an employee must be entered against a single assignment. HMRC will only accept one P11D submission for an individual within a PAYE scheme. If multiple P11Ds are submitted, HMRC will reject all but the first as duplicate NI Number.

   You can record benefits for a maximum of two assignments with the same PAYE scheme.

Uploading Taxable Benefits

Use the **Upload Taxable Benefits** process to transfer taxable benefits information from a flat file format into the Batch Element Entry (BEE) tables. Once you have transferred

taxable benefits information to the BEE tables you can then run the BEE transfer process to create new P11D information in the Central Data Repository (CDR) or update existing information.

To upload taxable benefits to the BEE tables:

1. Enter the file name for the file that contains your taxable benefits information.

2. Enter the field delimiter. This is the symbol that you selected as the delimiter for your flat file, for example the @ symbol, or a " , " for comma-delimited files.

3. Select one of the following if you want to determine at this point what action the BEE process should take if it discovers that some of your element entries already exist.

   • Update

   • Reject

   • Insert

   Oracle recommends that you select **Update**. You can also select these options later when you run the BEE process.

4. Select one of the following methods of handling Date Effective Changes if you want to determine at this point what action the BEE process should take if it discovers that some of your element entries require correction or update.

   • Correct

   • Update/Change Insert

   • Update/Override

   Oracle recommends that you select **Correct**. You can also select these options later when you run the BEE process.

5. Check that the Batch Name appears automatically.

6. Click **OK**, to confirm that the parameters are correct.

7. Click **Submit** to run the process.

   > **Note:** When you upload P11D benefit element entry for terminated/ex-employee using P11D Upload Taxable Benefits process, select the employee termination date as the end date of the element. However, you can select any date as the benefit end date.

Note: You can use the same process to upload BIK elements.

See: *Oracle Payroll UK Localization Payrolling of Benefits in Kind Changes April 2017 (Doc ID 2219594.1)* for more details.

Running the PAY GB P11D Car Extract Process

Use the PAY GB P11D Car Extract Process to extract the Cars assigned to employee from the Vehicle Repository for upload and processing in the P11d module. This enables employers to file reports on taxable benefits and expenses for P11d for cars. System Extract utility should be used to extract relevant Cars data from the HRMS system.

To run the PAY GB P11D Mileage Extract Process:

1. Create an employee and assign a vehicle.

2. Run the Extract Process concurrent program by entering the following parameters

   - **Extract Name** - PAY GB P11D Car Extract

   - **Effective Date** - Date as required for the cars details to be extracted

   - **Output Type** - Type of the output file that you want to be generated. (for example - Flat File).

   - **Send Email**

   - Enter other parameters if needed.

3. To view the results, navigate to: Mass Information Exchange > System Extract > Extract Results

4. In the **Extract Results** window, query for PAY GB P11D Mileage Extract.

   The generated Output file contains the following fields separated by a delimiter:

Seq	Data Element Name	Element/Segment Description
1	PAY GB P11D CE - ID Type	
2	PAY GB P11D CE - ID	

3	PAY GB P11D CE - 26 Blanks	
4	PAY GB P11D CE - Effective Date	Effective Date
5	PAY GB P11D CE - Effective Start Date	Effective Start Date
6	PAY GB P11D CE - Effective End Date	Effective End Date
7	PAY GB P11D CE - Element Name	Element Name
8	PAY GB P11D CE - 32 Blanks	
9	PAY GB P11D CE - Input Value 1	Benefit Start Date
10	PAY GB P11D CE - Input Value 2	Benefit End Date
11	PAY GB P11D CE - Input Value 3	Car Identifier
12	PAY GB P11D CE - Input Value 4	Make of Car
13	PAY GB P11D CE - Input Value 5	Model
14	PAY GB P11D CE - Input Value 6	Date First Registered
15	PAY GB P11D CE - Input Value 7	List Price
16	PAY GB P11D CE - 2 Blanks	
17	PAY GB P11D CE - Input Value 10	Fuel Type
18	PAY GB P11D CE - Input Value 11	CO2 Emissions
19	PAY GB P11D CE - 4 Blanks	
20	PAY GB P11D CE - Entry Info Cat	Entry Information Category
21	PAY GB P11D CE - Entry Info 1	Accessories

22	PAY GB P11D CE - Entry Info 2	Capital Contributions Made
23	PAY GB P11D CE - Entry Info 3	Private Use Payments
24	PAY GB P11D CE - Entry Info 4	Engine cc
25	PAY GB P11D CE - 6 Blanks	
26	PAY GB P11D CE - Entry Info 11	Fuel Benefit
27	PAY GB P11D CE - Entry Info 12	Date Free Fuel Withdrawn
28	PAY GB P11D CE - Entry Info 13	Free Fuel Reinstated
29	PAY GB P11D CE - Entry Info 14	Additional Withdrawn Fuel Days
30	PAY GB P11D CE - 3 Blanks	
31	PAY GB P11D CE - Entry Info 18	Cash Forgone Car
32	PAY GB P11D CE - Entry Info19	Cash Forgone Car Fuel
33	PAY GB P11D CE - Entry Info 20	Valid Benefit Start Date
34	PAY GB P11D CE - 3 Blanks	

Running the PAY GB P11D Mileage Extract Process

Use the PAY GB P11D Mileage Extract Process to extract Mileage Claims from the Vehicle Repository for upload and processing in the P11d module. This enables employers to file reports on taxable benefits and expenses for P11d for mileage. System Extract utility should be used to extract relevant mileage data from the HRMS system.

To run the PAY GB P11D Mileage Extract Process:

1. Create an employee, assign a vehicle and then claim the mileage against it appropriately.

2. Ensure that the element that is attached to the employee feeds the following balances:

   • Mileage Odd Taxable Amt

- • Mileage Even Taxable Amt

3. Run the payroll.

4. Modify the User table PAY GB P11d Mileage Extract as follows:

   - • Column: Parameter Value

   - • Update the value for Tax Year (YYYY) with the year you want to run the Extract Process.

5. Submit the concurrent program 'Extract Process' for PAY GB P11D Mileage Extract by entering the following parameters:

   - • **Extract Name** - PAY GB P11D Mileage Extract

   - • **Effective Date** - Effective date as required for the mileage details to be extracted.

   - • **Output Type** - Type of the output file that you want to be generated. (e.g., Flat File).

   - • **Template** - This field will be disabled, if the option Flat File is entered in the field.

6. To view the results, navigate to: Mass Information Exchange > System Extract > Extract Results

7. In the Extract Results window, query for PAY GB P11D Mileage Extract

The generated Output file contains the following fields separated by a delimiter:

Seq	Data Element Name	Element/Segment Description
1	PAY GB P11D ME - ID Type	
2	PAY GB P11D ME - ID	
3	PAY GB P11D ME - 26 Blanks	
4	PAY GB P11D ME - Effective Date	Effective Date
5	PAY GB P11D ME - Effective Start Date	Effective Start Date

6	PAY GB P11D ME - Effective End Date	Effective End Date
7	PAY GB P11D ME - Element Name	Element Name
8	PAY GB P11D ME - 32 Blanks	
9	PAY GB P11D ME - Input Value 1	Benefit Start Date
10	PAY GB P11D ME - Input Value 2	Benefit End Date
11	PAY GB P11D ME - Input Value 3	Mileage Allowance Payments
12	PAY GB P11D ME - Input Value 4	Tax Deducted Payments
13	PAY GB P11D ME - Input Value 5	Kind of Vehicle
14	PAY GB P11D ME - Input Value 6	Business Miles
15	PAY GB P11D ME - Input Value 7	Taxable Payments
16	PAY GB P11D ME - Input Value 8	Passenger Payments
17	PAY GB P11D ME - Input Value 9	Passenger Business Miles
18	PAY GB P11D ME - Input Value 10	Taxable Passenger Payments
19	PAY GB P11D ME - 3 Blanks	
20	PAY GB P11D ME - 32 Blanks	

Reporting on P11D: Process Overview

After you have extracted your P11D elements to the Central Data Repository (CDR) you can perform each of the following activities that enable you to produce a P11D report, validate it, and then submit a final report to HMRC.

If you want to verify that you have completed all the setup stages for your data, see Setting Up Your Data for P11D Processing, page 3-76

To produce an interim P11D report for validation:

You can do this at any time during the year, although the need most typically arises in

the period between the end of the tax year (5th April) and the 6th July deadline for the submission of P11D reports to HMRC.

1. Run the P11D Legislative process to initiate the Legislative Report Generator and take a snapshot of the data on which you want to report.

   See: Running the P11D Legislative process, page 3-91

2. Run the P11D Reports process.

   See Running the P11D Reports, page 3-93

3. View the information in the P11D reports, and if amendments are necessary either correct at source and re-extract the updated information, or amend the details in the the data repository. In either case, repeat these steps from step 1.

4. Run the process.

   This is an optional step when you are producing a report for validation.

   See Running the P11D Process - XML Output process, page 3-97

To submit a final report to HMRC:

1. Run the P11D Legislative process to initiate the Legislative Report Generator and take a snapshot of the data on which you want to report.

   See: Running the P11D Legislative process, page 3-89

2. Run the P11D Reports.

   See Running the P11D Reports, page 3-93

3. Run the P11D Process - XML Output process.

   See Running the P11D Process - XML Output process, page 3-97

To produce the P11D(b):

When you are completing the paper P11D(b) you can find the required information in the Archive Report Log.

To retain historical information:

You can purge temporary data created during BEE processing and temporary data repository entries. Your temporary pdf files are in the folder that you specified in the profile option HR: Intermediate File Output Storage Folder.

However when you make your final submission to HMRC, you should keep the BEE data and data repository information for this submission until HMRC has accepted your return.

When purging archive data do not delete historical data unless you are sure that HMRC

no longer needs to see it.

Running the P11D Legislative Process

You generate a legislative report by running the P11D Legislative process from the Submit Requests window. This takes a snapshot of the benefits data so that you can perform all future processing on this snapshot of the data. When you take the snapshot, calculations are performed on the input values, and each input value is validated. The process also assigns a unique archive request ID for each listing. You must then supply this archive request ID when you subsequently submit the P11D Process - XML Output and the P11D reports.

When the archive process is running, it automatically calculates any input values for which amounts can be derived, and performs validation to identify any data that is not in a valid P11D format.

You must make the necessary corrections and retry the P11D Legislative process if you find any errors. Errors on a single assignment do not prevent the whole process from completing. When processing an assignment, if the legislative process finds an invalid benefit entry, it halts processing of that entry but still attempts to validate any further benefit entries associated with the assignment.

To run the P11D Legislative process:

1. Navigate to the Submit Request window using your Super HRMS Manager responsibility.

2. In the Submit Request window, select Single Request.

3. Enter P11D Legislative Process as request name.

4. Enter the benefit start date.

5. Enter the benefit end date.

6. If you are producing a supplementary P11D, then select Supplementary in the Run Type field. By default the run type is set to Main.

   If you do not make any further selections, then the report that you generate includes every expense liable for P11D for this security profile and this time period. However, you can supply one or more of the following parameters if you want to refine your reporting criteria.

   Select Test in the Run Type field to test your file. You cannot use the Archiver created to send the Live file to HMRC

7. If you select Supplementary or Test in the Run Type field you can set additional parameters.

8. Enter the Payroll name.

9. Enter a Person Name.

10. Enter the Employer's PAYE reference.

11. Enter a Consolidation Set.

12. Enter an Assignment Set Name.

> **Note:** If you only include one assignment for an employee who has
> multiple assignments, it will not generate an archive request ID.
> This is because only one P11D is produced for multiple
> assignments so you should include the multiple assignments in the
> assignment set.

> **Note:** The parameters Payroll Name, Person Name, Consolidation
> Set, and Assignment Set Name are not available for the main run.
> You can choose these parameters only for Supplementary or Test
> runs.

13. If you want to add a comment to explain what this legislative report contains, you
    can add this explanation in the Notes field. For example, you might want to indicate
    that a particular legislative report is to be draft only, or that it only applies to a
    specific subset of employees.

14. Click OK when you have selected all the parameters.

15. After the process completes, click View Output to review the output.

What's Next

If any of your assignments have failed validation, you must make the necessary
corrections and retry the legislative process, using the Retry Payroll Process concurrent
process. You may need to run the retry process a number of times before you resolve all
of your invalid assignments. You must correct all errors before you continue to the next
stage.

After you have corrected all your errors, Oracle recommends that you rollback your
legislative process, using the Rollback process, and then resubmit the legislative
process. This will ensure that you have the complete process run in one archive action.

Changing the P11D Status

All P11D archives initially have a status of Draft to indicate that your employees cannot

view them. However, you can change this status to Publish when the P11D details are ready for employees to view. You can also select a status of Submitted to indicate that you have submitted this P11D return to HMRC.

Use the P11D Status window to review or change the status of your P11D archive. You access the P11D Status window from the Submit Requests window.

To change P11D status:

1. Select your archive request id.

2. Select the changed status for your report:

   - Draft - if you want to restrict this information to payroll administrators and prevent employees from viewing it at this stage.

   - Publish - if you want to make this information available for employees to view.

   - Submitted - if you want to indicate that you have now submitted this P11D archive to HMRC.

Running the P11D Reports

Run P11D Reports (PDF-Oracle Substitute) when you want to view the details of P11D elements for your business group. Depending on the level of detail that you want to see, you can select any of these reporting choices:

> **Note:** If you are printing the P11D Reports for the years before 2021/22, then you must use the P11D (PDF) process. Use the P11D Reports (PDF-Oracle Substitute) process to print P11D Reports from 2021/22 onwards.

- P11D - this produces a single line for each P11D element but does not itemize individual instances.

- P11D Summary - this produces all the individual instances of each P11D element.

- P11D Worksheets - these are available for six of the more complex elements.

To run any of these reporting options you must be able to identify an archive number on which you want to base your report.

Note that when you are copying any of these output files from one machine to another you should select the binary mode of transfer in FTP. This preserves your file in readable format.

You run P11D Reports (PDF-Oracle Substitute) from the Submit Requests window.

To run the P11D Reports (PDF-Oracle Substitute) process:

Selecting the printing options for your report:

1. In the Request field, select P11D Reports (PDF-Oracle Substitute).

2. Click in the Parameters field to open the Parameters window.

3. If you want to generate an address page for the P11D report, select Yes in response to Print Address Page? Otherwise, select No.

4. If you want to generate the P11D report, select Yes in response to Print P11D? If you just want to generate either the summary pages, or the worksheets, select No.

5. If you want to generate the P11D Summary, select Yes in response to Print P11D Summary Pages? Otherwise, select No.

6. If you want to generate the work sheets, make one of these selections:

   - Car and Fuel Benefits Working Sheet.

     > **Note:** If you have employees with more than two cars, the P11D process generates a Warning message in the archive output report. You can then print working sheets for cars and attach them to P11D report. However, the XML process does not require this manual intervention. This worksheet reports the eight different fuel types under the fuel types A, D, and E which are applicable after 6 April 2011. Fuel type B,C,G,H, and P are reported as fuel type A. Type L and D is reported as fuel type D. Fuel type E has not changed and is reported as E.

   - Interest Free and Low Interest Loans Working Sheet.

   - Living Accommodation Working Sheet.

   - Mileage Allowance Payments and Passenger Payments Working Sheet.

   - Relocation Expenses Payments and Benefits Working Sheet.

   - Vans Available for Private Use Working Sheet.

   - All - to generate all work sheets that are available for an employee. This is always a maximum of six work sheets, but can be fewer than six if not all six work sheets are available for an employee.

   - None - to generate none of the six available worksheets.

7. Enter the Archive Request ID.

   Selecting criteria for your printed report:

   In steps the previous steps you are choosing to print all the available taxable benefits information for your business group according to the printing selections that you make. If you make no further selection then the report runs for all employees in the archive request ID.

   You can further refine what is included in your printed report by selecting further criteria. This is useful if you want to report on a smaller sample for validation purposes, or if you want to report on a particular department or group of assignments for easier distribution of paper copies.

8. Enter the organization.

9. Enter the organization hierarchy. This reports on the taxable benefits for your organization, and all organizations below it in the hierarchy.

10. Enter the assignment set. This must be a static assignment set. It should not include any formulas.

11. Enter the location.

12. Enter the person.

13. Select how you want your results to be ordered. You can sort on either employee name or employee number.

14. Enter the number of people to be included in each PDF file. This enables you to limit the size of the PDF files to ensure they are of a manageable size. If you leave this field blank then the default is 500 employees.

15. If you want to limit the report to only include ex-employees, select Ex-employee in the Person Type field. If you leave this blank then all employees are included.

16. Select the required print option. The default value is Double Sided Printing.

17. If you do not want to use the default data privacy marking, which is Private and Confidential, then you need to add your own value using the GB_P11D_PRI_MARKINGS lookup.

18. Click OK, to confirm that the parameters are correct.

19. Click Submit, to run the process.

Running the P11D Gaps and Overlaps Report

Run the P11D Gaps and Overlaps report when you have uploaded your P11D elements to the Central Data Repository and you want to identify employees who receive:

- The same type of benefit at overlapping periods within the tax year.

- The same type of benefit at multiple periods with a gap between each of the periods.

Once you have identified these employees you can review each gap and overlap against the rules applicable for your organization. For example, loans are often permitted to overlap. For other benefit types, however, a reported overlap can give an early indication of a double entry that you should correct before generating your P11D reports.

You run the P11D Gaps and Overlaps report from the Submit Requests window.

To run the P11D Gaps and Overlaps report:

1. Enter the Benefit Start Date and Benefit End Date

2. Enter the Validation criteria.

   - Select the Benefit Type. If you do not make a selection, the report runs for all benefit types.

   - Select the maximum number of days allowed before an overlap is recorded. For example, if you select 02 then an overlap of 2 days is permissible and is not reported, but anything in excess of 2 days is reported as an overlap.

     The default value is 1 day.

   - Select the maximum number of days allowed before a gap is recorded. For example, if you select 25, then a gap of 25 days is permissible and is not reported, but anything in excess of 25 days is reported as a gap.

     The default value is 30 days.

3. Select the employees on whom you want to report:

   - Enter the Payroll.

   - Enter the Person Name.

   - Enter the Employer's PAYE reference.

   - Enter the Consolidation Set.

- Enter the Assignment Set. This must be a static assignment set. If an employee has multiple assignments, you should include each assignment.

  Note that gaps in benefit type arising because employees have started or left in the middle of a tax year do not appear on the Gaps and Overlaps report.

4. Click OK, to confirm that the parameters are correct.

5. Click Submit, to run the report.

   Note that although the Gaps and Overlaps report provides an initial indication of possible discrepancies, this report is always dependent on the particular rules applicable in your organization. There is additional validation of your P11D data when you generate your P11D reports.

Running the P11D Process - XML Output Process

Use the P11D Process - XML Output process to generate an XML files for submission of record based on the P11D archive request ID, which the P11D Legislative Process generates. Employers must submit P11D details for the preceding tax year to HMRC by 12th July. This should be a single return for the entire tax year.

You run the P11D Process - XML Output process from the Submit Requests window.

To run the P11D Process - XML Output process:

1. Enter the Archive Request ID. This is the archive request ID which was automatically generated when you ran the Archive P11D process. This is a mandatory parameter.

2. Select the Employers PAYE Ref for which you want to produce the XML file. Leave the option blank to include all PAYE References in a single XML file. This is an optional parameter.

3. The application automatically sets a value for Gateway Test Indicator depending on the Archive P11D. If the Archiver is of type Main, then the Gateway Test Indicator is set to Live, and if the Archiver is of type Test, then the Gateway Test Indicator is set to Test (Software Developer only).

4. Select the XML Storage Type. This is a mandatory parameter containing a list of values with the default set to File System and Database. The other value in the list is Secure Database.

5. Select a value for Compress File. This is a mandatory parameter containing a list of values with the default set to Yes. The other value is No.

6. Select a Debug Mode. By default, this is set to No. The other value in the list of

values is Yes. The Debug Mode is enabled if the Gateway Test Indicator is set to Test (Software Developer only). This is a mandatory parameter.

7. Select a Person Name. This is an optional parameter containing a list of values, which displays the names of all persons processed in the selected prepayment. The Person Name parameter is enabled if the Debug Mode parameter is set to Yes.

8. Click OK to confirm that the parameters are correct and click Submit to run the process.

XML Processing

XML Processing for Payroll

All employers are required by law to submit a number of returns to HMRC electronically. To cater to this, Oracle Payroll enables you to use XML processing. The following processes use the XML Channel of Submission:

- Employer Payment Summary

- Full Payment Submission

- Earlier Year Updates

- NINO Verification Request

- Additional Full Payment Submission

- **P11D -** This contains a Director's or employee's expenses and benefits during the tax year.

- **P45(1) -** Paper report issued when an employee leaves their current employment. There is no EDI file to send to HMRC.

- **P46 Car** - Notifies HMRC of any employee company car details including changes to fuel types.

See: *UK EDI Decommissioning changes effective from April 2018 (Doc ID 2287642.1)* for more details on how to set up XML Processing.

The P45 Issued for Active Assignments Report

P45 report is now only for issue to the employee and you no longer need to send it to HMRC. For assignments where P45 reports have been issued, Oracle Payroll calculates tax using the BR tax code, irrespective of the employee termination status. However, you may have issued a P45 report for terminated assignments and then reverse-terminated them without rolling back the P45 report. As a result, you application may contain invalid P45 information. To resolve this issue, you must generate the P45 Issued for Active Assignments Report setting the regular payment date of the payroll as the effective date to identify the P45 information you must clean up to ensure the application performs tax calculations accurately.

The P45 Issued for Active Assignments Report displays assignments that are active or suspended as of the effective date and also have the P45 report issued. The report displays details of the P45 reports issued either manually or by running the P45 process. It also identifies if a P45 report has been issued to another aggregated assignment of the

employee. After generating the report, you can review the assignments to verify the P45 information and perform the following steps if you do have assignments with invalid P45 reports:

• In case of a manually issued P45 report, delete the manual issue date for the assignment on the Tax Information window.

Retrieving and Uploading P6 and P9 Files

The P6 and P9 files contain details about changes to an employee's tax code, or coding changes from HMRC. After you retrieve the list of XML files from HMRC, you can upload the data to the Oracle Human Resources Management System application. Enter the search criteria to find the list of XML files already retrieved from HMRC, then upload them to Oracle HRMS.

To learn more about how to retrieve the P6 and P9 files, refer to *Uploading the Retrieved XML Files to Oracle HRMS* My Oracle Support Note 2287642.1.

Running the P45 Process

> **Note:** Employers still need to provide the employee with a copy of the P45, but the P45 no longer needs to be sent to HMRC.
>
> EDI channel of submission is no longer valid from April 2018.

Run the P45 Process from the Submit Requests window to print and archive, or just archive specified P45's. You can optionally perform EDI validation at this point. For a P45 to be produced, the employee must have had a payroll action, otherwise the process will fail.

