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Primary Author: Swathi Mathur

Contributing Author: Awaise Syed, Esanakula Munisekhar, Amit Tripathi, Lay Peng Lee

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- Did you understand the context of the procedures?
- Did you find any errors in the information?
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- Do you need different information or graphics? If so, where, and in what format?
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Preface

Intended Audience

Welcome to Release R12.2 of the *Oracle Human Resources Management System Supplement (Hong Kong).*

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

- The principles and customary practices of your business area
- Oracle Human Resources Management Systems (HRMS)

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

  To learn more about the Oracle Applications graphical user interface, read the *Oracle E-Business Suite User's Guide*.

See Related Information Sources on page x for more Oracle E-Business Suite product information.

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Structure

1 Organization Structures
2 Appointments
3 People Management
4 Compensation and Benefits Management
5 Payroll Payment and Distributions
6 Payroll Statutory Deductions and Reporting
7 Payroll Processing and Analysis
8 Additional Implementation Steps

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.

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

Organization Structures

Organizations

Key Concepts for Representing Enterprises

You represent your enterprise using key organization structures in Oracle HRMS. These structures provide the framework so you can perform legal reporting, financial control, and management reporting. You can set up these organization structures yourself, or use the Configuration Workbench.

The Configuration Workbench delivers an integrated configuration management toolset for HR systems and assists in the evaluation, configuration, deployment, and maintenance of HR applications. The workbench suggests a basic structure of organizations for your enterprise based on configuration models.

See: Configuration Models for Your Enterprise Framework, *Oracle HRMS Enterprise and Workforce Management Guide*

Once the basic enterprise structure is set up, you add the additional organizations and locations that exist in your enterprise. You define the internal organizations that represent your internal divisions and departments, and you define the external organizations that represent the organizations outside of your enterprise. For example, you can set up an external organization to represent the tax office for which your enterprise uses for reporting purposes.

You can use organizations to represent many levels of your enterprise, from the highest level of organization that represents the whole enterprise, to the lowest level of organization that represents a section or department.

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

See: Organization Classifications, page 1-4

See: Setting Up Organizations, *Oracle HRMS Enterprise and Workforce Management Guide*

Business Group

The business group represents a country in which your enterprise operates. You create it as an organization in Oracle HRMS, but it does not represent a specific organization within your enterprise structure, and you do not include it in your organization hierarchies. A business group enables you to group and manage data in accordance with the rules and reporting requirements of each country, and to control access to data.

The critical factors for deciding when to use a separate business group, or an international business group, are based on the following factors:

- If you use Oracle Payroll

- The number of people you employ in a country
- If you require legislative support for Oracle HR

Generally the laws are so different in each country that to be compliant, there must be a different business group for each country in which an enterprise has employees.

Operating Company

An operating company represents a division or line of business within your enterprise that is legally registered for reporting in at least one country. An operating company is a holding company, a company within a company.

Ultimate Legal Entity

The ultimate legal entity represents the enterprise, and typically, the enterprise is the highest (global) level of a business organization. The ultimate legal entity is the parent company or organization for all its subsidiaries and divisions. Oracle HRMS represents the ultimate legal entity with the GRE/Legal Entity organization classification.

Legal Entity/Employer

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. In an organization hierarchy, a legal entity may report to an operating company or to the ultimate legal entity.

A legal employer is a legal entity that is responsible for employing people in a particular country. Therefore, if you employ people in a country, then you must have at least one organization classified as a legal entity and a legal employer.

The Configuration Workbench classifies an organization as a GRE/Legal Entity where your enterprise operates in a country, and classifies it as an Employer if you employ people in that country also. For example, you can have a legal entity in a country where you do business, but do not employ people in that country.

Consolidated Legal Entity

A consolidated legal entity acts on behalf of multiple operating companies that are not legally registered, or simply on behalf of the enterprise in a country. You typically use the consolidated legal entity for when you have multiple operating companies in your enterprise, but for the purposes of consolidation, you group the information into one organization. For management reporting purposes, the organizations below the consolidated legal entity in an organization hierarchy, such as, your departments and sections, can report to any organization in the enterprise. However, for legal reporting purposes, they report up to the consolidated legal entity.