To run the P45 Process:

1. Select the process name from the Name field.

2. Enter the Start, Effective and End dates for the processing period, in the Parameters window.

3. Select for whom you are running the report, by entering either the Payroll name or the Employer's PAYE reference. If you enter the Payroll name, the Employer's PAYE reference is displayed automatically.

4. Select the style of stationery you want to print with.

5. Select Yes if you want to perform EDI validation, otherwise select No.

> **Note:** You can perform validation for EDI. If you intend to send the document by EDI at a later date, then it is still advisable to perform the validation now. Submitting the report at this point allows the system to flag up any error, letting you rectify problems before sending data to HMRC.

6. Select Yes if you want to defer printing the P45, otherwise select No. If you defer, you can reprint at a later date by running the P45 Report. Archiving occurs automatically once you submit the information.

7. Choose the Submit button.

8. Choose the Refresh Data button to update the report processing.

9. Choose the View Details button to see a summary of the information submitted.

10. Choose the View Log button to check error messages.

Start of Year Processing

Running the Start of Year Process

The start of year process is normally used at the start of the tax year to update tax information held for each employee.

Running the Invalid NI Numbers Report

Run the Invalid NI Numbers Report from the Submit Requests window to identify any existing invalid National Insurance numbers within the payroll system.

To run the Invalid NI Numbers Report:

1. Select the report name from the name field.

2. Enter the tax year start date for which you want to check National Insurance numbers.

3. Enter the effective date for the report.

4. Enter the Payroll name.

5. Enter a Consolidation Set.

6. Choose the Submit button.

Running the Invalid Tax Codes Report

Run the Invalid Tax Codes Report from the Submit Requests window to identify any existing invalid Tax Codes within the payroll system.

To run the Invalid Tax Codes Report:

1. Select the report name from the name field.

2. Enter the tax year start date for which you want to check Tax Codes.

3. Enter the effective date for the report.

4. Enter the Payroll name.

5. Enter a Consolidation Set.

6. Choose the Submit button.

Running the Start of Year Process

This process is normally used at the start of the tax year to update tax information held for each employee. The process performs the following actions:

- **Tax Basis:** Updates all employees on a Non-Cumulative basis to Cumulative, except D0 codes for employees.

- **Previous Taxable Pay and Previous Tax Paid:** Clears the values entered for employees for whom a P45 or a P6 was received in the previous tax year.

- **Tax Code:** Performs blanket changes on employees' tax codes where the employer has been issued with a P9X or P7X tax document to make changes.

  The Inland Revenue P9 document details changes in an employee's Tax Code and Tax Basis. The document can be supplied on paper or on magnetic tape, and the process accepts data from tape.

  The P9X or P7X document issued at the start of each tax year gives the employer the authority to increase or decrease Tax Codes in bulk. The process performs these blanket changes.

- Directors: Where an employee is a Director for NI and the NI Process Type is set to indicate that they became a Director during the tax year, the SOY process (in Start of Year mode) updates the 'Process Type' input value on the 'NI' element as follows:

  - 'Director Pro Rate' to 'Director'

  - 'Director Pro Rate Normal' to 'Director Normal'

  with an effective date of 06-APR-YYYY.

    Note: For employees with assignments marked as aggregated for PAYE, you need only apply the tax code change for the first assignment. Oracle Payroll then automatically applies the tax code change to all multiple assignments included in the aggregation..

Running the Process

The Start of Year process runs in one of three modes:

- **Start of Year:** The process performs all the actions above. You run this process before processing your annual P9 XML file.

- **Mid Year Tax Code Uplift:** The process performs the blanket tax code changes only. You run this process prior to any P6 XML file upload.

- **Tax Code Uplift from Tape:** The process transfers the P9 details from the interface table to your database.

To run in the Start of Year or Mid Year Tax Code Uplift mode:

- Enter values in the predefined user table TAX_CODE_UPLIFT_VALUE for the UPLIFT_VALUE column:

  - Enter the tax code suffix in the Exact field, and the tax code value in the Value field.

To run in the Tax Code Uplift from Tape mode:

- Load data from the Inland Revenue P9 tape into the PAY_GB_TAX_CODE_INTERFACE table. The following table gives details of the table structure.

Column Name	Format	Mandatory
DISTRICT_NUMBER	NUMBER(3)	Yes
EMPLOYER_REFERENCE	VARCHAR2(10)	Yes
NATIONAL_INSURANCE_ NUMBER	VARCHAR2(10)	Yes
TAX_CODE	VARCHAR2(5)	Yes
NON_CUMULATIVE_FLA G	VARCHAR2(1)	No
EMPLOYEE_NAME	VARCHAR2(28)	No
WORKS_NUMBER	VARCHAR2(20)	No
PROCESSED_FLAG	VARCHAR2(1)	No

All the above columns, apart from PROCESSED_FLAG, are populated from the tape. The PROCESSED_FLAG column is reserved for Start Of Year process use and should be set to NULL on insert.

You must populate this table with the data from the P9 tape and clear down the table after the Start Of Year process has been run. You run the process from the Submit Requests window. See: User Defined Tables, *Oracle HRMS Compensation and Benefits*

To run the Start of Year process:

1. In the Name field, select Start of Year.

2. In the Parameters window, select the mode.

3. Select the date. The default is the start of the current tax year.

4. Select a payroll if required.

   By default, all payrolls are processed, but you can restrict to a particular payroll.

   On completion, the process produces a report listing the records processed, details of all changes made, and all records rejected by the process, together with reasons.

   See: *Uploading the Retrieved XML Files to Oracle HRMS*, My Oracle Support Document 2287642.1 to learn more about how to retrieve the P6 and P9 files.

   > **Note:** Rejected records remain in the interface table and you must regularly clean up the interface table.

   To improve run times, you can run the Start of Year process in parallel. This means that you run the process for several different payrolls at the same time. To do this, ask your System Administrator to define a Request Set of Start of Year processes to run in parallel.

   > **Note:** For optimum performance, do not include more than four Start of Year processes in your Request Set.

5. Select the Validate Mode. You can choose from:

   - Validate Only - if you select this validation mode, then the application does not apply updates to the database. However, it enables you to verify the data processed before making updates to live data. This mode generates a report that would be generated without doing actual updates to the live data.

   - Validate and Commit - this is the default value for the validate mode. If you select this mode, then the application generates a report and updates the live data.

Running the Start of Year Resume Process

This process enables Start of Year processing to resume after a deliberate stoppage in mid-run. You can stop a process while it is running either by requesting its cancellation or by terminating the concurrent manager.

The Start of Year process records the processing of each record as it completes. When processing resumes, the system does not need to reprocess previously completed records. It continues only with the records that were previously unprocessed. This applies both to Start of Year Resume and to automatic restarts following a concurrent manager failure.

On completion, the process produces a report listing the following:

- All records processed

- Details of all changes made

- Details of all records rejected, with reasons for the rejections.

You run the Start of Year Resume process from the Submit Requests window.

To run the Start of Year Resume process:

1. Select the name of the process. There are no parameters.

2. Choose the Submit button.

Issuing a P45 Form to a Leaver

Run the P45 report from the **Submit Request** window for all terminated employees.

To issue a P45 form for a leaver:

1. Select the report name in the **Name** field.

2. Enter the appropriate archive request ID number in the Parameters window.

    Note: The process automatically archives the final request ID.

3. Optionally enter the assignment number.

4. Click OK and then click Submit

5. Select the Refresh Data button to update the report processing.

    If no parameters are set, then the report picks up every employee with a status of **Terminate** who has not yet had a P45 issued. The process first checks for a P45 for another assignment before selecting the employees. The process prints the P45 information on continuous stationery for issue to the tax office and leaver.

Issuing a P45 to a Current Employee

Sometimes you need to send tax returns to different tax offices for an employee

working at different sites. In this case you may need to issue a P45 to the second tax office.

To issue a P45 form for a current employee

1. In the **Submit Request** window:

   • Run the P45 Alignment report to check the printing alignment of the report. This is optional.

   • Run the P45 report. You can restrict the process by specifying a payroll and/or a time period.

   In the Statutory Details window and P45 window, Oracle Payroll records that you have printed off the P45 for the employee. This does not prevent you from issuing the report again.

Running the P45 Alignment Report

This is a printer alignment report for your sample P45.

You run the P45 Alignment report from the Submit Requests window.

To run the P45 Alignment report:

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

2. Choose the Submit button.

Running the DEO Payment Schedule Report

The Court Order DEO Payment Schedule Report includes data for all DEOs being operated by the employer across all three types of DEO. Once these have been submitted to the CMS for the first time, they are included in future schedules issued per PAYE Reference / Employer Reference Number to the employer by CMS.

The Payment Schedule includes the following employee details:

• Employee name.

• National insurance number.

• Employee reference number.

• Summed up value of the normal deduction amount that has been instructed to be taken from the employee over the period for which the process is run.

• Summed up value of actual amount that is being paid to the commission for each

individual employee over the given period.

- It includes details of the reason for non-payment of the full amount of the normal deduction rate in cases where this is not deducted and paid over.

All deductions for an individual pertaining to the same DEO Reference Number are grouped together for reporting. It also reports total amount paid to the commission for all employees with a deduction of earnings order for that pay period. You have the option to produce the schedule as a paper report, CSV, or XML file.

Run the report using the Submit Request window.

To run the report:

1. In the Name field, enter GB - DEO Payment Schedule 2.

2. Select the Employers PAYE Reference. This is a mandatory parameter and lists all the PAYE References within the business group.

3. Select the payroll. This is a non-mandatory parameter and lists all the payrolls within the selected PAYE Reference.

4. Enter Payment From Date. This is a mandatory parameter.

5. Enter Payment To Date. This is a mandatory parameter.

6. Select the report format. This is a non-mandatory parameter and the default value is XML.

Managing Student Loans

Overview of Student Loan Repayments

Student loan deductions should be taken when your employee presents a P45 indicating that a student loan must be deducted, or if the employee advises you of an existing student loan. HMRC notifies the employer which type of repayment plan to use (the employer is not responsible for determining the type of repayment plan). The plan eligibility is based on factors such as the domicile of the student loan recipient and when the recipient started the course.

- You can enter details about student loans to be repaid, but not in conjunction with Council Tax Orders or Scottish Arrestment Orders.

- Employers need to confirm with the employee what type of loan should be operated. If this information is not available, Plan 1 should be used as the default.

Repayment Plans

Oracle supports the following student loan income-contingent repayment plans through PAYE deductions for employed personnel:

- Plan 1

- Plan 2

- Plan 4

    Important: HMRC is responsible for notifying the employer which type of plan to use (the employer is not responsible for determining the type of repayment plan), and determines plan eligibility based on factors such as domicile of the student loan recipient and the starting date of the course.

The following table compares the three plans:

Feature	Plan 1	Plan 2	Plan 4
Effective Date	From 6th April 2016, the existing type of student loan will be renamed as a Plan 1 loan.	HMRC will issue notices to begin deducting student loan repayments under Plan 2 in March 2016. However, these will not be effective before 6th April 2016 (the start of the 2016/17 tax year). Deductions for this type of loan repayment can be processed only after this date.	HMRC will issue notices to begin deducting student loan repayments under Plan 4 in March 2021. However, these will not be effective before 6th April 2021 (the start of the 2021/22 tax year). Deductions for this type of loan repayment can be processed only after this date.
Calculation method	Same calculation method for both types of repayment plans. However, different threshold of earnings apply to each plan.	See Plan 1 description.	See Plan 1 description.
Threshold for student loans	The threshold for calculating the existing (Plan 1) student loan deductions increases on 6th April 2016.	A different threshold from Plan 1 applies to Plan 2 loans effective from 6th April 2016.	A different threshold from Plan 4 applies to Plan 4 loans effective from 6th April 2021.

For more information about actual threshold amounts, values, and effective dates, see the HM Revenue and Customs (HMRC) publications and notifications.

Starting and Stopping Deductions

HMRC (HM Revenue and Customs) sends employers a form SL1 (Student Loan Start Notice) to advise employers to start deducting payments of a student loan from an employee's pay.

> **Note:** From April 2016, the current student loan repayment system will include the Plan 2 repayment plan. Employers need to ensure that the correct type of loan is processed when they receive a student loan start notice. Oracle supports the electronic receipt of incoming SL1 / SL2 student loan start and stop notices directly from HMRC

Stopping Deductions: HMRC sends employers a form SL2 to notify them to stop deducting student loan repayments from the employee's pay. Processing the SL1 (Start Notice) and SL2 (Stop Notice) Each file record is matched against the individual

employee records to ensure that the correct record is updated. Criteria such as Surname, NI Number, and Payroll ID (Works Number) are compared, and if a match is not found, an error is generated so the employer can verify the data and upload it manually.

Processing the SL1 (Start Notice) and SL2 (Stop Notice): Each file record is matched against the individual employee records to ensure that the correct record is updated. Criteria such as Surname, NI Number, and Payroll ID (Works Number) are compared, and if a match is not found, an error is generated so the employer can verify the data and upload it manually.

Some of the data required for processing the student repayment includes:

- Date of issue (effective date of update).

- Processing start date: The first date where a deduction must be taken from any payment with a normal payment date on or after this date.

- Plan type (either Plan 01, Plan 02, or Plan 04): The plan type is specified in the XML file. However, for manual input only, if no plan is selected, then a default plan is applied.

  The system assesses whether a current student loan record exists for the employee record, and if none exists, the processing continues. However, if there is an existing record, then one of the following actions occur:

  - If the existing loan is of a different plan type, the existing student loan record is updated to reflect the new plan type. The update date enables you to see details of both the old and new plan types, and the date of the change

  - If the existing loan is of the same plan type, the system continues to process the existing student loan notifies the employer about the situation.

  - If no existing student loan record is found, an element entry is created.

Managing Student Loans

You can enter details of Student Loans that are to be repaid, provided that you are not attempting to do this in conjunction with Council Tax Orders or Scottish Arrestment Orders. You maintain student loans from the Student Loans window.

To enter student loans:

1. Navigate to the Entry Values window.

2. Enter the following data:

   - Start and End Dates: Use the format DD-MON-YYYY.

- Plan Type: Identifies the student loan income-contingent repayment plan through PAYE deductions for employed personnel:

  - Plan 1

  - Plan 2

  - Plan 4

Eligibility for the type of repayment plan depends on the domicile of the student loan recipient and when the recipient started the course.

> **Note:** These are the only changes that you can make to the Student Loan information. The amounts for Paid This Period and Paid This Year are derived from the payroll run and you cannot change them.

3. Enter the Subpriority.

4. You can modify the Subpriority for the Court Order. This is the only change that you can make to the Court Order information.

To maintain student loans:

1. Enter the Start Date in the format DD-MON-YYYY.

2. Enter the End Date in the format DD-MON-YYYY.

3. Enter the Subpriority.

   These are the only changes that you can make to the Student Loan information. The amounts for Paid This Period and Paid This Year are derived from the payroll run and you cannot change them.

4. You can modify the Subpriority for the Court Order. This is the only change that you can make to the Court Order information.

Running the Student Loan Upload Process Concurrent Program

> **Note:** You no longer need to run the Student Loan Upload Process.

> See: *Uploading the Retrieved XML Files to Oracle HRMS*, My Oracle Support Document 2287642.1 to learn more about how to retrieve the SL1 and SL2 files.

Run the Student Loan Upload Process concurrent program to view a full audit report of

all data included in the file and of the processing status of each record. You can identify which records have been processed and updated, which records have not been processed or updated, and the reason for the failure to process.

Prerequisites

❒ You must store the SL1 or SL2 files received from HMRC in the directory location of profile PER_DATA_EXCHANGE_DIR before running the Student Loan Upload Process concurrent program.

To run the Student Loan Upload Process concurrent program:

1. In the Submit Request window, select Student Loan Upload Process in the Name field.

2. Enter the following parameters:

   • Filename: Enter a file name.

   • Validate Mode: Select the mode.

      • Validate Only - Updates Not Applied To The Database. (This is the default value.)

      • Validate and Commit - Updates are applied to the database.

3. Click **OK**, and submit the request.

After running the Student Loan Upload Process concurrent program, click **View Output** to view details about the generated output such as assignments that have been processed successfully or in error and the total number of records in the XML file.

P60, P46(Car), and Other End of Year Requirements

Overview of P60 Reporting

Employers are required to provide their employees with a P60 at the end of the tax year to report certain values including details of earnings and tax and NI deducted. With Oracle HRMS, you can generate both electronic and paper-based P60 reports.

Some P60 reports include a Restrict by Output Option parameter that enables you to restrict the generation of paper-based P60 reports to only those assignments that opted for a paper based P60 at assignment level or defaulted to paper-based on Tax Details Reference option.

You can print the paper-based P60 after running the End of Year process as the application picks the values archived to generate the P60. You must submit the new P60 Status process to generate the electronic P60 after running the End of Year process. This program marks the status of the End of Year process as 'Published' to enable the application to generate the electronic P60 using the archived values as eligible for P60 reporting. You must submit this program only when the values are confirmed accurate as archived by the End of Year process and valid to generate any P60s. Employees can view their P60 reports as PDFs using the employee self-service functionality. Clicking the P60 function displays the list of tax years for which the employee is eligible to receive the electronic P60. The application displays only those End of Year processes which are marked as 'Published' using the 'P60 Status' concurrent program. Selecting a particular tax year and clicking on View Report renders the P60 for that corresponding tax year in PDF format.

Setting Up an Electronic P60

Employers can choose to use the electronic P60 (eP60) or continue using the paper-based P60 program. You can set the default P60 output option (electronic or paper) for an organization in the Tax Details References window. (Currently, the default value is Paper.) To set/enable electronic P60 as the default, you must set the value to Electronic for all the Tax Details References valid in their business group. Users can also record the employee preference of P60 type at the assignment level.

To set up an electronic P60:

To set up an electronic P60, complete the following steps:

1. In the Organization window (on the Tax Details References sub-window), select the desired P60 output option for each tax reference valid in that business group (paper or electronic).

2. Run the Register Extra Information Types (EITs) to register the assignment extra

information type named P60 Output Option.

3. Navigate to Security > Information Types Security, query for your responsibility, and add the `GB_P60_OUTPUT_OPTION` code.

4. Add the function Employee SS P60 Report (PER_P60_SS) to Employee Self service responsibility. This function enables employees to access the electronic P60 report from their Employee Self-Service responsibility.

5. Add the function P60 Employee Search (PER_P60_EMP_SEARCH) to desired Professional User responsibility or Manager Self Service responsibility, to enable you to search for an employee and then view the list of P60s eligible for the employee selected using the Search.

6. Set the HR: Intermediate File Output Storage Folder profile to point to a directory with full Read/Write access from all tiers. This profile is case sensitive. This location is used in the electronic P60 generation process to temporarily store the generated PDF file, before rendering to the user. If this profile is not set, then you cannot view the electronic P60.

To set the default P60 output option (Electronic or Paper) for an organization:

Employers can choose to use either the RTI electronic P60 or the existing paper-based P60 program. You can select the default P60 output option (paper or electronic) by organization for each tax reference valid in that business group.

1. Navigate to the Tax Details References window.

> **Additional Information:** Responsibility: UK Super HRMS (N) > Work Structures > Organization > Description [B] Find Organization. [B] Others. From Additional Organization Information window, select Tax Details References to view the P60 output options.

2. Select the default P60 Output Option:

   • Electronic

   • Paper (default value)

   > **Note:** Use the RTI - Year End P60 Report Process to generate a paper-based P60 (in the Restrict by Output Option field).

3. Click OK and save your changes.

Running the P60 Programs

Employers can choose to use the RTI electronic P60 or continue using the paper-based P60 program.

The following templates are supported:

- Year End P60 Report Portrait (Single Sheet)

- Year End P60 Report Type LE

- Plain Paper P60

Use the Submit Request window to run the following P60 programs:

1. P60 Status Report, page 3-116

2. RTI - P60 Archive Process, page 3-116

3. RTI - P60 Status Report, page 3-117

4. RTI - Year End P60 Report Process, page 3-118

5. Year End P60 Report Portrait (PDF) and Report Type LE (PDF) Reports, page 3-120

P60 Status Report

To run the P60 Status report:

1. Navigate to the **Submit Request** window.

2. In the **Name** field, select **P60 Status**.

3. Select an **Archive Request ID** from the list of values. This is a mandatory parameter.

4. Optionally, select the status from the **Change Status To** list of values. You can choose from **Draft**, **Published**, or **Submitted**.

5. Click **OK** and **Submit** the request.

RTI - P60 Archive Process

For the P60s submitted for 2024/25 tax year onwards, you can produce a P60 where the value for tax is nonzero. There may no earnings but there is a a tax refund. This scenario is likely to happen when there is no payment made but payroll is processed based on

the previous pay and previous tax input.

To run the RTI - P60 Archive Process:

You should run the **RTI - P60 Archive Process** before running the **RTI - Year End P60 Report**

1. In the **Name** field, select **RTI - P60 Archive Process**.

2. Enter the following parameters:

   - **End Date**: This is a mandatory parameter with a default value of 5-APR-YYYY. YYYY represents the current year.

   - **Employers PAYE Reference**: Select from the list of PAYE references in the organization. This processes all the eligible employees (similar to existing End of Year Process). This is a mandatory parameter.

   - **Return Type**: This is a mandatory parameter containing a list of values, with the default set to O - Original. The other values in the list are Replacement - R. If you choose Return Type as R - Replacement, then the application enables the Assignment Set parameter.

   - **Assignment Set**: If the return type is Replacement, select an assignment set. This is an optional parameter.

3. **Debug Mode**: Optionally, select whether you want to run the process in debug mode. The default value is No. If you select Yes, then you can specify a person in the **Person Name** field.

4. **Person Name**: Optionally, select a name of the person who was processed in the selected PAYE reference. (This field is enabled if Yes is selected in the Debug Mode field.)

5. Click **OK** and **Submit** the request.

RTI - P60 Status Report

To run the RTI - P60 Status Report:

1. Navigate to the **Submit Request** window.

2. In the **Name** field, select **RTI - P60 Status**.

3. Select an **Archive Request ID** from the list of values. This is a mandatory field.

4. Optionally, select a value in the **Change Status To** field. You can choose from **Draft**,

Published, or **Submitted**.

5. Click **OK** and **Submit** the request.

RTI - Year End P60 Report Process

The RTI - Year End P60 Report Process must be run by those customers operating with real time information (RTI).

This process supports the following templates:

- Year End P60 Report Portrait (Single Sheet)

- Year End P60 Report Type LE (PDF)

- Plain Paper P60

To run the RTI - Year End P60 Report Process:

1. Navigate to the **Submit Request** window.

2. In the **Name** field, select **RTI - Year End P60 Report Process**.

   The parameters for generating the RTI - Year End P60 report are like the parameters for the non-RTI version in that you must provide an archive end date along with the sort parameter. The templates available for the RTI version are the same as for the non-RTI version:

   - **P60 Type LE Portrait**

   - **HMRC Laser Single Sheet Portrait**

3. Enter the following parameters:

Parameter	Description
Archive End Date	Enter the archive end date. This archive is a separate archive including only those employees who require a P60. It also keeps the archives separate from FPS archive. This is a mandatory parameter.

Parameter	Description
Restrict by Output Option	Use this option to restrict the generation of paper-based P60 reports only to those assignments that opted for paper-based P60 at the assignment level, or those that defaulted to paper-based on the Tax Details Reference option. Choose one of the following options:
	• **Yes**: This option generates paper-based P60s only for those assignments where the P60 output option is either set to Paper at the assignment level, or defaulted to paper-based on the Tax Reference Details Option.
	• **No**: This option generates the paper-based P60s for all the eligible assignments that were archived by the corresponding P60 archive process.
	This is an optional parameter.
Assignment Set	Select a valid assignment set. P60s will be generated for the assignments defined in the Assignment Set. After you run the archive process for the whole population, you can run the report process for the employees for whom the report is to be generated, rather than generating the report for all employees that were selected from the archive process. This is an optional parameter.
Sort Order 1-6	Enter the desired sort criteria such as **Department Address**, **Department Location**, and **People Group**. These are optional parameters.
Sort Order 7	Select a sort order from the following options:
	• **Assignment Number** (default value)
	• **Employee Number**
	This is a mandatory parameter.
Debug Flag	Select **N** (No) or **Y** (Yes). This is an optional parameter, with the default set to **N**.

4. Click **OK** and **Submit** the request.

Year End P60 Report Portrait (PDF) and Report Type LE (PDF) Reports

To run the Year End P60 Report Portrait (PDF) or Report Type LE (PDF) Reports:

1. Navigate to the Submit Request window.

2. In the **Name** field, select the desired report:

   • Year End P60 Report Portrait (PDF) or

   • Year End P60 Report Type LE (PDF)

3. Enter the following parameters:

Parameter	Description
Archive End Date	Enter the archive end date. This archive is a separate archive including only those employees that require a P60 (for example, selection for eligible at end of the tax year). It also keeps the archives separate from the FPS archive.
Restrict by Output Option	Use this option to restrict the generation of paper-based P60 reports to only those assignments that opted for paper-based P60 at assignment level or defaulted to paper-based on the Tax Details Reference option. Choose one of the following options: • Yes: Generates paper-based P60s only for those assignments where the P60 output option is set to Paper, or defaulted to paper-based on the Tax Reference Details Option. • No: Generates the paper-based P60s for all the eligible assignments which were archived by the corresponding P60 archive process.
Assignment Set	Select a valid assignment set.
Sort Order 1-6	Enter the desired sort criteria such as Department Address, Department Location, and People Group.
Sort Order 7	Select a sort order from the following options: • Assignment Number (default value) • Employee Number

Parameter	Description
Alignment Only	Select Yes to create a test print to check the alignment (Oracle Reports only).
Template Name	Select a template name: For the Year End P60 Report Portrait (PDF)
	• Year End P60 Report Portrait (Single Sheet). This is the default value.
	• Plain Paper P60: Prints the P60 using the plain paper template instead of using the current pre-printed stationery. This format has been approved by HMRC as a substitute P60.
	For the Year End P60 Report Type LE (PDF): Only the default value is available: Year End P60 Report Type LE.

4. Click **OK** and submit the request.

Running the P46(Car) Archive Process

Use the P46(Car) Archive Process 2025/26 provide information to HMRC about the use of cars provided by an employer to an employee. You should normally do this at the end of each calendar quarter. The report is generated in the generic file format required by HMRC, and it identifies the following changes all of which affect the taxable status of your employees:

- First Car: When an employee receives the use of a car, and the employee's primary assignment does not have any other car allocated in the 30 day period preceding the allocation of the new vehicle.

- Replacement Car: When an employee receives the use of a car, and the employee's primary assignment has also had another car allocated in the 30 day period preceding the allocation of the replacement vehicle.

- Second/Further Car: When an employee receives the use of a car, other than the first car.

- Director: When an employee starts earning more than £8500 or becomes a director.

- Car Withdrawal: When an employee ceases to have the use of a car and does not receive either a new vehicle, or a replacement vehicle.

- Change in the number of cars available to an employee.

The P46 form includes all employees for whom these car allocation changes apply. In

practice, changes of allocation can also be associated with an Earnings Eligibility of above 8,500, or with Director Status, but the P46 Car form reports car allocation changes for all employees regardless of whether they also meet these eligibility and status criteria.

To run the P46(Car) Archive Process - 2025/26:

1. Navigate to the **Submit Request** window.

2. In the **Name** field, select **P46(Car) Archive Process - 2025/26**.

3. Enter the following parameters:

Name	Description
Start Date	Enter the Start Date to indicate when you want to begin reporting changes of taxable status. Any changes of taxable status that occurred before the date that you choose are not included on your report. This is a mandatory parameter.
End Date	Enter the End Date to indicate when you want to stop reporting on changes of taxable status. Any changes of status that occur after this date are not included in your report. This is a mandatory parameter.
Payroll Name	Select for whom you are running the report by entering the **Payroll Name**. If you enter the **Payroll Name**, the **Employer's PAYE Reference** displays automatically. This ensures that there is only one P46 file for each employer.
Employers PAYE Reference	Select the employers PAYE reference.
Gateway Test Indicator	This is an optional parameter containing a list of values, with default value set to **Live**. The other value is **Test (Software Developer only)**.
XML Storage Type	This is an optional parameter containing a list of values with the default value set to **File System and Database**. The other value in the list of values is **Secure Database**.
Debug Mode	This is an optional parameter containing a list of values with the default value **No**. The other value is **Yes**.

Name	Description
Person Name	This is an optional parameter containing a list of values with all names of relevant persons under the specified **Employer PAYE Reference**. If the **Debug Mode** parameter is set to **Yes**, then the application automatically enables the **Person Name** parameter.

4.   Click OK and then Submit.

4

Real-Time Information (RTI) Processing

Real Time Information Reporting

Overview of Real Time Information Reporting

Oracle HRMS enables employers to meet the *real time information* (RTI) reporting every time a payment is made to the employee as required by HMRC. As the RTI reporting replaces End of Year reporting and In-Year filing, Oracle HRMS enables you to align employee data with HMRC data. Along with RTI, Oracle HRMS continues supporting P45, P60, and P11D reporting as they are in use.

RTI reporting collects information about tax and other deductions automatically each time you run the payroll. This could be monthly, weekly, or fortnightly. HMRC receives this automatically at the same time as the employees are paid. This reporting process gets information on those joining and leaving employment to HMRC more quickly. For example, RTI enables the date of leaving to be submitted before the final earnings information. A more accurate HRC database reduces queries and the need for recalculations of employee's tax. Additionally, HMRC receives the full amount payment due from the employer each pay period. RTI reporting means that the following procedures will be simplified or discontinued:

- Issuing a P45 to all employees who leave employment.

- Notifying HMRC of those employees who join.

- Determining a tax code by requiring new employees to complete a P45.

- Submitting end of year P14, P35, and P38A returns to HMRC.

To meet RTI reporting requirements, you can submit the following outgoing and receive the incoming XML messages:

Outgoing

- Full Payment Submission

- Employer Payment Summary

- NINO Verification Request

Incoming

- NINO Verification Reply

Full Payment Submission (FPS) to be submitted to HMRC each time the employer makes a payment to an employee. It picks up data relating to the payments processed for the relevant period for the PAYE scheme. A number of scenarios have been published by HMRC to demonstrate what values need to be reported under different circumstances. The data relates to employment within the PAYE and as such all payments and deductions are reported as this period and year to date figures. You can submit this after submitting the EAS. HMRC uses this to update their records with the YTD values for your employees. You must submit this on or before the date of payment to your employees. You can send it per Payroll within the PAYE Scheme if required. Additionally, this submission includes any company declaration details if PAYE Scheme has ceased and End of Tax year FPS. The first FPS that you submit includes:

- All employees reported on the Employer Alignment Submission (EAS).

- Any new starters since you submitted the EAS.

- All employees who have been paid this tax year (includes all those leavers in the last tax year if they had a payment after leaving).

The subsequent FPS includes all employees that have been paid in the period being reported.

Employer Payment Summary (EPS) can be submitted where the employer needs to notify HMRC of adjustments to their overall liability. If the EPS is not submitted, then the values determined from the regular FPS submission are expected to be paid over by HMRC. Employers can make adjustments to the overall employer-level amounts due (the total PAYE / NI, which should have been paid to HMRC to cover all individual employee-level amounts). Amounts which the employer is entitled to recover for payments of SMP / ASPP and also for NIC compensation relating to statutory payments, can also be submitted via the EPS. In addition, a final declaration to be made relating to values to be reported at the end of year is covered by this XML message. This is an optional XML file to be submitted for the tax period. Additionally, this file includes any company declaration details.

NINO Verification Request (NVREQ) - an ad-hoc process which allows employers to request either a validation of existing NI numbers for employees or obtain a valid NINO for new employees. HMRC sends an acknowledgement file with a correlation ID (in case employers want to stamp the employee record for audit purposes) and then follows up by sending the verified or new NI number via the (incoming) NINO

Verification Reply message.

NINO Verification Reply (NVREP) - this is a message from HMRC notifying the NI number to be used for the employee. The NVREQ message can be either a response to a NI number Verification Request (NVREQ) from the employer, or as a result of an incorrect / missing NI number on the FPS or EAS submission. Contains the NINO to be used and indicates the action to be taken by the employer. Employers must update their employee records and report this notified NI number for future submissions.

Changes to BACS Process due to RTI Reporting

If you pay your employees via BACS, then the RTI data forms part of the BACS submission. The data is submitted at the same time as the employees' salary payment details.

Oracle HRMS enables you to use the pre or post RTI BACS file creation process to ensure that if you are not on RTI as yet, then you are not impacted by the changes introduced for RTI within the BACS file. You can continue to use the existing BACS file creation functionality that does not generate the random number which is required to accommodate the HASHing requirement within RTI. Additionally, if you are migrating your PAYE schemes in batches, then you have the option for the non-RTI PAYE schemes. You can use the RTI Uptake profile option for this purpose along with the RTI Uptake configuration type that enables you to migrate your PAYE Schemes all at once or in batches.

From 2024, HMRC no longer uses the BACS Hash, hence the random string output is not generated in the FPS file. The positions from 32 to 35 in the Field 7 of the Standard 18 BACS are filled with blanks.

See: *User Profiles topic in Oracle HRMS Configuring, Reporting, and System Administration Guide and Mapping Existing Data for RTI*

For further details about RTI Reporting, see *My Oracle Support Note 1324671.1*

Secondary Classifications and Balances for RTI Reporting

Where ever possible, RTI reporting uses the current application payroll balances. However, as the RTI information goes beyond the End Of Year reporting (currently P14), the following secondary classifications and classification balances are available. You can attach elements that are already in use to the classifications to establish the feeds to these balances so that the relevant figures needed for RTI reporting are picked up.

The following tables show the secondary classifications, elements, and their balances available for RTI:

Secondary Classifications and their Balances for RTI

Secondary Classification	Balance Required	Description
Secondary Classification: Post Tax Pension For Existing Classification: Voluntary Deduction Description: Post Tax Pension deductions	Classification Balance: Post Tax Pension Contributions Description: Post Tax Pension Contributions Balance Category: RTI Reporting	Predefined secondary classification and balance to add the Pension Contribution element where it is taken as deduction from Net pay. Attach if required
Secondary Classification: Pre-Tax Pension For Existing Classification: Pre-Tax Deductions Description: Pre Tax Pension deductions	Classification Balance: Pre-Tax Pension Contributions Description: Pre Tax Pension Contributions Balance Category: RTI Reporting	Predefined secondary classification and balance to add the Pension Contribution element where it is Pre-Tax deduction. Attach if required
Secondary Classification: NI'able Free of Tax For Existing Classification: Pre-Tax Deductions Description: NI'able Deductions Free of Tax	Classification Balance: NI'able Deductions Free of Tax Description: NIable deductions Free of Tax	Predefined secondary classification and balance to add the pre-tax deduction elements (if these deductions affect taxable pay). Attach if required
Secondary Classification: Free of Tax For Existing Classification: Earnings Description: Earnings Free of Tax	Classification Balance: Earnings Free of Tax Description: Earnings Free of NI	Predefined secondary classification to feed the existing balance to report all pay that is not subject to tax. Attach if required
Secondary Classification: Free of NI For Existing Classification: Earnings Description: Earnings Free of NI	Classification Balance: Earnings Free of NIC Description: Earnings Free of Tax	Predefined secondary classification and balance to report all pay that is not subject to NIC Attach if required.

Secondary Classification	Balance Required	Description
Secondary Classification: Free of Tax and NI For Existing Classification: Earnings Description: Earnings Free of Tax and NI	Classification Balance: Earnings Free of Tax and NI Description: Earnings Free of Tax and NI	Predefined secondary classification and balance to report all pay that are not subject to tax nor NIC. Attach if required.
Existing Classification: Direct Payment	Classification Balance: Total Direct Payments Description: Total Direct Payments	Predefined balance to be fed by existing classification - Direct Payments to collect all payments classified under the Direct Payments classification. Attach if required
Secondary Classification: Taxable Benefit Earnings Subject to NIC For Existing Classification: Earnings Description: Taxable Benefit Earnings Subject to NIC	Classification Balance: Benefits Taxed Thru Payroll Subject to NIC Earnings Description: Benefits Taxed Through Payroll Subject to NIC as Earnings	Predefined secondary classification and balance to add the Earnings elements for benefits that are taxed through payroll but not actually paid. Attach if required.
Secondary Classification: Taxable Benefit Earnings NOT Subject to NIC For Existing Classification: Earnings	Classification Balance: Benefits Taxed Thru Payroll NOT Subject to NIC Earnings Description: Benefits Taxed Through Payroll NOT Subject to NIC as Earnings	Predefined secondary classification and balance to add the earnings elements for benefits that processed through payroll but not actually paid. Attach if required.
Secondary Classification: Taxable Benefit Subject to NIC Information For Existing Classification Information Description: Taxable Benefit Subject to NIC Information Elements	Classification Balance: Benefits Taxed Thru Payroll Subject to NIC Information Description: Benefits not earnings Taxed Through Payroll Subject to NIC Information	Predefined secondary classification and balance to add the Information elements for benefits that are taxed through payroll but not actually paid and are subject to NI deductions. Attach if required.

Secondary Classification	Balance Required	Description
Secondary Classification: Taxable Benefit NOT Subject to NIC Information For Existing Classification: Information Description: Taxable Benefit NOT Subject to NIC Information Elements Secondary Classification: SNCP Earning	Classification Balance: Benefits Taxed Thru Payroll NOT Subject to NIC Information Description: Benefits not earnings Taxed Through Payroll NOT Subject to NIC Information	Predefined secondary classification and balance to add the Information elements for benefits that are processed through payroll but not actually paid and are not subject to NI deductions. Attach if required.

Additional Elements, Classifications, and Balances used by RTI Reporting

Name of Classification	Associated Indirect Element	Classification Balance feed
SMP Non Payment Recovery	SMP Recovery	SMP Recovery
SMP Non Payment NIC Compensation	SMP NIC Compensation	SMP NIC Compensation
SAP Non Payment Recovery	SAP Recovery	SAP Recovery
SAP Non Payment NIC Compensation	SAP NIC Compensation	SAP NIC Compensation
SPP Birth Non Payment Recovery	OSPP Recovery Birth	OSPP Recovery Birth
SPP Birth Non Payment NIC Compensation	OSPP Birth NIC Compensation	OSPP Birth NIC Compensation
SPP Adoption Non Payment Recovery	OSPP Recovery Adoption	OSPP Recovery Adoption
SPP Adoption Non Payment NIC Compensation	OSPP NIC Compensation Adoption	OSPP NIC Compensation Adoption

Name of Classification	Associated Indirect Element	Classification Balance feed
ASPP Birth Non Payment Recovery	ASPP Recovery Birth	ASPP Recovery Birth
ASPP Birth Non Payment NIC Compensation	ASPP NIC Compensation Birth	ASPP NIC Compensation Birth
ASPP Adoption Non Payment Recovery	ASPP Recovery Adoption	ASPP Recovery Adoption
ASPP Adoption Non Payment NIC Compensation	ASPP NIC Compensation Adoption	ASPP NIC Compensation Adoption

Elements and Balances for Statutory Payment Recovery and NIC Compensation

Element	Balance
Setup SMP Recovery Balance	SMP Recovery Amount, SMP NIC Compensation
Setup SAP Recovery Balance	SAP Recovery Amount, SAP NIC Compensation
Setup SPP Recovery Balance	SPP Adoption Recovery Amount, SPP Adoption NIC Compensation, SPP Birth Recovery Amount, SPP Birth NIC Compensation
Setup ASPP Birth Recovery Balance	ASPP Adoption Recovery Amount, ASPP Adoption NIC Compensation, ASPP Birth Recovery Amount, ASPP Birth NIC Compensation

Elements and Balances for SNCP

Element	Balance
Setup SNCP Recovery	SNCP NIC Compensation, SNCP Recovery Amount

Element	Balance
Setup NIC Compensation	SNCP NIC Compensation
SNCP Recovery	SNCP Recovery Amount

P6/P9 for RTI

For RTI users, HMRC refers to the Payroll ID instead of Works Number in any incoming files to employers and therefore sends that in place of the Works Number. Hence, the P6/P9 update process checks if it is being run for RTI PAYE as it needs to match on the RTI Payroll ID instead of Works Number. There is no separate process for RTI users as the checks are made internally within the existing process to determine what to use for matching the assignments. The following apply to all RTI users running the P6/P9 process:

- You must ensure that the RTI Uptake profile is set to either Full or Partial. When the P6/P9 process runs, the following applies:

  - Partial only picks up RTI Payroll ID for the PAYEs configured in the Configuration Module

  - Full picks up RTI ID for all the PAYEs within the business group.

  - When Aggregation is in place for assignments, the process updates the information received in the P6/P9 file as follows:

    - PAYE aggregation - updates all assignments.

    - NI Only aggregation - updates only those assignments with the RTI Payroll ID match.

- If PAYE aggregation exists and the RTI Payroll ID is not the same across the aggregated assignments (or null against any assignment), then the process raises an error. You must examine and correct the information on RTI Payroll ID before processing the record again.

- For RTI customers, HMRC does:

  - Not supply works number in the field ATT2 / 19 of the MOVDED record.

  - Instead, it supplies the RTI Payroll ID (as defined within Oracle HMRS).

- You must ensure that the RTI Payroll ID is present on all assignments as follows:

- Run the Populate RTI Payroll ID with Assignment Number process. See: Running the Populate RTI Payroll ID with Assignment Number, page 4-21

- For PAYE aggregation, if you change the RTI Payroll ID manually, then ensure that it is the same across all the aggregated assignments.

End of Year on RTI

If you have migrated to RTI reporting, then note the following:

- There are no P14 returns for RTI users.

- Running the Final FPS indicates to HMRC that this is an EOY submission.

- You can send FPS Final Submission multiple times as required until 19th April.

- For most employers, the final Full Payment Submission (FPS) return is made on or before 5th April when you make the final payment of earnings for the tax year.

- You should indicate that this is your final submission for year through the FPS. However, if you discover on or before the 19th April, following the end of the tax year, that you need to make any amendments or corrections to the information reported you can submit an additional FPS. You must indicate on your amended FPS that this is your final submission for year. If you have to make any amendments or corrections on or after 20th April, use the RTI - Full Payment Submission Process (FPS) Amendments process. Within the year, you can make corrections to an FPS by sending a corrected FPS.

- The Final FPS indicator lets HMRC know that the employer has completed their submissions for the year. You must report this on the last FPS that you submit which does not include all employees who have been reported during the tax year, but only contains records for employees who have a payment to be reported in this final run. It may be that the last FPS is reporting only a very small number of payments (if this is a supplementary run after the last main payroll of the tax year).

- If the Final Submission option is set on the process parameter for EPS and/or FPS, then you must complete the Declaration parameters, otherwise HMRC rejects the file.

- Use RTI - Full Payment Submission Process (FPS) Amendments process to send any amendments to employee values for the previous tax years.

- Any FPS submission which is for a process in the new tax year (the payroll run / balance adjustment process is on or after 6 April), then you must use the new FPS process. You must run the EPS also for the appropriate year that the payments relate to in the same manner as the FPS.

- To generate P60, you must run the RTI P60 process. See: P60 and RTI, page 3-114

- There is no change to running the P11D processes for RTI users and you must follow the existing processes.

- There are no changes to Start Of Year for RTI users and you must follow the normal processes for SOY.

- Upload P6/P9 by running the existing process. For RTI users, this process determines whether to use RTI Payroll ID to match the records depending on the RTI Uptake profile value. See: P6/P9 and RTI, page 4-8

Setting up Real Time Information Reporting

Overview of Setting Up Real Time Information Reporting

For information about setting up your system for RTI reporting requirements, see Setting up Real Time Information Reporting, page 4-11.

Setting up Real Time Information Reporting

To meet RTI reporting requirements, you must ensure that the following are set up:

1. Register the following extra information types (EITs) and assign them to your responsibility:

   • RTI Information (Table Name parameter value while registering is PER_ASSIGNMENT_INFO_TYPES and code while assigning to responsibility is GB_PAY_RTI)

   • RTI New Starter Information (Table Name parameter value while registering is PER_ASSIGNMENT_INFO_TYPES and code while assigning to responsibility is GB_RTI_ASG_DETAILS)

   • RTI Assignment Aggregation (Table Name parameter value while registering is PER_ASSIGNMENT_INFO_TYPES and code while assigning to responsibility is GB_RTI_AGGREGATION)

   • Real Time Information - NINO Verification (Table Name parameter value while registering is PER_PEOPLE_INFO_TYPES and code while assigning to responsibility is RTI_NINO)

   See: Running the Register Extra Information Types (EITs) Process and Setting Up Extra Information Types for a Responsibility in *Oracle HRMS Configuring, Reporting, and System Administration Guide*

2. Ensure you have the Employer Office Reference Number to enter it in the **Tax Reference Details** organization EIT.

3. Ensure that all PAYE references are available within the application as RTI is submitted per PAYE.

4. Passport number is the optional data item required for RTI. If this is available, then map it using the configuration values module type **Passport Number**. If you are using the Documents of Reference functionality, then ensure that the **Document Type** is passport and the **Document Number** is the passport number. The FPS process picks up the passport number from this field, if present.