For information on how to model your enterprise using the key organization structures,

see: Configuration Models for Your Enterprise Framework, *Oracle HRMS Enterprise and Workforce Management Guide*

Organization Classifications

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

For more information on the key organization structures you use to represent your enterprise, see: Key Concepts for Representing Enterprises, page 1-2

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

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

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

All Legislations

All legislations can use the following classifications:

- **Business Group**: Use this classification to group, manage, and control access to data in accordance with the rules and reporting requirements of a country.
- **Operating Company**: An operating company represents a division or line of business within your enterprise that is legally registered for reporting in at least one country.
- **GRE/Legal Entity**: Use this classification to represent the following organizations:
  - **Ultimate Legal Entity**: this represents the enterprise, and typically, the enterprise is the highest (global) level of a business organization.
  - **Legal Entity**: this represents the designated legal employer for all employment-related activities. The legal authorities in a country recognize this organization as a separate employer. In an organization hierarchy, a legal entity may report to an operating company or to the ultimate legal entity.
  - **Consolidated Legal Entity**: this organization acts on behalf of multiple

operating companies that are not legally registered, or simply on behalf of the enterprise in a country.

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

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

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

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

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

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

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

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

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

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

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

- **Professional Body Information**: Use this to define an organization that is a

professional body. Organizations with this classification are available to assign to people in the Qualifications window.

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

US Legislation

The US legislation can use the following classifications:

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

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

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

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

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

UK Legislation

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

Canadian Legislation

The Canadian legislation can use the following classifications:

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

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

French Legislation

The French legislation can use the following classifications:

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

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

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

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

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

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

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

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

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

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

Dutch Legislation

The Dutch legislation can use the following classifications:

- **Dutch UWV Organization**: Use this to indicate if your organization is a social

insurance provider. If you enable this classification, you can enter additional information such as the type of provider in the Dutch UWV Organization window.

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

German Legislation

The German legislation can use the following classifications:

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

set this to yes then you can enter additional tax office information using the Others button.

- **German Unemployment Insurance Provider**: Use this to indicate if your organization is a provider of German unemployment insurance. If you enable this classification, you can enter additional information using the German Social Insurance Providers window.

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

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

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

Hong Kong Legislation

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

Mexico Legislation

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

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

Saudi Legislation

The Saudi legislation can use the following classifications:

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

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

Hungary Legislation

The Hungary legislation can use the following classifications:

- **Draft Agency**: Use this to represent an external defense organization to which you send employee military service details.
- **Company Information**: Use this to represent the organization which is legally entitled to hire employees.
- **Pension Provider**: Use this to indicate an external organization that provides pensions to your employees.

Spanish Legislation

The Spanish legislation can use the following classifications:

- **Work Center**: Use this to define an internal organization that represents a facility within your enterprise. You use these organizations for statutory reporting purposes.
- **Section**: Use this to define an internal organization that represents the place where people work. You use these organizations for internal reporting purposes only.
- **Tax Office**: Use this to indicate if the organization is an external tax office.
- **Tax Administration Office**: Use this to indicate if the organization is an external tax administration office.
- **Social Security Office**: Use this to define a social security office as an external organization. If you enable this classification, you can record the social security office details.
- **Social Security Province Office**: Use this to define an organization as an external social security office. If you enable this classification, you can enter the social security province office details.
- **Health Care Organization**: Use this to define an organization as an external health care organization. If you enable this classification, you can enter the insurance company details.

Korea Legislation

The Korean legislation can use the following classification:

- **Business Place**: Use this classification to define an organization as an employer to which you assign employees. You set up information such as the registration

number, representative information, and the health insurance number for the National Tax Service (NTS).