5. If your employees have valid NI numbers that have been in use as verified by HMRC, then you may want to run the Pre-RTI NINO Verification process to set the NINO verified flag as a mass update. This prevents the NINO Verification request process from picking up all the employees un-necessarily when you run it for the first time.

6. Examine your pay or information elements to deduce if they belong to any of the items listed for reporting in the mapping of the XML fields and allocate them to the additional new secondary classification introduced as part of the RTI functionality. This ensures that the (new) balances being reported on FPS have the correct value.

7. Creation of the Employer Payment Summary XML requires you to submit the values for verification to an **Approver** who can then verify that the EPS record is correct and ready for XML. Ensure that you have approvers notification set up using workflow to the appropriate individuals so that they get the notifications to approve and verify the EPS record. The XML process does not pick up any records that have not been verified (status should be **Verified**). If you wish not to use the approver functionality, then you must ensure that the **RTI Employer Payment Summary approval** process required profile option is switched off by setting the value to No; the default is Yes.

8. You must run the one-time process called **RTI Payroll ID Defaulting** to ensure that this attribute on the new **RTI Aggregation** tab is populated for your existing employees. The EAS, FPS, and NINO processes pick up this field value. It is not necessary to populate this field on an on-going basis and is a one-time uptake procedure only. For further details on this process, see Running the Populate RTI Payroll ID with Assignment Number Process, page 4-21

9. To uptake the RTI option of reporting, you must set the RTI Uptake profile option with an applicable value. See: User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*. Additionally, you need to provide values for the configuration type RTI Uptake depending on the value set for the profile option.

10. Once you are on RTI, ensure that you enter all new starter information using the **RTI** tab only. You must not use the other original pre-RTI tabs namely, New Starter, P46 Pension Notification, and P46 (EXPAT) Notification, for those PAYE schemes on RTI, as RTI reporting does not pick up information from these tabs.

11. Enter RTI aggregation information. See: Entering RTI Aggregation Information, page 4-16

12. Record RTI specific data using the assignment and person extra information types.

13. Additionally, set up your own elements that are deemed as Trivial Commutation Payments and the Payment Type for the following balances:

   • Trivial Commutation Type A

- Trivial Commutation Type B

- Trivial Commutation Type C

If there is any value in the balances, then the FPS process reports these in the FPS employment record section in pairs of type and value. It reports up to three iterations (one per type).

14. Map existing data using the configuration module if data required for RTI is available in your system and if you are migrating partially (staged approach for groups of PAYE Schemes). Additionally, you can choose the correct BACS process (with or without HASHing field). See: Mapping Existing Data for RTI, page 4-17

15. Run the following RTI processes to generate the RTI archive and output XML files:

Pre RTI Migration
- Run the Populate RTI Payroll ID with Assignment Number Process.

- Run the Pre-RTI NINO Verification Process.

Post RTI Migration
- Run the Create EPS Payment Values

- Run the Employer Payment Summary Process (EPS)

- Run the Employer Payment Summary Reset Status

- Run the Full Payment Submission Process (FPS)

- Run the Full Payment Submission Output

- Run the NINO Verification Request Process (NVREQ)

- Run the NINO Verification Reply Upload Process (NVREP)

- Run the P60 and RTI

- Run the P6/P9 and RTI

- Run the End of Year for RTI

16. Submit the RTI messages.

Entering New Starter Information for RTI

Oracle HRMS enables you to record the new starter information for RTI reporting. Use the **New Starter (RTI)** tab in the **Statutory Details** window. This tab combines the

information for starters that is currently held in the current New Starter and P46 tabs. If you are on RTI, then you must use this tab to input the relevant data instead of the current practice of using the New Starter and P46 tabs. The **New Starter RTI** tab is for input of new starter declaration, pension amount, and expat information only. You must enter the P45 information using the **PAYE** details tab and any NI information the **NI details** tab. RTI reporting uses information from the PAYE details and NI details tabs. After you migrate to RTI, the following tabs will become redundant and RTI reporting does not use any information recorded in the tabs:

- New Starter

- P46 Pension Notification

- P46(EXPAT) Notification

The New Starter (RTI) tab displays three sections which represent starter information being brought in by an employee, an ex-pat, or a pensioner. This tab combines the three types of starters' information that you need to file new starters using RTI.

To enter new starter information for RTI:

1. Query the employee assignment and choose the **Tax Information** button.

2. Click **New Starter (RTI)**.

3. In the New Starter section, the **RTI Sent** check box is automatically selected after you have run the FPS process to indicate that the starter information has been sent to HMRC. You can manually select it too. The record is not re-sent in subsequent FPS process. This is the same as the current new starter in-year filing (pre-RTI) process behavior.

4. As new starter declaration, enter what type of starter this person is where a P46 is sent. Choose from a list of values as follows:

   - A for First Job since 6th April

   - B for Only job currently

   - C for Have another job or pension

5. Select the **Continue with Student Loan** check box as required for continuing with student loan deductions.

6. In the Pensioner section, the **RTI Sent** check box is automatically checked after the FPS process has been run to indicate that the pensioner information has been sent to HMRC. You can select it manually too. The record is not re-sent in subsequent FPS process. This is the same as the current new starter in-year filing (pre-RTI) process behaviour.

7. Enter the date when the pension started. The RTI reporting process sends the starter declaration for the pensioner from the date the pension started.

8. Enter the annual pension.

9. Do not enter starter declaration but specify if the pensioner is in receipt of occupational pension.

10. In the EXPAT section, the **RTI Sent** check box is automatically selected after the FPS process has been run to indicate that the Expat information has been sent to HMRC. You can select it manually too. The record is not re-sent in subsequent FPS process. This is the same as the current new starter in-year filing (pre-RTI) process behaviour.

11. Do not enter the starter declaration but select the expat P46 statement from the following:

    • A Intention to live in the UK for more than six months.

    • B Intention to live in the UK for less than Six months.

    • C Living abroad, intend to work both inside and outside UK.

12. Select the **EEA/Commonwealth Citizen** check box as required.

13. Select the **EPM6 (Modified Scheme)** check box as required.

14. Enter the start date of employment in the United Kingdom.

15. Select the **Continue with Student Loan** check box as required for continuing with student loan deductions.

    Note: Regarding the **RTI Sent** check box:

    • Whenever EAS process is run, the process selects the **RTI Sent** check box in the New starter section within the **New starter (RTI)** tab for all the employees picked up by the EAS process.

    • For new hires created after EAS process, whenever FPS process is run, the process would report the error message "Starter Declaration is Missing" if you have not entered the required data on the corresponding blocks (New Starter, Pensioner, EXPAT) in New Starter(RTI) tab.

    • If you have entered the data prior to running the FPS process, then the process would not report the error; instead it processes

the assignment and checks the corresponding RTI Sent check box and reports the relevant values on FPS XML.

- If EAS process is rolled back, then the roll back process deselects the **RTI Sent** check box selected earlier by the EAS program.

- If FPS process is rolled back, then the roll back process deselects the **RTI Sent** check box selected earlier by the FPS program.

Entering RTI Aggregation Information

Oracle HRMS enables you to enter data required for aggregation of PAYE and NI by RTI reporting. The Full Payment Submission requires this data for processing aggregated assignments. Use the RTI Aggregation tab on the Statutory Details window.

To enter RTI aggregation information:

1. Query the employee assignment and choose the **Tax Information** button.

2. Click the **RTI Aggregation** tab.

3. Select the **RTI NI Reporting Assignment** check box where there is aggregation for NI only, to indicate the assignment record used to pick up the NI YTD values for reporting in the NI section of the FPS employment record.

4. For NI aggregation, there are multiple employment records output to ensure that the reporting of FPS record is a per HMRC expectation. This check box is not relevant for those assignments that are set for PAYE and NI aggregation as RTI reporting process treats these assignments as one record and output as a single employment record.

   > **Note:** The **RTI NI Reporting Assignment** check box is enabled only when the NI Multiple Assignments check box is selected (this indicates NI only aggregation).
   >
   > The Effective Date field becomes mandatory after you select the RTI NI Reporting Assignment check box.
   >
   > You must change the **RTI NI Reporting Assignment** check box only if the assignment that was the reporting assignment for NI, is terminated. In this case, ensure that you select this check box on the new or different assignment as appropriate.

5. Enter the effective date to enable the RTI Reporting Assignment check box to be date tracked as the information here is not date tracked as a rule.

> **Note:** At the time of migration to RTI, the process that populates the **RTI NI Reporting Assignment** check box, sets the effective date to the start of the current tax year (06-April-YYYY).

6. The application populates the RTI Payroll ID and the effective dates as follows:

    *   Defaults to primary assignment number if the **PAYE Aggregated Assignments** check box is selected.

    *   Defaults to assignment number of each assignment if the **PAYE Aggregated Assignments** check box is not selected.

    Ensure that you run the **Populate RTI Payroll ID with Assignment Number** concurrent program to enable the application to populate the Payroll ID Effective Start Date and Payroll ID Effective End Date with the appropriate values. The application sets the effective start date to the hire date of the assignment and the effective end date to end of time (31-DEC-4712). The effective dates ensure that the track history is maintained for NI Reporting flag along with RTI Payroll ID. If the payroll ID is changed for any reason, then all assignments aggregated for PAYE must be updated with the same RTI Payroll ID. This number assists in identifying the person's ID for RTI purposes. RTI reporting process use the RTI Payroll ID for reporting the payroll ID fields on the RTI XML files sent to HMRC. Additionally, the FPS process uses this ID to report employment records as one per payroll ID in cases of aggregation of NI.

    > **Note:** Use the **Populate Payroll IDs** concurrent program to populate the payroll IDs if you are already on the previous version of RTI. You must run this program to ensure that the payroll IDs are correctly updated as assignment numbers for non-aggregated assignments. See: Running the Populate RTI Payroll ID with Assignment Number Process, page 4-21

Mapping Existing Data for RTI

Some data items required by RTI may already exist within your Oracle HRMS application. RTI reporting process can use and report these data items. You can map your existing data that RTI requires using the configuration types within the Real Time Information configuration module in the Configuration Values page.

You do not need to configure the following items if you are using the RTI Information assignment extra information type:

- Number of Periods Covered

- Irregular Employment

- One-Off Payment

- Normal Hours Band (Hours Worked listed above)

- Receiving Occupational Pension

- Ex Pat

- Payment to Non-Individual

- On Strike

- Unpaid Absence

- Off-Payroll Worker Indicator

This module is only for mapping the given information if you have it stored already in your own placeholders. The configuration module mapping ensures that the data is picked up from your placeholders and not from the RTI Information EIT.

If you are using the standard Oracle functionality of Documents of Record to hold passport information, then you do not need to configure this item as this RTI processes pick up this information automatically. However, if you have stored passport number elsewhere using your own flexfield, then map it using the Employee Details - Passport Number configuration type.

The following configuration types are predefined:

- Employee Hours - The mapping is entirely optional as the RTI processes pick up the hours from assignment normal hours or if the RTI Information assignment EIT has a Normal Hours band value specified, if the configuration is not present.

- Irregular Payment - The mapping is entirely optional as the RTI processes pick up the Indicator from the Irregular Payment value specified in the RTI Information assignment EIT, if the configuration is not present.

- Number of Periods Covered - The mapping is entirely optional as the RTI processes pick up the Indicator from the Number Of Periods Covered value specified in the RTI Information assignment EIT, if the configuration is not present.

- One-Off Payment - The mapping is entirely optional as the RTI processes pick up the Indicator from the On-Off Payment value specified in the RTI Information assignment EIT, if the configuration is not present. If you are using the User Function option, then note the following:

- Provide the inputs of assignment_id and effective_date for the function to work.

- Ensure that the user function returns the appropriate values as expected by the relevant data item (for example, for Flags the value **Y** should be returned; for Hours Worked the value of total number of hours should be returned).

- FPS picks up the FF and executes it to return the value expected for the XML field in question.

- Off-Payroll Worker Indicator - Use the **Off-Payroll Worker** indicator to flag an employee as an off-payroll worker.

  - Student loan deductions to not apply to off-payroll workers. This includes Plan 1 and Plan 2 student loans and postgraduate loans.

  - Off-payroll workers are not entitled to receive statutory payments (SSP, SMP, SAP, SPP, ShPP or SPBP).

  - Pensions automatic enrolment does not apply to off-payroll workers.

  - Secondary (employer) Class 1 NICs relating to employment of off-payroll workers are disregarded when calculating entitlement to claim the employment allowance.

  - The FPS submission includes the Off-Payroll Worker indicator.

  - Terminations are processed for an off-payroll worker in the same way as for a regular employee. A P45 will be produced after termination according to employer configurations, reporting taxable pay and other details as usual.

  - If a person is set up as an employee on the payroll and they also provide services which mean they become a "deemed employee" for that contract, they must have two separate employment records with different payroll IDs. The record relating to the deemed employment would have the Off-Payroll Worker indicator checked; the other would not. The two employments must be completely independent of each other and are processed and reported separately.

  - No aggregation of either PAYE or National Insurance applies.

- Passport Number - The mapping is entirely optional as the RTI processes pick up the passport number from Documents of Records if used or configuration value mapping. The passport number is an optional field to be reported for RTI and is left blank if not present anywhere.

- RTI Uptake - Use this configuration type if you have multiple PAYE Schemes and

need to migrate to RTI in a phased manner. This configuration type ensures the following:

- Differentiates between the BACS process to be used (Post or PRE) as the post RTI BACS process has been changed to include the random number field on the BACS record.

- Allows Oracle users with a multiple number of PAYE schemes with large population of employees to migrate in a phased manner (this must be agreed first with HMRC).

- Removes the need for Oracle users to choose the pre and post RTI BACS process to be utilised and prevent serious issues on employee payment through BACS.

In order to take up RTI for PAYE Schemes, you must set up the schemes on this configuration type. Mapping the schemes ensures that the schemes are processed for RTI BACS correctly. This configuration type is optional but you must use it in conjunction with the RTI Uptake profile option as follows:

- If profile value is **None**, then there is no need to set configuration value here as the application uses the Pre-RTI version BACS process without generating the random number.

- If profile value is **All**, then no need to set configuration value here as the application uses Pre-RTI version BACS process that generates the random number.

- If the profile value is **Partial**, set this configuration type for each of the PAYE Schemes that are migrating to RTI.

The effective date is the date on which the PAYE Reference is going over to RTI. The RTI functionality checks this date and decides which BACS process needs to be used for the given PAYE Reference. You can create multiple configuration types one for each PAYE in question with its own effective date. For any PAYE scheme reference that does not have a configuration type set up when the profile value is Partial, then the application uses the Pre-RTI BACS process for these schemes.

To map your existing data to the required configuration type:

1. Navigate to the Configuration Values page through Other Definitions > Configurations Values.

2. Query the Real Time Configuration using the search icon next to the **Module Name** field and select it from the **Search** page.

3. Select the applicable configuration type and click **Add Configuration Values**.

4. In the **Add Configuration Values** page for the selected configuration type, enter the following details:

- Source - Identify the placeholder source, for example an extra information type, descriptive flexfield, or function.

- Context Name - The application populates the list of values with the context names of the source specified and you can select as required.

- Segment Column - If the source is an EIT or DFF, then specify the segment column that holds the applicable value.

- User Function Name - If the source specified is a function, then select the function name from the list of values.

5. Click **Apply**.

Running the Populate RTI Payroll ID with Assignment Number Process

If you are migrating to RTI functionality, then you need to populate the RTI Payroll ID field for your existing employees. The application defaults the payroll ID for all new employee assignments once the RTI functionality is implemented, however, prior to RTI migration, you must populate the payroll ID for all existing employee assignments to ensure that all the payroll ID's are in place for RTI reporting. Use the Populate RTI Payroll ID with Assignment Number to populate the RTI Payroll ID with either:

- Assignment number as is (for non-aggregated assignments).

- Primary assignment number for PAYE aggregated assignments.

This is a one-time process that you must run to ensure the existing assignments have this field populated correctly. All subsequent assignments started after RTI migration default to the appropriate assignment number taking aggregation type into account automatically. Use the **Submit Request** window.

To run the Populate RTI Payroll ID with Assignment Number process:

1. Select **Populate RTI Payroll ID with Assignment Number** in the Name field.

2. Enter the following parameters:

- PAYE Ref num - Select from the list of PAYE reference numbers in the organization.

- Effective Date - Enter a date from which you want all employees to be picked up. This would normally be the date RTI was implemented as Live to ensure that all employees are picked up.

Running the RTI - GB Populate Hour Bands Process

Oracle HRMS for UK enables you to migrate the existing normal hours bands to the revised bands. This concurrent program migrates the normal hours band recorded against the RTI Information assignment EIT to the RTI Information element's input value 'Normal Hours Band'. This enables the application to maintain the date track history.

This program migrates the normal hours band as follows:

- A - A

- B - B

- C - D

- D - E

You can run the program in **Validate Only - Updates Not Applied To The Database** mode first, to ensure that the program reports the expected list of employee records with appropriate normal working hour bands. If you are satisfied with the results, then you can run the process in **Validate** and **Commit** mode to commit the changes to the database.

Use the Submit Request window.

To run the RTI - GB Populate Hour Bands:

1. Select **RTI - GB Populate Hour Bands** in the **Name** field.

2. Enter the following parameters:

    - PAYE Reference - Select from the list of all the PAYE references within the organization.

    - Effective Date - Enter the effective date from when to migrate the existing normal hours band. The default is 6-APR-YYYY.

    - Mode - Select the mode to either validate only or to validate and commit to the database.

Setting up Net of Foreign Tax Reporting for RTI

Oracle HRMS enables you to process and report foreign tax. Employers can give foreign tax credit relief (FTCR) through the payroll where there is a foreign tax withholding obligation as well as PAYE due on the same income for employees. The Statement of Earnings (SOE), payslip, and FPS report the foreign tax. On submitting FPS, the value of

PAYE reported reflects the amount actually deducted against UK PAYE, the amount of PAYE reduced by the amount of FTCR. This relates both to 'This Payment' and 'Year To Date' values. As FTCR is already deducted while computing PAYE deduction in PAYE formula, the PAYE balance reported on the FPS and other reports relate to net PAYE. The application adds foreign tax to Deductions from Net Pay on the FPS.

To set up net of foreign tax reporting for RTI:

1. Link Foreign Tax element to the required payrolls or all payrolls.

2. Attach an element entry for this element.

3. Enter the foreign tax amount against the Amount input value for this element.

Running RTI Reconciliation Reports

Oracle HRMS enables you to run three RTI reconciliation reports to aid reconciliation and audit the data to be sent to HMRC. These reports are:

- RTI FPS Run Reconciliation Report - you can run this report as required for an FPS. Additionally, the FPS process run spawns this report automatically.

- RTI Year to Date Reconciliation Report - you can run this report as required, especially after P60 for a tax year to reconcile all the values reported. It reports the entire population within the PAYE Reference specified.

- RTI Year to Date Reconciliation Report (Discrepancies) - This report identifies records with discrepancies, as opposed to RTI Year to Date Reconciliation Report which would report.

To run RTI FPS Run Reconciliation report:

1. Select **RTI FPS Run Reconciliation Report** in the Name field.

2. Enter the FPS **Archive Request ID**.

To run RTI Year to Date Reconciliation report:

1. Select **RTI Year to Date Reconciliation Report** in the name field.

2. Enter the following parameters:

    - **Employer PAYE Reference** - Select from the list of all the PAYE references within the organization. This is a mandatory field.

    - **Effective Date** - The date entered here determines the timeframe for which the YTD values are to be reported. For example if 05-April 2025 is supplied, then

this process reports all the balances up to that point. This is a mandatory field.

- **Run Mode** - Select from the following:
  - **Payroll vs Last FPS** - Reports all employees that have FPS runs, compares the reported values reported with the payroll values, and reports discrepancies.

  - **Payroll vs Amended FPS** - Reports all employees that have amended FPS runs, compares the amended FPS values with payroll values, and reports discrepancies. This option gets enabled when the effective date parameter specified relates to tax year 2019-20 or future tax years.

  - **Payroll vs P60** - Reports all employees that have a P60 run, matching the specified P60 request ID, compares the reported P60 values with payroll values, and reports discrepancies. If you select this option, then the P60 Request ID parameter gets enabled. Based on the effective date set, this parameter is populated for that relevant tax year.

  - **Compare All** - Reports all employees that have reported values for a payroll run, an FPS run, an FPS amendment, or a P60 run

- **P60 Request ID** - This field is enabled when the mode is Compare All or Compare vs P60.

- **Number of Threads** - Specify the number of threads that this process must take into account. Based on the number of threads specified, the report runs in multi threaded mode.

- **Assignment Set** - Optionally, select an **Assignment Set**.

The Reconciliation Report displays all relevant information on employees/assignments extracted onto the XML file and this report is similar to the one from P14 EOY extract. This report displays the relevant YTD balance values as follows:

- If the **Run Mode** is set to: **Compare Payroll vs Last FPS**, then it reports all the employees that have a FPS run. It compares the FPS values reported with payroll values and reports discrepancies, if any.

- If the **Run Mode** is set to: **Compare Payroll vs P60**, then it reports all the employees that have a P60 run, specified by the P60 request ID. It compares the P60 values reported with payroll values and reports discrepancies, if any.

- If the **Run Mode** is set to: **Compare All**, then it reports all the employees that have payments, reporting figures for payroll run, FPS run, P60 run, specified by the P60 request ID parameter. It compares these values reported with payroll

values and reports discrepancies, if any.

To run RTI Year to Date Reconciliation Report (Discrepancies):

1. Select **RTI Year to Date Reconciliation Report (Discrepancies)** in the Name field.

2. Enter the following parameters, which are same as those of the RTI Year to Date Reconciliation Report:

   • Employer PAYE Reference

   • Effective Date - Date range is limited from 06-APR-2019 to 06-APR-2026.

   • Run Mode

   • P60 Request ID

Full Payment Submission (FPS)

Understanding the RTI - Full Payment Submission Process

All employers are required to send information to HMRC using the real time information (RTI) system. Certain message types have a version that is specific to a single tax year, so each year new versions of certain reports are required.

- Employer Payment Summary

- Full Payment Submission

- Run Reconciliation Report

- Additional Full Payment Submission

Oracle HRMS enables you to start sending Full Payment Submissions (FPS) after you have submitted the live EAS and HMRC has accepted it. You can send it as follows:

- First FPS to follow immediately after a live EAS is accepted. This is a one-time FPS that includes all the payment details for the employees paid that period as well as the year to date values of all the employee records sent on the EAS that are not actually processed through the payroll. for example, leavers in the tax year. As these employees may never get processed through payroll again, you can submit their information to HMRC for them to update the YTD figures for these employees. Each group of employees who have had an EAS sent to HMRC must also go through the submission of the First FPS. You must set the First FPS parameter to Yes when running the FPS process.

- You can send subsequent FPS on or before any payment is made to employees every time. The FPS covers all employees who have had a payment through the payroll process regardless of the method of payment (BACS, cheque). The period values as well as year to date figures are present on this FPS for all these employees. You must set the First FPS parameter to No, while running the subsequent FPS process for any group of employees.

HMRC uses the information submitted on FPS to update their records for the employees on an ongoing basis ensuring that the data they hold is as accurate as possible. If there are no payments made to any employee in any one period, then an FPS is not required, however, you must submit an Employer Payments Summary (EPS) with no payment made indicator for such periods. In order to produce the Full Payment Summary, you must complete your payroll cycle (payroll run) for each group of employees and also the Pre-Payment process. Once these two processes are completed, you can initiate the FPS process. This process archives the data required for reporting on the FPS XML file.

Scenarios for Reporting Dates

The following table shows the results when you enter different combinations of reporting dates in the RTI - Full Payment Submission - (FPS) Request:

Scenario	Reporting Date	Reporting End Date	Result
Scenario 1	No value	No value	In this scenario, the program reports no late leavers, only the normal employees who got paid in the current prepayment.
Scenario 2	Any date	No value	In this scenario, the program reports all the late leavers from the Reporting Date until the current FPS run date along with the Normal FPS employees.
Scenario 3	Any date	Any date	In this scenario, the program reports all the late leavers from the Reporting Date until the Reporting End Date along with the Normal FPS employees.

RTI - Full Payment Submission Process (FPS)

Use the **Submit Request** window to select the version of the Full Payment Submission Process (FPS) that corresponds to the desired tax year.

> **Important:** Oracle supports corrections to tax year using the FPS through the Amended FPS process.

This process reports both the normal FPS employees along with the additional FPS late leavers. The summary output also combines both set of employees (normal FPS employees and late leavers).

To run the RTI - Full Payment Submission Process (FPS) 2025/26:

1. Navigate to the **Submit Request** window.

2. In the Name field, select the **RTI - Full Payment Submission Process (FPS) 2025/26**.

3. Enter the following data.

> **Note:** The following table describes the main parameters for the RTI - Full Payment Submission - (FPS) Request process. Due to changing legislative requirements, the parameters listed for your

process may vary depending on the tax year.

Parameters for the RTI - Full Payment Submission Process (FPS)

Parameter	Description
PAYE Reference	Select from the PAYE references available in the application. This is a mandatory field.
First FPS	Select **Yes** if this is the first FPS being sent in place of an EAS (this is determined by HMRC). Always submit for each group of employees in the EAS. The default value of this field is **No**. Entering data in this field is optional.
First FPS Effective Date	Select the date for which the **First FPS** is being sent. This is mandatory if the **First FPS** parameter is **Yes**. The process uses this to determine the first pre-payment to be listed in the list of values for the **Pre-Payment Request ID** parameter and to filter pre-payments that were processed prior to migration to RTI. Ensure that this date is the date of RTI migration.
Payroll	Select from the available payrolls in the PAYE. This is a mandatory field.
Pre-Payment Request ID	Select a value from the **Pre-Payment Request ID** list for the PAYE you selected. The list of values shows the earliest pre-payment run that has not yet had an FPS run. The list of values ensures that the values being reported in FPS runs, where there are multiple pre-payments present, are correct for YTD and "this payment" values. This is a mandatory field. **Note:** Ensure that each pre-payment has an FPS run separately regardless of BACS being run for multiple pre-payments. It is imperative the FPSs are run in sequence to ensure that the values being reported for "this payment" and year-to-date equal the employees' payments being made by BACS. For a normal FPS, the list of values of pre-payment IDs displays only those pre-payments that have not had an FPS since.
Reporting Date	Optionally, enter a date within the tax year for which the FPS is being submitted. This date represents the retrospective or current period start date from which the late leavers will be considered for processing.

Parameter	Description
Reporting End Date	Optionally, enter the end date until which date the late leavers will be processed.
FPS Payment Date	Optionally, enter the **FPS Payment Date**. If you specify a payment date, then the application reports this date as the payment date for all employees processed within the FPS.
Final Submission	Optionally, select from the following values: • **No** • **Yes - Final for Ceased PAYE Ref**: Select this value if the FPS is the final one for a ceased PAYE reference. • **Yes - Final for the Year**: Select this value if the FPS is the final one for the tax year. This informs HMRC that the end of year process has been submitted for this PAYE. When you select **Yes**, optional parameters are enabled.
Date Scheme Ceased	Enter the date on which the date scheme ceased using the date format DD-MON-YYYY. For example, 10-JUL-YYYY. This is a mandatory parameter if you selected **Yes - Final** as the option for **Ceased PAYE**.
Include Address Details	Select the option for reporting address details to HMRC: • **Always**: Reports the address details for all employees to HMRC. • **Only New Starters** (the default value): Reports the address details only for new starters to HRMC. This is a mandatory field.
Gateway Test Indicator	This is a mandatory field, containing a list of values with the default set to **Live**. The other values in the list of values are **Test**, **Test In Live** , and **Test In Live (Software Developer Only)**. The options **Live** and **Test in Live** are available only to end users, whereas the options **Test**, and **Test in Live (Software Developer Only)** are available only to software vendors.
XML Storage Type	This field is optional and contains a list of values with the default set to **File System and Database**. The other value in the list is **Secure Database**.

Parameter	Description
Late PAYE Reporting Reason	Select one of the following reasons: • **A - Notional payment: Payment to Expat by third party or overseas employer** • **B - Notional payment: Employment related security** • **C - Notional payment: Other** • **D - Payment subject to Class 1 NICs but P11D/P9D for tax** • **F - No working sheet required; Impractical to report** • **G - Reasonable excuse** • **H - Correction to earlier submission**
Debug Mode	Optionally, select whether to set the debug mode for troubleshooting. The default value is **No**. The other value is **Yes**. The **Debug Mode** is enabled if the **Gateway Test Indicator** is set to **Test**, **Test in Live**, or **Test in Live (Software Developer only)**.
Person Name	Enables you to select all the person names that are processed in the selected PAYE Reference. This field is enabled only if the **Debug Mode** parameter is set to **Yes**. This is an optional parameter.
Compress File	This is an optional parameter containing a list of values with the default set to **Yes**. The other value is **No**.
File Split Factor (in MB)	This is an optional parameter with the default value set to **20**.
XML File Name	This is an optional parameter, which is blank by default.

To roll back the RTI - Full Payment Submission Process:

If you need to re-run the RTI - Full Payment Submission Process, first run the GB Rollback program to reset the existing values. This process ensures that newly-added values are included when the full payment submission is rerun. For more information, see Running the GB Rollback Program, page 4-36.

RTI - Full Payment Submission Process (FPS) Amendments

The RTI - Full Payment Submission (FPS) Amendments process, enables you to use the RTI Full Payment Submission to report revised year-to-date (YTD) payment data after 19 April, following the end of the tax year.

> **Important:** Full Payment Submission Process (FPS) - Amendments 2024/25 is supported till 6-April-2025.

Use the **Submit Request** window to run the **RTI - Full Payment Submission Process (FPS) - Amendments** process.

To run the RTI - Full Payment Submission Process (FPS) - Amendments 2024/25:

1. Navigate to the **Submit Request** window.

2. In the **Name** field, select the **RTI - Full Payment Submission Process (FPS) - Amendments 2024/25**.

3. Enter the following data:

Parameters for the RTI - Full Payment Submission Process (FPS) - Amendments

Parameter	Description
PAYE Reference	Select from the PAYE references available in the application. This is a mandatory field.
Gateway Test Indicator	This is a mandatory field, containing a list of values with the default set to **Live**. The other values in the list of values are **Test (Software Developer only)**, **Test In Live** , and **Test In Live (Software Developer only)**. The options **Live** and **Test in Live** are available only to end users, whereas the options **Test (Software Developer only)**, and **Test in Live (Software Developer only)** are available only to software vendors.
XML Storage Type	This field is optional and contains a list of values with the default set to **File System and Database**. The other value in the list is **Secure Database**.
Assignment Set	Optionally, select an **Assignment Set**.

Parameter	Description
Debug Mode	Select whether to set the debug mode for troubleshooting. The default value is **No**. The other value is **Yes**. The **Debug Mode** is enabled if the **Gateway Test Indicator** is set to **Test (Software Developer only)**, **Test in Live**, or **Test in Live (Software Developer only)**.
Person Name	Enables you to select all the person names that are processed in the selected PAYE Reference. This field is enabled only if the **Debug Mode** parameter is set to **Yes**.
Compress File	This is an optional parameter containing a list of values with the default set to **Yes**. The other value is **No**.
File Split Factor (in MB)	This is an optional parameter with the default value set to **20**.
XML File Name	This is an optional parameter, which is blank by default.

After you submit the **RTI Full Payment Submission (FPS) Amendments 2024/25** concurrent program, the application runs the **RTI - Full Payment Submission Process (FPS) 2024/25 - XML Output** program. This program, in turn, automatically runs the following concurrent programs:

- **GB IRMark Generator**

- **Payroll File Reporter**

The application performs the required business validations during XML generation. To view the generated XML report in the browser, click **View Output** corresponding to the Payroll File Reporter run.

RTI FPS Amendments Run Reconciliation Report

After you submit the **RTI Full Payment Submission (FPS) - Amendments 2024/25** concurrent program, the application runs the **RTI FPS Amendments Run Reconciliation** report. The reconciliation report displays all of the employee and assignment information that was extracted into the XML file.

RTI - Full Payment Submission (FPS) - Additional Reporting Request

Use the RTI- Full Payment Submission (FPS) - Additional Reporting request for the following scenarios:

- To report late leavers, having no payments after termination.

- Moving employees from one PAYE Reference to another; for example, for mergers and demergers where PAYE schemes are restructured. HMRC recommends that each assignment/person requires a leaver and starter update sent using FPS through RTI because HMRC considers this a change of employment.

- To report starter and leaver records when the Employer PAYE Reference is changed at the end of the tax year at the Payroll Definition level. The leaver record would be generated against the old Employer PAYE Reference and the starter record would be generated against the new Employer PAYE Reference.

To run the RTI- Full Payment Submission (FPS) - Additional Reporting Request:

Use this process to report all the employees who are transferred from one employer PAYE Reference to another, to report late leavers who have no payments after Termination and to report change in aggregation effective beginning of tax year.

1. Navigate to the **Submit Request** window.

2. In the Name field, select **RTI - Full Payment Submission (FPS) Additional Reporting 2025/26**.

3. Enter the following parameters:

Parameter	Description
Submission Mode	Select a **Submission Mode** from the list. You can choose from:

Note: In the new tax year, you must submit the FPS with submission mode **FPS with Starter Details** before submitting any normal FPS program.

- **FPS for Late Leavers**

  In this mode the application processes all leavers with an entry for actual termination date on or after the date specified in the Reporting Date parameter. This is for employees for whom the leaving date is not yet reported to HMRC.

- **FPS with Leaver Details**

  If you select this submission mode, then at the time of update to the payroll definition, the application processes and reports all active employees as of 5 April of the current tax year, subject to the following conditions:

  - FPS has been submitted to HMRC for the employee at some time in the past, so HMRC have a record of the employment already in place.

  - The employee has not been terminated with the reporting date to HMRC set.

  The application will not send leaver details if there is an outstanding pre-payment with no FPS run, subject to the following conditions:

  - The leaver date is set to 5 Apr <relevant tax year>.

  - The YTD value for the tax year is reported.

  - The PTD value is set to zero.

  - The FPS record generated is based on the MIG for the relevant tax year.

    Note: To report leaver details as of 05-APR-YYYY, submit the concurrent program RTI - Full Payment Submission (FPS) - Additional Reporting 20XX/YY (The tax year).

Parameter	Description
	• **RTI Aggregation Change**
	In this mode the application processes all assignments with a change to the aggregation flags, effective as of the beginning of the new tax year. The application then reports required assignments on the FPS with the appropriate leaving date.
	This is a mandatory parameter.
PAYE Reference	Select from the list of PAYE references in the organization. This is a mandatory parameter.
Payroll	Optionally, specify the applicable payroll. The application disables this field if the submission mode is either FPS with Leaver Details or FPS with Starter Details.
Reporting Date	The application defaults the date to 05-APR-YYYY when the submission mode is set to *FPS with Leaver Details*. It defaults the date to 06-APR-YYYY when the submission mode is set to *FPS with Starter Details*. This is an optional parameter.
Gateway Test Indicator	This is a mandatory parameter containing a list of values, with a default value of Live. The other values in the list of values are **Test (Software Developer only), Test In Live,** and **Test In Live (Software Developer only)**. Note that software vendors can only use the Test and Test in Live (Test Submission) values, whereas end-users can use only the Live and Test in Live (Live Submission) values.
Debug Mode	This is an optional parameter, and you can choose between **Yes** and **No**. **No** is the default parameter. This parameter is enabled if the **Gateway Test Indicator** parameter is set to **Test (Software Developer only)**, **Test in Live** , or **Test in Live (Software Developer only)**.
Person Name	This is an optional parameter containing a list of values with names of all persons processed in the selected prepayment. The **Person Name** parameter is enabled if the **Debug Mode** parameter is set to **Yes**.
Compress File	This is an optional parameter containing a list of values, with a default value of **Yes**. The other value in the list of values is **No**.
XML Storage Type	This is an optional parameter containing a list of values, with the default set to File System and Database. The other value in the list of values is Secure Database.

Parameter	Description
Late PAYE Reporting Reason	Optionally, select one of the following reasons for late reporting:
	• **A - Notional payment: Payment to Expat by third party or overseas employer**
	• **B - Notional payment: Employment related security**
	• **C - Notional payment: Other**
	• **D - Payment subject to Class 1 NICs but P11D/P9D for tax**
	• **F - No working sheet required; Impractical to report**
	• **G - Reasonable excuse**
	• **H - Correction to earlier submission**
File Split Factor (in MB)	**File Split Factor (in MB)** is an optional parameter, with the default value **20**. This parameter is applicable only when the **Submission Mode** is **XML**.
XML File Name	**XML File Name** is an optional parameter, which is blank by default.

Running the GB Rollback Program

Run the GB Rollback program to roll back (reset) a process. For example, if you want to rerun the Full Payment Submission, first run the GB Rollback program to reset the values. This enables the new values to be included when the update process is rerun.

You can roll back the following processes:

• Full Payment Submission

• Full Payment Submission - Amendments

• Additional Full Payment Submission

• P11D

• P46(Car) Archive Process

To run the GB Rollback program:

1. In the **Name** field, select **GB Rollback**.

2. Enter the following parameters:

   • **Year** - enter the year for which you want to roll back the process. This is a mandatory parameter.

   • **Process Type** - select the process type to be rolled back, such as a balance adjustment or estimate costing. This is a mandatory parameter.

   • **Payroll Process** - select the required payroll process ID to roll back. This is a mandatory parameter.

   • **Assignment Set** - optionally, select an assignment set.

   • **XML File Name** - optionally, select the XML File Name.

3. Click **OK**, and click **Submit**.

Employer Payment Summary (EPS)

Overview of the RTI - Employer Payment Summary Process

On receiving the FPS, HMRC calculates the employer liability (PAYE and NI) which is the amount they expect the employer to make for that period for the PAYE scheme. However, when there are any adjustments or reimbursements, for example, statutory payments recovery and the NIC compensation on the recovery amounts that reduce the expected liability, then you need to submit the Employer Payment Summary (EPS) for each period as necessary. The EPS contains the statutory payment recovery values (92% of SMP, ASPP,SAP,) and the NIC compensation on these recovery amounts. It also allows declarations to be made and if there are any amounts claimed for NIC holiday, CIS deductions suffered, or if there was an advance from HMRC to be reported. You send this record after processing all payrolls within the PAYE scheme and after submitting their FPS because this is relevant to the whole PAYE scheme. Oracle HRMS enables you to submit multiple EPS on the same effective date. Submit multiple EPS to report changes to a previous tax year that affect statutory payments such as SSP, SMP, and ASPP.

Setting Up the EPS Process

Complete the following steps before you run the EPS process.

1. Enter the information on Statutory Payments Recovery rates in the **Tax Details Reference** organization EIT.

2. Call the GB_EPS_GET_REC_AND_NIC predefined formula function (FF) from the SMP/SAP/ASPP and OSPP element formula. Pass Amount input value as a parameter. The seeded fast formula passes the Recovery and NIC Compensation computed values to the out parameters specified on the user formulae. Return these values to the appropriate predefined indirect elements for Recovery and NIC Compensation using the Formula Results functionality. For example, you must return the computed SMP Recovery amount to SMP Recovery element's Pay Value and return the computed SMP NIC Compensation to SMP NIC Compensation element's Pay Value. These indirect elements in turn feed the seeded balances which are reported after you run the **RTI Create EPS Payment Values** for the current year.

3. If you are doing internet submission and if you select the **Database** option for the **XML Storage Type** parameter, then create the following for usage by the EPS process:

   • Create the PAY_GB_RTI_SUBMISSION_ENCR table in the encrypted tablespace using the following script:

```
CREATE TABLE (schema_name)."PAY_GB_RTI_SUBMISSION_ENCR"
("SUBMISSION_ID" NUMBER NOT NULL ENABLE,
"BUSINESS_GROUP_ID" NUMBER(22,0),
"SUBMISSION_STATUS" VARCHAR2(1),
"CONC_REQUEST_ID" NUMBER(22,0),
"PAYROLL_ACTION_ID" NUMBER(22,0),
"REPORT_TYPE" VARCHAR2(100),
"XML_DATA" CLOB,
"EFFECTIVE_DATE" DATE,
"MESSAGE_TYPE" VARCHAR2(1),
"GENERATION_DATE" DATE,
"CREATED_BY" NUMBER(22,0),
"CREATION_DATE" DATE,
"LAST_UPDATED_BY" NUMBER(22,0),
"LAST_UPDATE_DATE" DATE,
"LAST_UPDATE_LOGIN" NUMBER(22,0),
"OBJECT_VERSION_NUMBER" NUMBER
) ;
```

- Create the synonym using the following script:

```
CREATE OR REPLACE SYNONYM (schema_name)."
PAY_GB_RTI_SUBMISSION_ENCR"  FOR (schema_name)."
PAY_GB_RTI_SUBMISSION_ENCR"
```

- Create the sequence using the following script:

```
CREATE SEQUENCE (schema_name)."PAY_GB_RTI_SUBMISSION_ENCR_S"
MINVALUE 1  MAXVALUE 9999999999999 INCREMENT BY 1 START WITH 1
CACHE 20 NOORDER NOCYCLE ;
```

- Create the trigger to ensure that the who columns are populated in the table PAY_GB_RTI_SUBMISSION_ENCR appropriately.

- Grant the required privileges to APPS user.

> **Note:** If you have specified the value as 'Database' for the XML Storage Type parameter, but have not created the required table, then the application displays an error message. You do not require the above mentioned steps if you are running the Electronic Data Interchange submissions.

4. Run the **Create EPS Payment Values** process.

5. Upon successful completion of the creation process, log into self service, to open the EPS Self Service page.

6. Make any changes and additions to the amounts displayed on the page for the PAYE reference and save the record.

7. Submit the EPS for approval (internal workflow task to be created).

> **Note:** If you do not want the Approval process to occur for the

Employer Payment Summary submission, then set the *RTI - Employer Payment Summary Approval process required* profile option to No. When the value is No, the EPS process bypasses the process of setting the EPS record status to completed and no approver interaction is required. When you submit the record, the application sets it to *verified* directly. See: User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*.

8. Approver then needs to submit the page which is picked up by the EPS XML process.

9. Once the information to be sent for the period has been submitted, you can submit the EPS XML process which creates the file for submission to HMRC.

Using the EPS Self Service Page

Use the EPS Self Service page to view, update, and submit the Employer Payment Summary record created by the Create EPS Payment Values process. You can grant applicable personnel in your organization to access this page and complete the required tasks.

Navigate to the EPS page using Other Definitions > Real Time Information > Employer Payment Summary. You can perform the following actions:

• Search EPS records

In this page you can search and retrieve the relevant PAYE Employer Payment Summary records. In the Search results section, you can select View icon to view the employer payment submission record. The record displays all the values that have been recorded on it by the Create EPS Payment Values process and any user inputs. This is a read-only page that displays information on all the values for the EPS record chosen. The Summary of Payments shown are the calculated values from the process (first column of figures) as well as the values that are editable by the user (second column of figures) that you can use to override the calculated values. The XML file for EPS takes the values shown on the second column.

• Update EPS records

To update the values in the second column in the EPS record page, click Update for the applicable record in the Search Results section. The Update - Employer Payment Summary Record page has the following three sections:

• Employer PAYE Reference Details: Where the RTI information of the PAYE reference is displayed. All the information on RTI for the entered on the Tax Reference Details organization EIT is displayed here. The statutory reimbursement information shown is that used by the Create EPS Payment

Values process. The items displayed are read-only and you cannot update here. The only field that you can update is the Approver Name.

- Employer Checklist Declaration: You can enter or update all the declaration information for submitting to HMRC (as necessary). This is similar to the P35 declaration information that is currently required by HMRC at the end of the year.

- Summary of Payments: Here you can make all the necessary amendments to the fields shown prior to submitting the EPS record for approval and subsequent submission to HMRC. The summary of payments section displays the actual value calculated from the EPS process. You can overwrite these figures as required by entering the replacement value in the enterable area for each item.

You can choose to either:

- Save - This saves the record with a confirmation notification. The status does not change for the record but fields that have been changed are updated.

- Submit - This sends the record for approval with a confirmation notification. This action changes the status of the EPS record to 'Completed'. After this status change, you cannot update the record if you have created it. Only the approver can update the record once the status has been set to 'completed'. The application sends a notification to the user set up as the approver so that the record can be checked by them and verified that the record is ready to be picked up by the EPS process.

- Cancel - takes you back to the Search page.

- Update by approver

  When the Approver gets a notification, they can go through the same functional flow to 'Update' or 'Approve' the record. This is same as Update Page for the creator of the EPS, except it is only available to the designated approver. In the Update - Employer Payment Summary Record (for approver) page, click the Verify button to change the EPS record status to 'Verified'. The EPS XML process picks up all verified EPS records for the PAYE scheme and creates the file for submission to HMRC.

- Delete EPS records

  Click the Delete icon in the Search Results section for the applicable EPS record. Use the Delete button on the Delete - Employer Payment Summary Record page to delete the EPS record. The application displays a confirmation message.

RTI - Create EPS Payment Values Process

This process extracts all balances for a period for the required PAYE scheme and makes the balances available on the EPS record page. For the given PAYE reference, this process calculates the sum of all statutory balances for all the assignments in the PAYE reference. It uses the parameters set in the Tax Reference Details organization EIT to calculate the statutory recovery values together with the NIC compensation values.

> **Note:** Due to changing legislative requirements, the parameters may vary depending on the tax year of the report selected.