Indian Legislation

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

The Indian legislation can use the following classifications:

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

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

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

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

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

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

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

- **Income Tax Office**: Records your income tax organization's information. You can enter the location details of the income tax office. You can select the income tax organization in the GRE/Legal Entity: Income Tax Details window.

- **National Pension Scheme**: Records the National Pension office information. You can enter the corporate registration account number and the corporate branch

account number in the NPS Account Set Up window.

Polish Legislation

The Polish legislation can use the following classifications:

- **PL SII Branch**: Use this classification to represent a local branch of the Social Insurance Institute (SII), a public organization that deals with the social insurance benefits, such as sickness allowance, maternity allowance, and rehabilitation benefits. You use the SII branch information for social insurance reporting.
- **PL Statistic Office**: Use this to represent a local statistic office. You use this information in reports sent to the statistic office.
- **PL Tax Office**: Use this to define the tax office bank accounts for the employer and for the tax collected from the employees. You use this information in statutory reports.

Norwegian Legislation

The Norwegian legislation can use the following classifications:

- **Local Unit**: Use this classification to identify and report on the different work centers, within your enterprise, to which you assign employees.
- **Payee Organization**: Use this classification to define an external organization which receives third party payment from an employee
- **Social Security Office**: Use this to define external social security office organizations.
- **Pension Provider**: Use this classification to define an external organization that provides pensions to your employees.
- **Statement Provider**: Use this classification to define an external organization that provides reports on behalf of the legal employer.
- **Tax Office**: Use this classification to define an external tax organization.

Finnish Legislation

The Finnish legislation can use the following classifications:

- **Local Unit**: Use this classification to identify and report on the different work centers, within your enterprise, to which you assign employees.
- **External Company**: Use this to record details of the various types of external

organizations with whom your organization deals. Ensure to create organizations with this classification as external organizations.

- **Pension Provider**: Use this to record the basic information about pension insurance providers to which you transfer the appropriate pension insurance deductions.
- **Accident Insurance Provider**: Use this to identify organizations that provide accident insurance coverage, group life insurance, and unemployment insurance.
- **Finnish Magistrate Office**: Use this for identifying the authority responsible for processing the employee court orders.
- **Finnish Trade Union**: Use this to record the basic information about the employees' trade unions to process employee deductions.
- **Provincial Tax Office**: Use this to identify the legal employer's tax office.

Danish Legislation

The Danish legislation can use the following classifications:

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

Swedish Legislation

The Swedish legislation can use the following classifications:

- **Local Unit**: Use this classification to identify and report on the different work centers, within your enterprise, to which you assign employees.
- **Social Security Office**: Use this to define external social security office organizations with which you coordinate medical reimbursements for the employees.
- **Swedish Enforcement Office**: Use this to define external enforcement office organizations with which you coordinate the attachment of earnings deductions for the employees.

South African Legislation

The South African legislation can use the following classification:

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

UAE Legislation

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

Irish Legislation

The Irish legislation can use the following classifications:

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

Creating an Organization

Use the Organization window to create:

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

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

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

To create an organization:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. Save the basic organization details.

Entering Additional Information

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

For business group see: Business Group, page 1-16

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

For representative body see: Representative Body, page 1-18

For constituency see: Constituency, page 1-18

For bargaining association see: Bargaining Association, page 1-19

For company cost center see: Company Cost Center, page 1-19

For professional body information see: Professional Body Information, page 1-20

For legal entity see: Legal Entity, page 1-20

For MPF trustee organization see: MPF Trustee Organization, page 1-20

See Classification and Additional Information Types, page 1-4 if you need to check which classification to select.