To run the RTI - Create EPS Payment Values 2025/26 process:

Use this process for the tax year 2025/26.

1. Navigate to the **Submit Request** window.

2. In **Name** field, select **RTI - Create EPS Payment Values 2025/26**.

3. Enter the parameters.

4. Enter the following data:

Field	Description
PAYE Reference	Select from the list of all the PAYE references within the organization. This is a mandatory parameter.
Effective Date	Enter the tax period end date in the format DD-MON-YYYY for the relevant tax period. This is a mandatory parameter.
Final Submission	This is an optional parameter, containing a list of values, with default value set to **No**. Other values are **Yes - Final for Ceased PAYE Ref**, and **Yes - Final for the Year**.
No of Threads	Specify the number of threads that this process must take into account. This is a mandatory parameter and the default value is **3**.
Submit Bank Details for Refund	Optionally, select whether to submit bank details for refund. The default is **No**.

Field	Description
Select Bank Details for Refund	If you selected **Yes** in the **Submit Bank Details for Refund** field, then the application enables this parameter, and enables you to select a payment method from the list of all the organization payment methods defined in the business group. This is an optional parameter.
Claim Employment Allowance	Select **Yes** if you are claiming an employment allowance. The field is blank by default.

This report generates the following output:

- SMP/SAP/SPP/ShPP/SPBP Recovery Type

- Recovery Percentage Used

- SMP Amount Recovered

- SAP Amount Recovered

- SPP Amount Recovered

- ShPP Amount Recovered

- SPBP Amount Recovered YTD

- SNCP Amount Recovered YTD

- NIC Compensation on SMP

- NIC Compensation on SAP

- NIC Compensation on SPP

- NIC Compensation on ShPP

- NIC Compensation on SPBP YTD

- NIC Compensation on SNCP YTD

- Apprenticeship Levy YTD

- Annual Apprenticeship Levy allowance

5. Click **OK** and then submit the request.

To run the RTI - Create EPS Payment Values 2024/25 process:

Use this process for the tax year 2024/25.

1. Navigate to the Submit Request window.

2. In Name field, select **RTI - Create EPS Payment Values 2024/25**.

3. Enter the parameters.

4. Enter the following data:

Field	Description
PAYE Reference	Select from the list of all the PAYE references within the organization. This is a mandatory parameter.
Effective Date	Enter the tax period end date in the format DD-MON-YYYY for the relevant tax period. This is a mandatory parameter.
Final Submission	This is an optional parameter, containing a list of values, with default value set to **No**. Other values are **Yes - Final for Ceased PAYE Ref**, and **Yes - Final for the Year**.
No of Threads	Specify the number of threads that this process must take into account. This is a mandatory parameter and the default value is **3**.
Submit Bank Details for Refund	Optionally, select whether to submit bank details for refund. The default is **No**.
Select Bank Details for Refund	If you selected **Yes** in the **Submit Bank Details for Refund** field, then the application enables this parameter, and enables you to select a payment method from the list of all the organization payment methods defined in the business group. This is an optional parameter.
Claim Employment Allowance	Select whether you are claiming an employment allowance (**Yes** or **No**). The field is blank by default.

This report generates the following output:

- SMP/SAP/SPP/ShPP/SPBP Recovery Type

- Recovery Percentage Used

- SMP Amount Recovered

- SAP Amount Recovered

- SPP Amount Recovered

- ShPP Amount Recovered

- SPBP Amount Recovered YTD

- NIC Compensation on SMP

- NIC Compensation on SAP

- NIC Compensation on SPP

- NIC Compensation on ShPP

- NIC Compensation on SPBP YTD

- Apprenticeship Levy YTD

- Annual Apprenticeship Levy allowance

5. Click **OK** and then submit the request.

To run the RTI - Create EPS Payment Values 2023/24 process:

1. Navigate to the **Submit Request** window.

2. In the **Name** field, select **RTI - Create EPS Payment Values 2023/24**.

3. Enter the following data:

Field	Description
PAYE Reference	Select from the list of all the PAYE references within the organization. This is a mandatory parameter.
Effective Date	Enter the tax period end date in the format DD-MON-YYYY for the relevant tax period. This is a mandatory parameter.
Final Submission	This is an optional parameter, containing a list of values, with default value set to **No**. Other values are **Yes - Final for Ceased PAYE Ref**, and **Yes - Final for the Year**.

Field	Description
No of Threads	Specify the number of threads that this process must take into account. This is a mandatory parameter and the default value is **3**.
Submit Bank Details for Refund	Optionally, select whether to submit bank details for refund. The default is **No**.
Select Bank Details for Refund	If you selected **Yes** in the **Submit Bank Details for Refund** field, then the application enables this parameter, and enables you to select a payment method from the list of all the organization payment methods defined in the business group. This is an optional parameter.
Claim Employment Allowance	Select whether you are claiming an employment allowance (**Yes** or **No**). The field is blank by default.

This report generates the following output:

- SMP/SAP/SPP/ShPP/SPBP Recovery Type

- Recovery Percentage Used

- SMP Amount Recovered

- SAP Amount Recovered

- SPP Amount Recovered

- ShPP Amount Recovered

- SPBP Amount Recovered YTD

- NIC Compensation on SMP

- NIC Compensation on SAP

- NIC Compensation on SPP

- NIC Compensation on ShPP

- NIC Compensation on SPBP YTD

- Apprenticeship Levy YTD

- Annual Apprenticeship Levy allowance

To run the RTI - Create EPS Payment Values 2022/23 process:

1. Navigate to the **Submit Request** window.

2. In the **Name** field, select **RTI - Create EPS Payment Values 2022/23**.

3. Enter the following data:

Field	Description
PAYE Reference	Select from the list of all the PAYE references within the organization. This is a mandatory parameter.
Effective Date	Enter the tax period end date in the format DD-MON-YYYY for the relevant tax period. This is a mandatory parameter.
Final Submission	This is an optional parameter, containing a list of values, with default value set to **No**. Other values are **Yes - Final for Ceased PAYE Ref**, and **Yes - Final for the Year**.
No of Threads	Specify the number of threads that this process must take into account. This is a mandatory parameter and the default value is **3**.
Submit Bank Details for Refund	Optionally, select whether to submit bank details for refund. The default is **No**.
Select Bank Details for Refund	If you selected **Yes** in the **Submit Bank Details for Refund** field, then the application enables this parameter, and enables you to select a payment method from the list of all the organization payment methods defined in the business group. This is an optional parameter.
Claim Employment Allowance	Select whether you are claiming an employment allowance (**Yes** or **No**). The field is blank by default.

This report generates the following output:

- SMP/SAP/SPP/ShPP/SPBP Recovery Type

- Recovery Percentage Used

- SMP Amount Recovered

- SAP Amount Recovered

- SPP Amount Recovered

- ShPP Amount Recovered

- SPBP Amount Recovered YTD

- NIC Compensation on SMP

- NIC Compensation on SAP

- NIC Compensation on SPP

- NIC Compensation on ShPP

- NIC Compensation on SPBP YTD

- Apprenticeship Levy YTD

- Annual Apprenticeship Levy allowance

To run the RTI - Create EPS Payment Values 2021/22 process:

1. Navigate to the **Submit Request** window.

2. In the **Name** field, select **RTI - Create EPS Payment Values 2021/22**.

3. Enter the following data:

Field	Description
PAYE Reference	Select from the list of all the PAYE references within the organization. This is a mandatory parameter.
Effective Date	Enter the tax period end date in the format DD-MON-YYYY for the relevant tax period. This is a mandatory parameter.
Final Submission	This is an optional parameter, containing a list of values, with default value set to **No**. Other values are **Yes - Final for Ceased PAYE Ref**, and **Yes - Final for the Year**.
No of Threads	Specify the number of threads that this process must take into account. This is a mandatory parameter and the default value is **3**.

Field	Description
Submit Bank Details for Refund	Optionally, select whether to submit bank details for refund. The default is **No**.
Select Bank Details for Refund	If you selected **Yes** in the **Submit Bank Details for Refund** field, then the application enables this parameter, and enables you to select a payment method from the list of all the organization payment methods defined in the business group. This is an optional parameter.
Claim Employment Allowance	Select whether you are claiming an employment allowance (**Yes** or **No**). The field is blank by default.

This report generates the following output:

- SMP/SAP/SPP/ShPP/SPBP Recovery Type

- Recovery Percentage Used

- SMP Amount Recovered

- SAP Amount Recovered

- SPP Amount Recovered

- ShPP Amount Recovered

- NIC Compensation on SMP

- NIC Compensation on SAP

- NIC Compensation on SPP

- NIC Compensation on ShPP

- Apprenticeship Levy YTD

- Annual Apprenticeship Levy allowance

To run the RTI - Create EPS Payment Values 2020/21 process:

1. Navigate to the **Submit Request** window.

2. In the **Name** field, select **RTI - Create EPS Payment Values 2020/21**.

3. Enter the following data:

Field	Description
PAYE Reference	Select from the list of all the PAYE references within the organization. This is a mandatory parameter.
Effective Date	Enter the tax period end date in the format DD-MON-YYYY for the relevant tax period. This is a mandatory parameter.
Final Submission	This is an optional parameter, containing a list of values, with default value set to **No**. Other values are **Yes - Final for Ceased PAYE Ref**, and **Yes - Final for the Year**.
No of Threads	Specify the number of threads that this process must take into account. This is a mandatory parameter and the default value is **3**.
Submit Bank Details for Refund	Optionally, select whether to submit bank details for refund. The default is **No**.
Select Bank Details for Refund	If you selected **Yes** in the **Submit Bank Details for Refund** field, then the application enables this parameter, and enables you to select a payment method from the list of all the organization payment methods defined in the business group. This is an optional parameter.
Claim Employment Allowance	Select whether you are claiming an employment allowance (**Yes** or **No**). The field is blank by default.

To run the RTI - Create EPS Payment Values 2019/20 process:

1. Navigate to the **Submit Request** window.

2. In the **Name** field, select **RTI - Create EPS Payment Values 2019/20**.

3. Enter the following data:

Field	Description
PAYE Reference	Select from the list of all the PAYE references within the organization. This is a mandatory parameter.

Field	Description
Effective Date	Enter the tax period end date in the format DD-MON-YYYY for the relevant tax period. This is a mandatory parameter.
Final Submission	This is an optional parameter, containing a list of values, with default value set to **No**. Other values are **Yes - Final for Ceased PAYE Ref**, and **Yes - Final for the Year**.
No of Threads	Specify the number of threads that this process must take into account. This is a mandatory parameter and the default value is **3**.
Submit Bank Details for Refund	Optionally, select whether to submit bank details for refund. The default is **No**.
Select Bank Details for Refund	If you selected **Yes** in the **Submit Bank Details for Refund** field, then the application enables this parameter, and enables you to select a payment method from the list of all the organization payment methods defined in the business group. This is an optional parameter.
Claim Employment Allowance	Select whether you are claiming an employment allowance (**Yes** or **No**). The field is blank by default.

RTI - Employer Payment Summary Process (EPS)

To run the RTI - Employer Payment Summary Process (EPS) 2025/26:

1. Navigate to the **Submit Request** window.

2. In the **Name** field, select **RTI - Employer Payment Summary Process (EPS) 2025/26**.

3. Enter the following data:

Main Parameters for the RTI - Employer Payment Summary Process

Parameter	Description
PAYE Reference	Select from the list of PAYE references in your organization. This is a mandatory parameter.

Parameter	Description
Effective Date	Enter the tax period end date in the format DD-MON-YYYY for the relevant tax period. For example, if running a July monthly payroll EPS for payments at the end of the month (for example, 28 July), then the tax period is considered as period 05 running from 06-July to 05-Aug, and as such the date you enter is the end of the tax period in question (enter 05-Aug-YYYY).
	If running a weekly payroll and its dates span the tax period, then the EPS does not cover the values for this payroll as it falls into the next tax period. For example, a weekly payroll pay date of 07-Aug would be eligible for the next tax period from 06-Aug to 05-Sept. Therefore, the effective date entered of 05-Aug does not include the weekly pay run values.
	This is a mandatory parameter.
Gateway Test Indicator	This is a mandatory parameter containing a list of values, with the default set to **Live**. Other options in the list of values are **Test**, **Test in Live (Software Developer only)**, and **Test in Live**. Note that software vendors can only use the **Test (Software Developer Only)** and **Test in Live (Software Developer Only)** options, while end-users can use only the **Live** and **Test in Live** options.
XML Storage Type	This field is enabled only if the **Submission Mode** is **XML**. Select an **XML Storage Type** from the list:
	• **File System and Database**: This option is selected by default, and the application stores the generated XML on the file system.
	• **Secure Database**: The application stores the generated XML on the database.
	This is an optional parameter.

4. Click **OK**, and then **Submit** the request.

To run the RTI - Employer Payment Summary Process (EPS) 2024/25:

1. Navigate to the **Submit Request** window.

2. In the **Name** field, select **RTI - Employer Payment Summary Process (EPS) 2024/25**.

3. Enter the following data:

Main Parameters for the RTI - Employer Payment Summary Process

Parameter	Description
PAYE Reference	Select from the list of PAYE references in your organization. This is a mandatory parameter.
Effective Date	Enter the tax period end date in the format DD-MON-YYYY for the relevant tax period. For example, if running a July monthly payroll EPS for payments at the end of the month (for example, 28 July), then the tax period is considered as period 05 running from 06-July to 05-Aug, and as such the date you enter is the end of the tax period in question (enter 05-Aug-YYYY).
	If running a weekly payroll and its dates span the tax period, then the EPS does not cover the values for this payroll as it falls into the next tax period. For example, a weekly payroll pay date of 07-Aug would be eligible for the next tax period from 06-Aug to 05-Sept. Therefore, the effective date entered of 05-Aug does not include the weekly pay run values.
	This is a mandatory parameter.
Gateway Test Indicator	This is a mandatory parameter containing a list of values, with the default set to **Live**. Other options in the list of values are **Test**, **Test in Live (Software Developer only)**, and **Test in Live**. Note that software vendors can only use the **Test (Software Developer Only)** and **Test in Live (Software Developer Only)** options, while end-users can use only the **Live** and **Test in Live** options.
XML Storage Type	This field is enabled only if the **Submission Mode** is **XML**. Select an **XML Storage Type** from the list:
	• **File System and Database**: This option is selected by default, and the application stores the generated XML on the file system.
	• **Secure Database**: The application stores the generated XML on the database.
	This is an optional parameter.

4. Click **OK**, and then **Submit** the request.

To run the RTI - Employer Payment Summary Process (EPS) 2023/24:

1. Navigate to the **Submit Request** window.

2. In the **Name** field, select **RTI - Employer Payment Summary Process (EPS) 2023/24**.

3. Enter the following data:

Main Parameters for the RTI - Employer Payment Summary Process

Parameter	Description
PAYE Reference	Select from the list of PAYE references in your organization. This is a mandatory parameter.
Effective Date	Enter the tax period end date in the format DD-MON-YYYY for the relevant tax period. For example, if running a July monthly payroll EPS for payments at the end of the month (for example, 28 July), then the tax period is considered as period 05 running from 06-July to 05-Aug, and as such the date you enter is the end of the tax period in question (enter 05-Aug-YYYY).
	If running a weekly payroll and its dates span the tax period, then the EPS does not cover the values for this payroll as it falls into the next tax period. For example, a weekly payroll pay date of 07-Aug would be eligible for the next tax period from 06-Aug to 05-Sept. Therefore, the effective date entered of 05-Aug does not include the weekly pay run values.
	This is a mandatory parameter.
Gateway Test Indicator	This is a mandatory parameter containing a list of values, with the default set to **Live**. Other options in the list of values are **Test**, **Test in Live (Software Developer only)**, and **Test in Live**. Note that software vendors can only use the **Test (Software Developer Only)** and **Test in Live (Software Developer Only)** options, while end-users can use only the **Live** and **Test in Live** options.
XML Storage Type	This field is enabled only if the **Submission Mode** is **XML**. Select an **XML Storage Type** from the list: • **File System and Database**: This option is selected by default, and the application stores the generated XML on the file system. • **Secure Database**: The application stores the generated XML on the database. This is an optional parameter.

4. Click **OK**, and then **Submit** the request.

To run the RTI - Employer Payment Summary Process (EPS) 2022/23:

1. Navigate to the **Submit Request** window.

2. In the **Name** field, select **RTI - Employer Payment Summary Process (EPS) 2022/23**
.

3. Enter the following data:

Main Parameters for the RTI - Employer Payment Summary Process

Parameter	Description
PAYE Reference	Select from the list of PAYE references in your organization. This is a mandatory parameter.
Effective Date	Enter the tax period end date in the format DD-MON-YYYY for the relevant tax period. For example, if running a July monthly payroll EPS for payments at the end of the month (for example, 28 July), then the tax period is considered as period 05 running from 06-July to 05-Aug, and as such the date you enter is the end of the tax period in question (enter 05-Aug-YYYY).
	If running a weekly payroll and its dates span the tax period, then the EPS does not cover the values for this payroll as it falls into the next tax period. For example, a weekly payroll pay date of 07-Aug would be eligible for the next tax period from 06-Aug to 05-Sept. Therefore, the effective date entered of 05-Aug does not include the weekly pay run values.
	This is a mandatory parameter.
Gateway Test Indicator	This is a mandatory parameter containing a list of values, with the default set to **Live**. Other options in the list of values are **Test**, **Test in Live (Software Developer only)**, and **Test in Live**. Note that software vendors can only use the **Test (Software Developer Only)** and **Test in Live (Software Developer Only)** options, while end-users can use only the **Live** and **Test in Live** options.

Parameter	Description
XML Storage Type	This field is enabled only if the **Submission Mode** is **XML**. Select an **XML Storage Type** from the list: • **File System and Database**: This option is selected by default, and the application stores the generated XML on the file system. • **Secure Database**: The application stores the generated XML on the database. This is an optional parameter.

4. Click **OK**, and then **Submit** the request.

To run the RTI - Employer Payment Summary Process (EPS) 2021/22:

1. Navigate to the **Submit Request** window.

2. In the **Name** field, select **RTI - Employer Payment Summary Process (EPS) 2021/22**.

3. Enter the following data:

Main Parameters for the RTI - Employer Payment Summary Process

Parameter	Description
PAYE Reference	Select from the list of PAYE references in your organization. This is a mandatory parameter.

Parameter	Description
Effective Date	Enter the tax period end date in the format DD-MON-YYYY for the relevant tax period. For example, if running a July monthly payroll EPS for payments at the end of the month (for example, 28 July), then the tax period is considered as period 05 running from 06-July to 05-Aug, and as such the date you enter is the end of the tax period in question (enter 05-Aug-YYYY).
	If running a weekly payroll and its dates span the tax period, then the EPS does not cover the values for this payroll as it falls into the next tax period. For example, a weekly payroll pay date of 07-Aug would be eligible for the next tax period from 06-Aug to 05-Sept. Therefore, the effective date entered of 05-Aug does not include the weekly pay run values.
	This is a mandatory parameter.
Gateway Test Indicator	This is a mandatory parameter containing a list of values, with the default set to **Live**. Other options in the list of values are **Test**, **Test in Live (Software Developer Only)**, and **Test in Live** . Note that software vendors can only use the **Test** and **Test in Live (Software Developer Only)** options, while end-users can use only the **Live** and **Test in Live** options.
XML Storage Type	This field is enabled only if the **Submission Mode** is **XML**. Select an **XML Storage Type** from the list:
	• **File System and Database**: This option is selected by default, and the application stores the generated XML on the file system.
	• **Secure Database**: The application stores the generated XML on the database.
	This is an optional parameter.

4. Click **OK**, and then **Submit** the request.

To run the RTI - Employer Payment Summary Process (EPS) 2020/21:

1. Navigate to the **Submit Request** window.

2. In the **Name** field, select **RTI - Employer Payment Summary Process (EPS) 2020/21** .

3. Enter the following data:

Main Parameters for the RTI - Employer Payment Summary Process

Parameter	Description
PAYE Reference	Select from the list of PAYE references in your organization. This is a mandatory parameter.
Effective Date	Enter the tax period end date in the format DD-MON-YYYY for the relevant tax period. For example, if running a July monthly payroll EPS for payments at the end of the month (for example, 28 July), then the tax period is considered as period 05 running from 06-July to 05-Aug, and as such the date you enter is the end of the tax period in question (enter 05-Aug-YYYY).
	If running a weekly payroll and its dates span the tax period, then the EPS does not cover the values for this payroll as it falls into the next tax period. For example, a weekly payroll pay date of 07-Aug would be eligible for the next tax period from 06-Aug to 05-Sept. Therefore, the effective date entered of 05-Aug does not include the weekly pay run values.
	This is a mandatory parameter.
Gateway Test Indicator	This is a mandatory parameter containing a list of values, with the default set to **Live**. Other options in the list of values are **Test**, **Test in Live (Software Developer Only)**, and **Test in Live**. Note that software vendors can only use the **Test** and **Test in Live (Software Developer Only)** options, while end-users can use only the **Live** and **Test in Live** options.
XML Storage Type	This field is enabled only if the **Submission Mode** is **XML**. Select an **XML Storage Type** from the list: • **File System and Database**: This option is selected by default, and the application stores the generated XML on the file system. • **Secure Database**: The application stores the generated XML on the database. This is an optional parameter.

4. Click **OK**, and then **Submit** the request.

To run the RTI - Employer Payment Summary Process (EPS) 2019/20:

1. Navigate to the **Submit Request** window.

2. In the **Name** field, select **RTI - Employer Payment Summary Process (EPS) 2019/20** .

3. Enter the following data:

Main Parameters for the RTI - Employer Payment Summary Process

Parameter	Description
PAYE Reference	Select from the list of PAYE references in your organization. This is a mandatory parameter.
Effective Date	Enter the tax period end date in the format DD-MON-YYYY for the relevant tax period. For example, if running a July monthly payroll EPS for payments at the end of the month (for example, 28 July), then the tax period is considered as period 05 running from 06-July to 05-Aug, and as such the date you enter is the end of the tax period in question (enter 05-Aug-YYYY).
	If running a weekly payroll and its dates span the tax period, then the EPS does not cover the values for this payroll as it falls into the next tax period. For example, a weekly payroll pay date of 07-Aug would be eligible for the next tax period from 06-Aug to 05-Sept. Therefore, the effective date entered of 05-Aug does not include the weekly pay run values.
	This is a mandatory parameter.
Gateway Test Indicator	This is a mandatory parameter containing a list of values, with the default set to **Live**. Other options in the list of values are **Test**, **Test in Live (Software Developer Only)**, and **Test in Live)**. Note that software vendors can only use the **Test** and **Test in Live (Software Developer Only)** options, while end-users can use only the **Live** and **Test in Live** options.
XML Storage Type	This field is enabled only if the submission mode is XML. Select an XML storage type:
	• **File System and Database**: This option is selected by default, and the application stores the generated XML on the file system.
	• **Secure Database**: The application stores the generated XML on the database.
	This is an optional parameter.

4. Click **OK**, and then **Submit** the request.

RTI - Employer Payment Summary Reset Status

If you need to resubmit the EPS for a particular tax period, then you must reset the status of the EPS record. This is required because after the system updates the EPS to Sent status, no updates can be made to the EPS record on the system. Using the EPS Reset Status process, you can update the EPS record and resubmit. This process resets the EPS record to its original state (before it was approved and sent). The Status flag reverts to Saved and the EPS can be updated and resubmitted as normal.

To run the RTI - Employer Payment Summary Reset Status process:

1. Navigate to the **Submit Request** window.

2. In the **Name** field, select **RTI - Employer Payment Summary Reset Status**.

3. Enter the following parameters:

   • **PAYE Reference**: Select from the list of all the PAYE references within the organization. This is a mandatory field.

   • **Effective Date**: Enter the tax period end date using the format DD-MON-YYYY (for example, 12-DEC-2020) for the tax period that you wish to roll back. This is a mandatory field.

4. Click **OK** and **Submit** the request.

NINO Verification Request

NINO Verification Request

Running the NINO Verification Request Process

Use this process to request National Insurance Numbers for new or existing employees through an XML message file submission. Using the same method, you can for verification of existing National Insurance Numbers. This process archives the data required for reporting on the XML file.

Use the Submit Request window.

To run the NVREQ process:

1. Select RTI - NINO Verification Request Process (NVREQ) in the Name field.

2. Enter the following parameters:

    - **PAYE Reference** - Select from the list of all the PAYE references within the organization.

    - **Payroll** - Optionally, select from the list of all the payrolls within PAYE reference chosen. If no payroll is entered, the process selects all payrolls within the PAYE reference and scans for all records where the NI Verification data is missing.

    - **Test Submission** - Select Yes if you are sending a test EAS message file. For live files, default is always No.

    - **Process Type** - Optionally, you can run this process for an assignment set or an individual employee. If you set this parameter to Assignment Set, then the Assignment Set field becomes mandatory. If the parameter is set to Employee, then the Employee ID field becomes mandatory. Enter applicable values.

Upon sending this file, you receive an acknowledgement that contains a correlation ID. This correlation ID is present in the reply message (NVREP) that HMRC sends.

Running the NINO Verification Reply Upload Process

The National Insurance Number Verification Reply (NVREP) is a message that HMRC sends for the following reasons:

- A reply to the National Insurance Number Verification request (NVREQ) sent by

the employer.

- A result of an incorrect or missing National Insurance Number on the Employer Alignment Submission (EAS) or a Full Payment Summary (FPS) sent.

In either case, you must act on the information supplied and upload the correct NI number for the employee where necessary. Use the NVREP process to upload the NVREP file received from HMRC through the Submit Request window.

To run the NVREP process:

1. Select **RTI - NINO Verification Reply Upload Process (NVREP)** in the **Name** field.

2. Enter the following parameters:

   - File Name - select the name of the incoming file to be uploaded through the process.

   - Validate mode - select the validate mode. Depending on the following modes, the process does the following:

     - Validate only - no updates made to the Earlier Year Update Processsson's record. Only validation is carried out.

     - Validate and Commit- Live - you can use this mode for a live or test file being sent by HMRC.

       For a test file (test indicator on the header = 1, a warning appears to that effect and the person record is not updated with the NINO number on the file. The process reports missing employees. It checks whether all employees processed (under Validate mode) are on the report as described in the Output Report.

       For a live file (test indicator on the header = blank), the process checks whether the NINO Verified flag on the person EIT is set (box is selected). There is no update to the person record as the NINO is already verified and correct for the person and a message to that effect is provided. If the NINO Verified flag on the person EIT is NOT set (box is not selected), then the process updates the record with the NINO supplied on the incoming file.

     - Validate and Commit Always - use this is a parameter during pilot testing runs with HMRC, Depending on the NINO Verified flag on the person EIT, the result is different. If the NINO Verified flag on the person EIT is set (box is selected), then there is no update to the person record as the NINO is already verified and correct for the person and a message to that effect is provided. If the NINO Verified flag on the person EIT is NOT set (box is not selected), then the process updates the record with the NINO supplied on the incoming file.

Note: The difference between the Validate Always and Validate Live mode is that the test indicator on the incoming file header is not checked for Validate Always mode. Use this option with care. All employees processed (under Validate and Commit mode) are reported on the Output Report from the process. Once the record is found using the Validate and Commit options, the process updates the employee record in the Real Time Information NINO Verification Details EIT with the NINO to Use number provided in the file sent by HMRC as a reply to NVREQ.

Running the IR Mark Generation Program

Use the Standalone IRMark generation program to modify the XML file generated by system manually on account of a bug in the software or for some specific business reasons.

You use the **Submit Request** window to run the IR Mark Generation Program.

To run the IR Mark Generation Program:

1. Navigate to the **Submit Request** window.

2. Enter GB Generate IR Mark in the **Name** field.

3. Enter the following details in the **Parameters** window:

   • **File Path:** This is a mandatory parameter. Use this to specify the directory path of the file in the middle tier. The directory path you specify should have read write privileges.

   • **Write to Database:** This is a mandatory parameter, with options Yes and No. When you set this parameter to Yes, the updated file with new IRMark overrides the old file in the database which is already created when the archiver is processed

   When the **Write To Database** option is set to Yes, the application does one of the following:

   • If the File Name (File System) is entered, then the application selects the file with the corresponding name for processing from the middle tier.

   • If the File Name (File System) is not entered, then the application selects the file from the middle tier is selected based on the name in File Name

(Database).

- **XML Request ID:**This parameter is enabled when Write to Database is set to Yes. The XML Request ID along with the File Name(Database) enables you to uniquely find the file record in the database that needs to be updated with the new file.

- **File Name (Database):** This parameter is enabled when the Write to Database option is set to Yes.

- **File Name (File System):** When the Write To Database option is set to No, this becomes a mandatory parameter. The application selects the file with the corresponding name for processing from the middle tier.

5

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 5-7

- Continuous Calculation, page 5-8

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

- Running the PrePayments Process, page 5-33

- Retries, page 5-98

- Reversals, page 5-99

- Rollbacks, page 5-97

- RetroPay, page 5-51

- For non-North American legislations: Advance Pay, page 5-78

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 incorrectly 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 6-8

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 6-7

   > **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 5-11

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 5-25

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 5-97

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.

Running the Leavers Run UK Concurrent Program (UK Only)

The Leavers Run UK concurrent program calculates the earnings for UK employees who leave their organization before the 5th of the month. (The term *leavers* refers to those employees who leave their employer.) This program should be run after you run the normal payroll. To ensure that the correct tax is deducted from leavers' pay, the National Health Service (NHS) requires that an employee whose termination date falls between the 1st and 5th of a calendar month is paid within the previous pay period. For example, an employee who leaves on the 5th of October is paid in September for the September pay period plus the 5 days in October.

> **Note:** If you do not run the Leavers Run UK program, then the payroll process uses the existing process; that is, if an employee leaves the organization between the 1st and 5th of the month, then the earnings for the days from the 1st until the termination date will be paid in the next month. For example, if an employee is terminated on 3-Feb-2016, the payment for the three days (from 1-Feb-2016 to 3-Feb-2016) is made in the February period.

- You should still run the normal payroll run Payroll Run UK for the period.

- If early leavers leave the following month between 1st to 5th, then run the new concurrent program Leavers Run UK.

- Running the Leavers Run UK concurrent program is the equivalent of running a supplementary run of Payroll Run UK in the same period.

- When *Prepayments* are run for this period, the values for both the payroll run and the leavers run are processed in the same period.

To generate the Leavers Run UK program:

1. Navigate to the Submit Request window.

> **Note:** The Leaver's Payroll Run can be considered as a
> supplementary run in the same period.

2. In the Name field, enter Leavers Run UK.

3. Enter the parameters (main parameters described):

   • Payroll: Name of the payroll to be run.

   • Consolidation Set: Select the consolidation set associated with the selected payroll.

   • Pay Period: Select the period for which the payroll is run.

   • Date Paid: Select the date used to determine formulas and therefore the tax rules.

   • Element Set (Optional): Select the list element set associated with the business group.

   • Assignment Set: Select the assignment set that contains the early month leavers.

   • Date Earned: Enter the date used to fetch element entries.

4. Click OK.

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 you 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:** 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

You 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):

You can record disability information using the options: Disabled, Not Disabled, or NULL. Oracle HRMS enablesyou to record employees as Partially Disabled. In the event, if an employee has been recorded using one of disallowed options, you 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 window from Person window.

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.

UAE: Upgrade Social Insurance Element Entries

Run the Generic Upgrade Mechanism program with this parameter to update the Registration Date for the Social Insurance element with a blank value for existing employees.

UK: Update NI Element Input Values (Investment Zone)

Run this process with this parameter to update the historic NI entries for the employees who have been hired on or after 6 April 2023. The process creates entry values for the new input value IZ Eligibility End Date with blank values for NI Element. You must run the program RTI GB Update NI Category before running the payroll to ensure that the NI categories are updated as expected.

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.*

Void and Reversal

Void and Reversal module enables users to void a check and then reissue or cancel the check as a single process. Users can run the Void Check process for a particular payroll, payment method, or payment type or for different assignment actions of different payrolls. It also enables voiding a large number of checks being processed by a single Check Writer run.

Depending on your requirement, you can choose one of following options:

• Void

• Void and Reissue

• Void and Cancellation

Void - You can use Void when you need to reprint a check that has been lost or damaged or if there is a printing error. Voiding a check does not prevent the payment from being made again

Void and Reissue - When you need to print a new check due to voiding with the same amount, you can use the Void and Reissue option. The Void and Reissue involves two processes: voiding the check and then running the Check Writer process.

Void and Cancellation - You use this option when the check has already been printed

but the amount on the check is not valid, due to inaccurate data provided to payroll. You not only want to void the check but also want to undo the current calculations on this employee. Typically, you recalculate the payroll with the correct data and thus reversing the run results and balances. Here, the first step is to void the check and subsequently run a set of processes to correct the problem. The processes are voiding the check and then reversing the payroll run. You can run these processes in two different modes depending on the kind of assignment actions to be processed. You can run for a particular payroll, payment method, or payment type or for different assignment actions of different payrolls.

Accessing Void and Reversal

Oracle delivers the sub-menu Process Flow to enable you to access the Void and Reversal module. Ensure that the menu is attached to your responsibility.

Clicking on Process Flow function opens the Payment History page for Void and Reversal module. On this page, you can search for payments based on different criteria such as payroll name, payment method, assignment number, or employee name.

Click on Go to retrieve all active payments. You can select the mode for any transaction - whether single or batch mode.

Batch - You can run the flow for assignment actions, which belongs to one payroll, one payment method, or one payment type.

Selective Payment: You can run the flow for assignment actions, which belongs to different payroll, payment method or assignment number.

Using the Void Selective Payment option : Using the Selective Void mode, you can perform operation on a single check selectively. Clicking on Void Selective Payment enables you to select checks for further actions.

The Search lists all valid check payments from where you can move selective payments using Move/Move All link for voiding. You can view the details for each payment in the Description section for each box by highlighting the Payment row. You can perform the following operations on the selected checks using the Action Parameters page:

• Cancel Check

• Void Check Payment

• Reissue Check

Cancel Check - You can use this option to void and reverse a check in single step. Enter a reason and an effective date when you want to cancel the check.

Void Check Payment - You can use this option to only when you want to void the selected check. Enter a reason and the effective date.

Reissue Check- You can use this option to reissue a check. You must specify the overriding check number and overriding check date to void the check and run the

Check Writer process. Specify the reason and an effective date when you want to reissue.

The Summary page summarizes the checks selected for processing. You can select payments for voiding. You must select at least one payment for processing.

You can use the Process Monitor page to view and track your requests. You can cancel the submitted requests by selecting the Process check box and clicking on Cancel Request. You can also purge the completed requests using the Purge Completed Requests button. Once the process is completed, you can view the status along with details and log. You cannot cancel the Void process.

Using the Void Batch Payment option:

If you have a large number of checks that must be voided, you can use Void Batch Payment option. To void checks in Batch mode, navigate to Payment History page and click on Void Batch Payment. You can search for employees in bulk and select the required payments. Select the Action type for processing these payments such as

- Cancel Check

- Void Check Payment

- Reissue Check

Clicking Submit takes you to the Process Monitor page where you can view and track your processes.

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.

Running the Gross to Net Summary Report

Use the Gross to Net Summary report to list the total results calculated in the payroll run such as the earnings, deductions, and employer chargers.

You run this report from the Submit Requests window.

To run the Gross to Net Summary report:

1. In the Single Request field, select Gross to Net Summary Report.

2. Click in the Parameters field and select the parameters for the report.

3. Select a specific payroll. You must enter either a payroll or a consolidation set to run the report.

4. The period automatically populates for the selected payroll.

5. Select a consolidation set. If you select a payroll in the Payroll field that is associated with a consolidation set, the consolidation set automatically populates. You must enter either a payroll or a consolidation set to the report.

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

7. Select Yes to generate a detailed report. Otherwise select No.

8. Select Yes to show a reversal for the current period in the report.

9. Click OK and then Submit.

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 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.

Running the Element Result Listing Report

This report sums all the run results processed for a particular element over a defined period, and displays them by individual assignment. In addition, it lists the run results of each employee's last assignment process for the input values you select.

You run the report in the Submit Requests window.

To run the Element Result Listing report:

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

2. In the Parameters window, select the name of either the consolidation set or payroll

for which you want to see information.

3. Select the element and date range for which you want to see information.

4. You can further restrict information you see by selecting an organization.

5. Select a maximum of three input values for which you want to see run results of each employee's last assignment process. These input values appear on the report in the order in which you select them.

6. Select additional sort parameters for assignment information if you require them. The default is payroll, which is always the first parameter. You can also select from organization, employee name and assignment number.

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

8. 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 5-39

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 5-101

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 5-11

4. Run the PrePayments process. See: Running Post-Run Processes for QuickPay, page 5-25

5. You can now do one of the following:

    •   Manually issue the cheque/check. See: Making External/Manual Payments, page 5-41

    •   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 5-39

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.

Method	Effect of Selecting this Method
Other Form of Payment	Your manual payment is not made by a check/cheque drawn on the same bank account that you used for the original payment.
	Always select this method when you make manual payments in cash.
Cancel Payment	Your payment cannot be reissued.
	Always select this method when you want to identify cancelled payments so that you can exclude them from reconciliation.

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

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

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

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

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

  2. Select the run date.

  3. Navigate to the QuickPay Pre-payments field.

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

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

To make a cheque/check payment to an employee:

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

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

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

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

5. Save your entry.

To make a cash payment to an employee:

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

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

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

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

5. Save your entry.

To prevent a voided payment from being reissued:

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

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

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

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

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

5. Save your entry.

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)

- Update NI Element Input Values (Investment Zone) (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.

- Upgrade Social Insurance Element Entries (UAE)

3. Click OK.

BACS Processing

Overview of the BACS Process

Use the BACS (Banks Automated Clearing System) to make direct deposit payments to your employees. The BACS process requires the following information:

- Details of source bank

- Details of destination bank

- Payment amount for each employee

Cheque Writer Process: Adding Your Own Cheque Report

You can add your own cheque report to the Cheque Writer process by generating it and placing it in the $PAY_TOP/srw directory.

To select your report in the Cheque Writer Parameters window, you first need to add the cheque report details to the HR_LOOKUPS table. The sample report supplied has the following definition in this table:

Column Name	Value
APPLICATION_ID	800
LOOKUP_TYPE	GB_CHEQUE_REPORT
LOOKUP_CODE	PAYRPCHQ
MEANING	Default
ENABLED_FLAG	Y

BACS Process

BACS is the UK system for the direct deposit of employee pay. To make deposits through BACS, you must provide details of the source and destination banks, and of the amount to be transferred to each employee.

Oracle Payroll supports BACS magnetic tape submission in four formats:

- single file single day

- single file multi-day

- multi-file single day

- multi-file multi-day

Single day formats: These are for payments made on a single processing day.

Multi-day formats: These are for payments made on different processing days. Multi-day processing allows you to make payments to assignments on different days because of different dates of birth, for example.

Single file formats: These are for individual enterprises.

Multi-file formats: These are for payroll bureaus or enterprises that accept BACS files from other institutions as well as their own.

You create BACS tapes in your operating system after first running the BACS process in Oracle Payroll.

BACS and the Euro

For multi-file users, the submission of euro and sterling amounts is supported without any change to existing procedures.

However, if you are submitting in single-file format, you cannot include euro and sterling amounts in the same file. Attempts to do so will produce an error after the BACS process has started running. You will therefore need to restrict the BACS process to payment methods of a single currency.

You do this in one of the following ways:

- Change the consolidation set so that it only includes payrolls that have BACS payment methods of the same currency.

- Restrict the BACS process to a specific payroll having BACS payment methods of one currency only, and then run the process once for each payroll. This is suited to organizations with a large number of originating accounts and payment methods because it will minimise the number of times that you have to resubmit the BACS process.

- Restrict the BACS process to a specific payment method.

Setting Up BACS

The following step applies to **all** formats:

To enter user number and bureau number:

In the Organizational Payment Method window, do one of the following:

- To make a single file submission, enter your BACS user number.

- To make a multi-file submission, enter your BACS user number and bureau number.

  See: Defining a Payment Method, page 2-7

The following steps apply to **multi-day** formats only:

To link and enter the BACS Entry Date element:

1. In the Element Link window, link the BACS Entry Date element to each payroll in the process.

2. In the Element Entries window for each assignment, enter the BACS Entry Date element. In the Entry Values window, enter the first date on which payment is to be made for the assignment. Payment will be made on the same day in subsequent pay periods. If you leave the default date (which appears as 01-01-0001) the default payment date for the payroll is given to the assignment.

3. Check that the BACS payment rule has been set for each payroll in the process.

   See: Define a Payroll, page 1-12

Preparing to Run the BACS Process

Run the BACS process when you want to make employee payments directly to a bank account. Use this process to provide details of the source and destination banks and of the amount to be transferred to each employee.

You perform the following procedures to complete the BACS process:

1. Setting Up BACS, page 5-47

2. Creating the BACS File, page 5-49

3. Creating a BACS Tape, page 5-49

4. Viewing the BACS File, page 5-48

Viewing the BACS File

A listing file is produced by the BACS process simultaneously with either the magnetic tape file or electronic standard sequential file. The name of the listing file includes the

extension a01, for example, p02331.a01. This is a text file that can be viewed or printed.

Creating a BACS Tape

The BACS process provides you with an option to produce an output file conforming to the format specified in the BACS User Manual for 1/2 inch magnetic tapes. You can locate this file in the $APPLCSF/$APPLOUT directory. The file name is in the format p<request_id>.mf. The request id is the one allocated to you by Oracle Payroll for your BACS process. The file name could be, for example:

p02331.mf

To create a BACS tape:

1. Load a half inch magnetic tape with write access.

2. Go to your Out directory.

3. Run the PYUMWT routine from the command line, specifying the BACS file name and the magnetic device name as parameters. For example:

   PYUMWT p02331 /dev/rmt8

   > **Note:** Do not add the extension .mf to the file name in the command.

4. Unload the tape, write protect it, label it and send it to BACS.

Creating the BACS File

You run the BACS process from the Submit Requests window.

To create a BACS file:

1. Select the BACS process.

2. In the Parameters window, select the payroll and consolidation set for which you are creating BACS output.

   Consolidation set is mandatory. Leave the Payroll Name field blank if you want to output payments from all payrolls in the consolidation set. At this point, users who are submitting single -file formats can select a consolidation set having BACS payment methods of either euro or sterling. Alternatively, you can select a payroll that has one currency only. It is not possible to include mixed currency submissions in single-file format.

   See: BACS and the Euro, page 5-47

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

4. Enter the end date of the BACS process.

5. Select a payment method or leave blank for all.

6. In the Process Date field enter the processing date for the BACS file. This is the day before payment is made to the employee accounts and must be a banking day. If not a banking day, enter the date of the last banking day before payment day.

> **Note:** Although you should enter a date in this field for all formats, it is not a critical date for multi-day processing.

7. Select a sort sequence for the BACS listing. You can sort by one of the following:

   • Assignment

   • Employee name

   • Employee name within bank sort code

8. Enter a submission number for the file.

9. Enter the expiration date of the magnetic tape format. This is the date after which the tape will not be processed.

10. In the Audit Sample Freq. field enter a number if you want to enable the BACS audit facility. After processing the tape, BACS prints a listing of every nth transaction, n being the number you enter, to a maximum sampling of 1 in 50.

11. In the Report Type field, select the file and day format you require for the process.

12. In the BACS Format Type field, choose from either Electronic (if you want to submit the BACS file in the standard sequential file format) or Magtape (magnetic tape format).

RetroPay Processing

Overview of RetroPay Processing

Purpose of the RetroPay Process

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

- An employee receives a pay award that is backdated to a previous pay period.

- The payroll department makes a retrospective correction for an error that occurred in a previous pay period
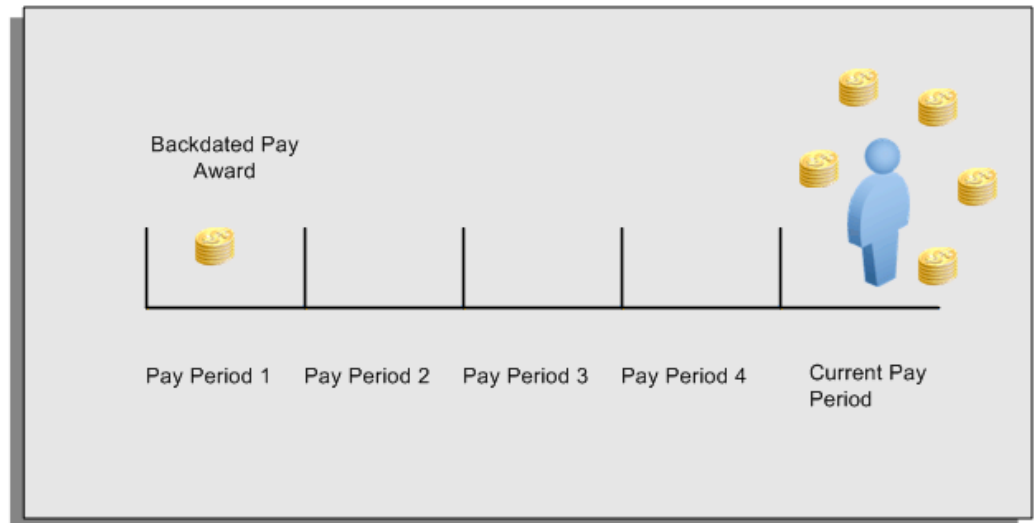
For example, at the start of the current pay period, this employee has a pay award backdated to pay period 1. The employee has not yet received any payments for this award. In the current pay period the employee is entitled to payments that represent the backdated amounts for:

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

- The current pay period

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

Period Earned is Distinct from Period Paid
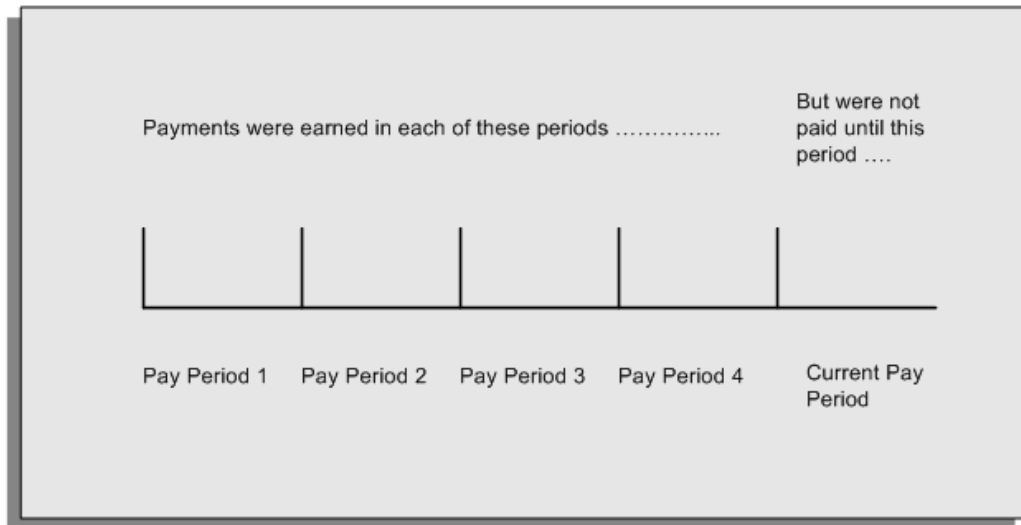
When backdated payments occur, the accuracy of your subsequent payroll processing depends on distinguishing between:

* The period in which the payment was earned

* The period in which the payment was made
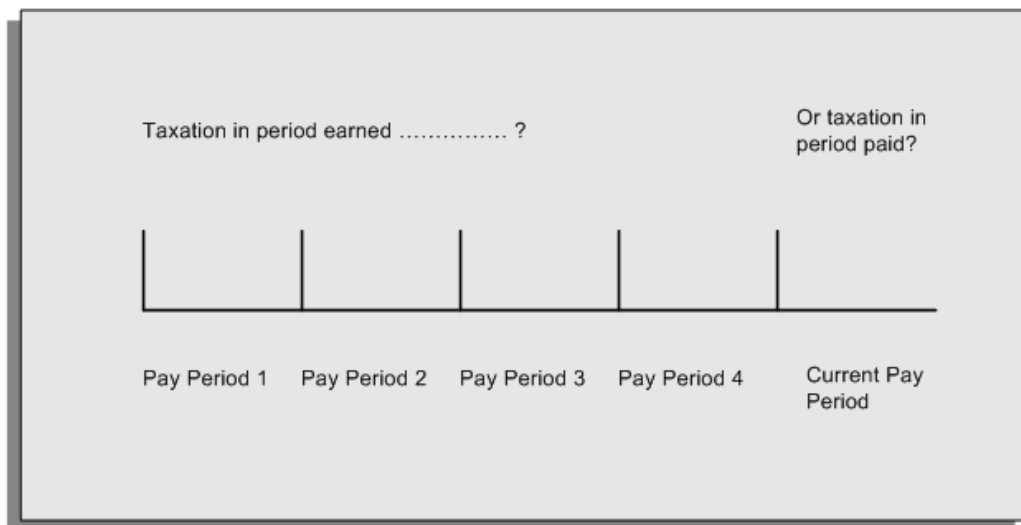
For example, the taxation implications are different for:

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

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

The RetroPay Process Does Not Overwrite Your Historical Payment Records
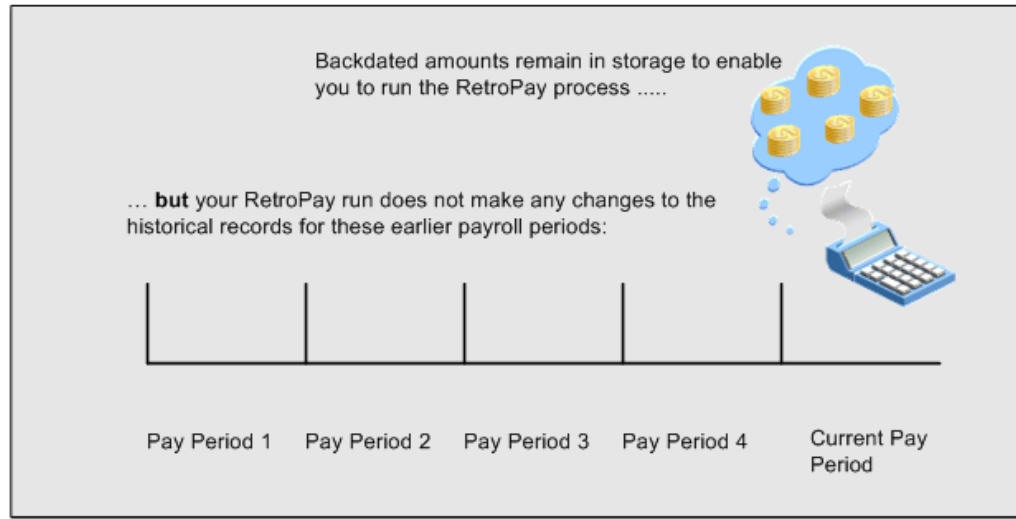
You never overwrite historical payroll data when you run RetroPay. Although you recalculate all periods that have retroactive changes whenever you run a RetroPay, you never modify the stored results for these periods. Instead, you create one or more RetroPay entries to receive the process results.

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

Process RetroPay with Overlapping Periods

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

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

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

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

> **Additional Information:** 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.
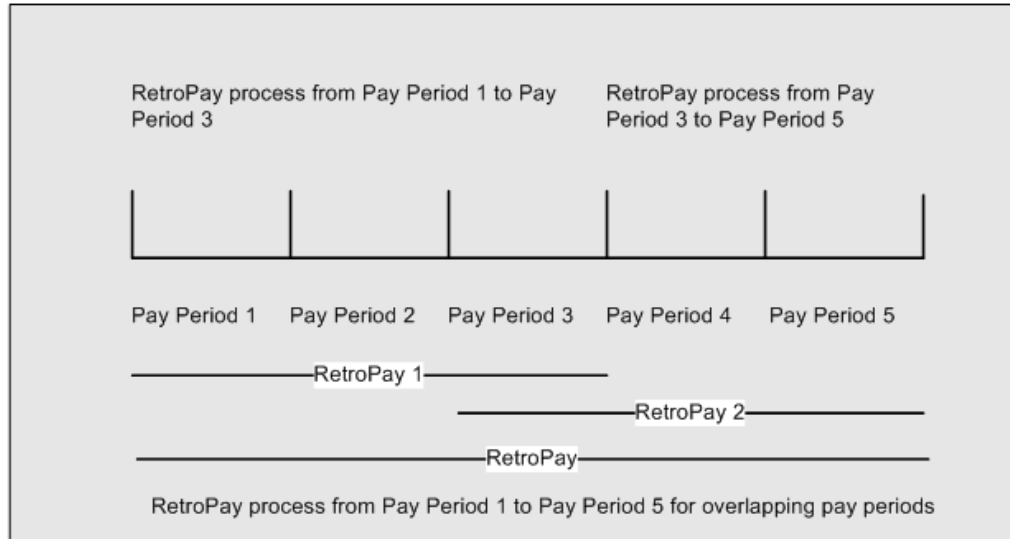
Process Retropay for Assignments with Negative Net or Insufficient Earnings (US and Canada)

To ensure that the Retropay process does not end with errors when there are assignments with Negative Net or Insufficient Earnings, Oracle US Payroll and Oracle Canada Payroll users can set the HR: Skip Negative Wage Check in Retropay profile option. See User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide* for more information.

When to Run the RetroPay Process

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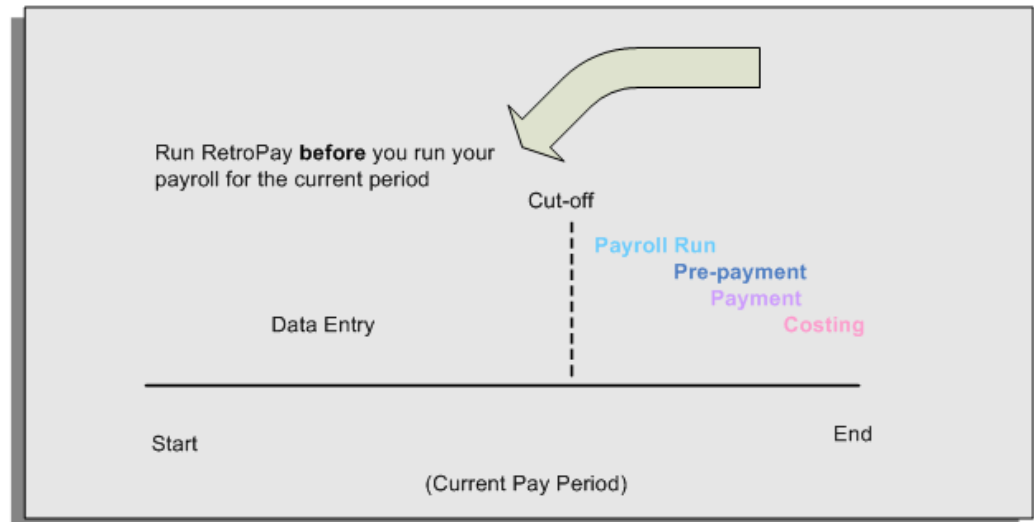
It is important to run your RetroPay process at the correct point in the payroll cycle. Always run RetroPay immediately before you run a payroll, and, for greatest accuracy, as close to the cut-off date as possible. The cut-off date is the point at which all data entry for the payroll is complete.

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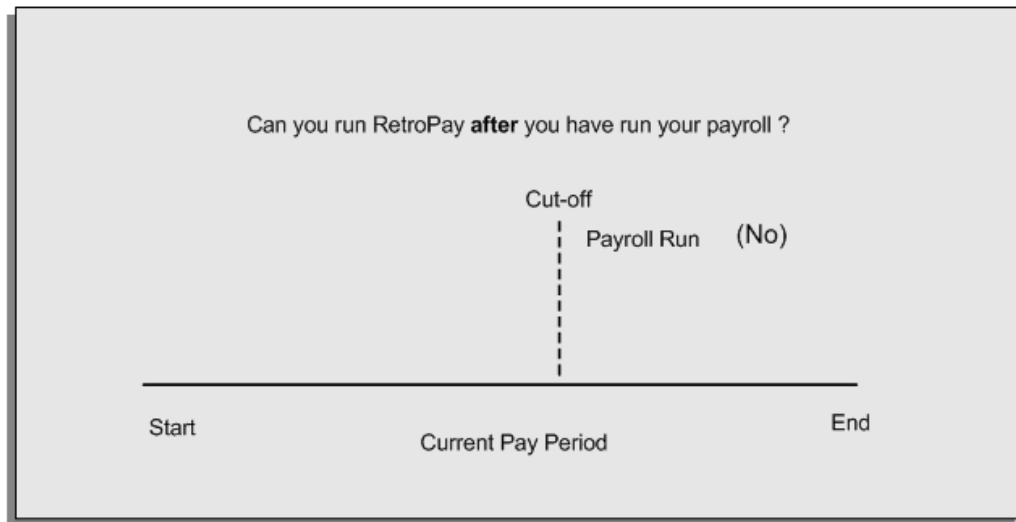
The RetroPay process cannot occur after your payroll run. If you run your payroll and then discover further backdated adjustments you must hold them over until a later payroll period and run the RetroPay process in that subsequent payroll period.

Backdated Adjustments Are Always Paid in the First Open Payroll Period
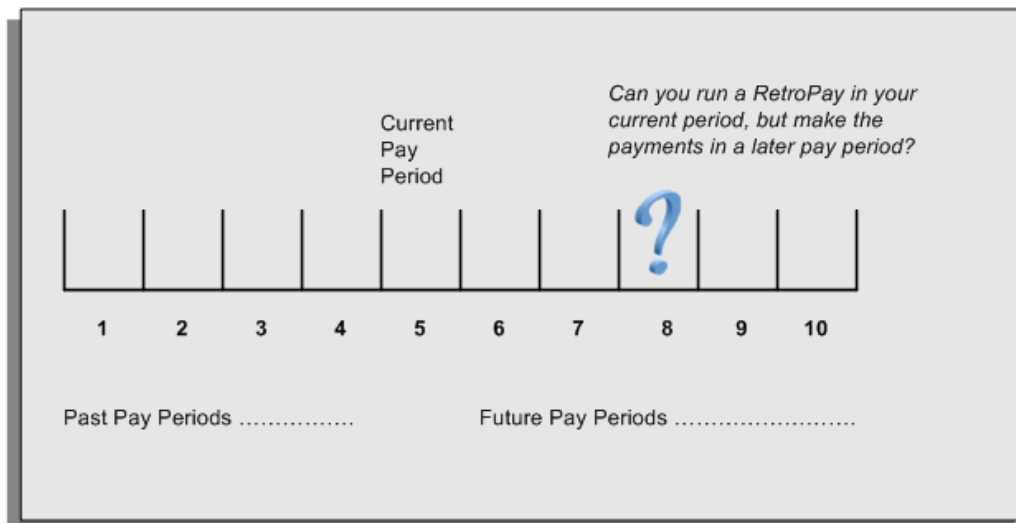
When you run a RetroPay process in your current payroll period, any backdated adjustments are always paid in your current payroll period. So, a RetroPay process in period 5 calculates any backdated adjustments from periods 1 to 4, and marks them for payment in period 5.

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 5-57

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 5-59
Unexpected value returned.	Check your RetroPay setup., page 5-60
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.
RetroPay Error: US and Canada Payrolls *Assignment has Negative Net Salary for Date Earned [MM-DDD-YYYY]* *Insufficient Earnings to take Pre-Tax Deductions for Date Earned*	Set the **HR: Skip Negative Wage Check in Retropay** profile option if you experience recurring issues with the Retropay process ending in error when there are assignments with Negative Net or Insufficient Earnings. See User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide* for more information. **Important:** This profile option is applicable to the US and Canadian legislations only.

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 2021 to pay back pay in October 2021, your start date should be 01-JUN-2022 and your end date 01-OCT-2022.

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.

Setting up RetroPay for National Insurance

Oracle Payroll for UK enables payroll administrators to use the Enhanced RetroPay functionality for national insurance. Administrators can process retrospective changes and recalculate national insurance.

To enable retropay processing for national insurance:

1. Run the Enable Retropay for National Insurance concurrent program to enable the retro components required for RetroPay for National Insurance.

> **Note:** If all the retro events from the start of the tax year are not present, then the Retropay for NI cannot function for that tax year. Hence, you must not run this program in the middle of the tax-year, in which the retrospective calculations are expected to happen. Instead, run this program on or before the start of the tax

year to ensure that the application logs all the retro-events from the start of the tax year. The program initiates retro processing only if there is a change to either NI Category or Pension or both these input values of NI details. Retro processing for an assignment does not happen if other input values have changed but NI Category or Pension remain unchanged. If NI Category and/or Pension has changed and also if Periods, Priority Period Type, and Process Type (three or one of these) have changed, then retro-processing uses the original values and not the changed values for Periods, Priority Period Type, and Process Type.

2. Create element links for the following elements:

    • Retro NI

    • Retro NI A

    • Retro NI Arrears

    • Retro NI B

    • Retro NI C

    • Retro NI D

    • Retro NI E

    • Retro NI Employer

    • Retro NI J Deferment

    • Retro NI L Deferment

Understanding the Sequence of Your RetroPay Activities

Given below is the sequence of retropay activities.
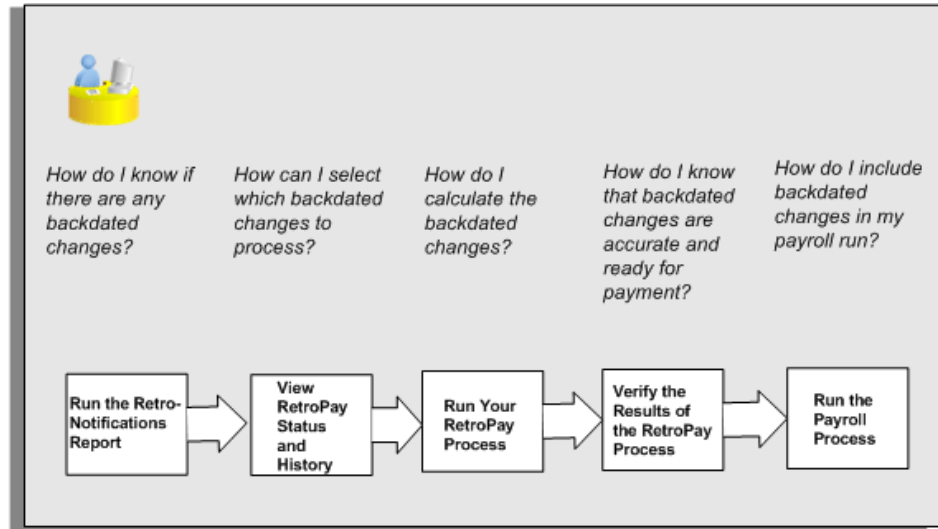
Follow this sequence to:

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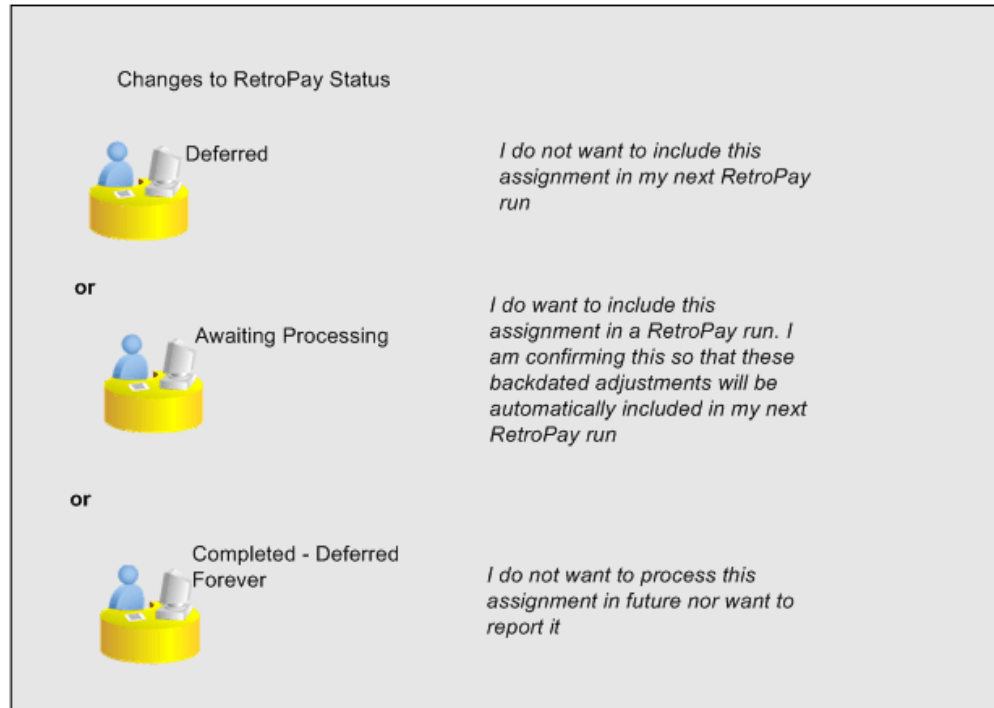
The Retro-Notifications report identifies the assignments with backdated adjustments. If you defer, then the assignment is not included when you next run RetroPay.

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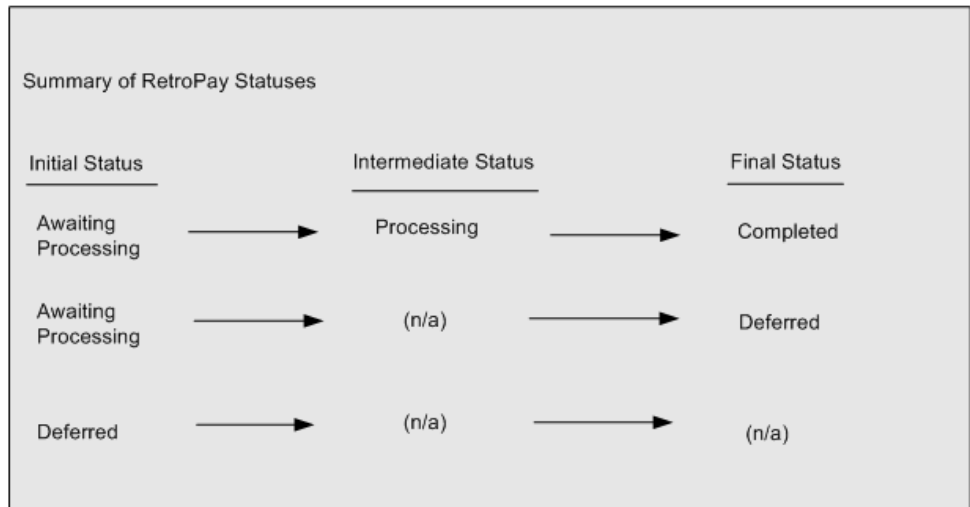
Once RetroPay processing begins, the initial status changes to an intermediate status of Processing.

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 5-70

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 5-79 (if applicable).

2. Set Up Advance Pay for Batch Assignments, page 5-79 (if applicable).

3. Run the Advance Pay Listing Report, page 5-80

4. Run the Advance Pay Process, page 5-81

5. View the results of the Advance Pay process, page 5-82

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 5-91

See Variance Operators and How You Can Use Them, page 5-93

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 5-26

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 5-11

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 5-103
Roll back processes for many employees (defined as an assignment set)	Rolling Back a Process from the Submit Requests Window, page 5-103
Roll back an assignment process for an individual employee	Rolling Back a Process from the Assignment Processes Window, page 5-103

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 5-104

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 5-105

4. Run the Purge Deletion Phase if all the balances in Preparation Phase are correct.

   See: Running the Purge Deletion Phase, page 5-105

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

6

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 6-2

- Triggers, page 6-3

- Functional area grouping of triggers, page 6-3

- Process parameters, page 6-4

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.

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