To enter Business Group additional information:

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

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

3. Select one of the following:

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

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

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

- Benefits Defaults, see: Defining Benefits Defaults for a Business Group, *Oracle HRMS Enterprise and Workforce Management Guide*

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

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

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

- Self Service Preference Information, see: Entering Self-Service Preference Information, page 1-24

4. Repeat these steps to enter further information.

To enter HR organization additional information:

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

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

3. Select one of the following:

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

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

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

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

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

   - Self Service Preference Information, see Entering Self-Service Preference

Information, page 1-24

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

4. Repeat these steps to enter further information.

To enter representative body additional information:

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

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

3. Select one of the following:

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

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

4. Repeat these steps to enter further information.

To enter constituency additional information:

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

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

3. Select one of the following:

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

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

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

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

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

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

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

4. Repeat these steps to enter further information.

To enter bargaining association information:

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

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

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

4. Repeat these steps to enter further information.

To enter company cost center information:

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

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

3. Select one of the following:

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

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

4. Repeat these steps to enter further information.

To enter professional body information:

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

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

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

4. Repeat these steps to enter further information.

To enter legal entity additional information:

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

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

3. Select Legal Entity, see: GREs/Legal Entities: Entering Legal Employer Information, page 1-20.

4. Repeat these steps to enter further information.

To enter MPF trustee organization additional information:

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

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

3. Select one of the following:

   - Trustee Details, see: MPF Trustee Organizations: Entering Additional Trustee Details, page 1-21

   - Scheme Details, see: MPF Trustee Organizations: Entering Additional Scheme Details, page 1-22

GREs/Legal Entities: Entering Legal Employer Information

Oracle HRMS enables you to enter the legal employer information. The Inland Revenue (IR) requires this information for recording the employer's returns.

Enter information about the legal employer in the Organization window.

To enter information about the legal employer:

1. From the Organization window, query the organization if it is not already displayed and select the GRE/Legal Entity in the Organization Classifications region. Then choose the Others button to display additional information.

2. From the Additional Organization Information window, select Legal Employer. The Additional Organization Information window is displayed.

3. Click in the field to display the Legal Employer Information window.

4. Enter information about the legal employer, for example, enter their tax file number, designation of the contact person, and name of the contact person.

5. From the list of values, select the description to display in the IR56B, the IR56F, and the IR56G reports. You can add the descriptions by making entries in the Lookup Type HK_NATURE_IR56_DESC, using the Application Utilities Lookups window.
   - IR56B Nature of Other Income1
   - IR56B Nature of Other Income2
   - IR56B Nature of Other Income3
   - IR56F Nature of Other Income
   - IR56F Nature of Payment
   - IR56G Nature of Other Income
   - IR56G Nature of Payment

6. Save your work.

MPF Trustee Organizations: Entering Additional Trustee Details

You can enter additional Mandatory Provident Fund (MPF) trustee details for each MPF trustee.

To enter MPF trustee details:

1. In the Organization window, query the MPF Trustee Organization if it does not already appear there. In the Organization Classifications region, select MPF Trustee Organization, choose Others, and select Trustee Details.

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

3. Enter a short name for the MPF trustee. This is used by certain reports to identify the MPF trustee where space may be limited.

4. Enter the MPFA approved trustee number for the trustee.

5. Enter the date on which the MPFA approved the trustee.

6. Save your work.

MPF Trustee Organizations: Entering Additional MPF Scheme Details

You can enter additional Mandatory Provident Fund (MPF) scheme details for each MPF scheme onto which your employees can enroll.

To enter MPF scheme details:

1. In the Organization window, query the MPF Trustee Organization if it does not already appear there. In the Organization Classifications region, select MPF Trustee Organization, choose Others, and select Scheme Details.

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

3. Enter the MPFA approved scheme number for the scheme.

4. Enter the scheme name.

5. Enter the date on which employees can first enroll onto that scheme.

6. You can also enter an end date for the scheme. This is the latest date on which employees can be enrolled onto the scheme.

7. Enter the name of the employee who is the MPF contact person for your organization.

8. Enter the employer participation number. This is the number allocated to your organization by the trustee to uniquely identify your organization in the scheme.

9. Save your work.

Business Groups: Entering SOE Information

You enter statement of earnings (SOE) information at the business group level to

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

To enter SOE information:

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

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

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

4. Select the Earnings element set in the Elements 1 field. (The set name typically begins with a legislative identifier, and then incorporates SOE EARNINGS as the next part of the name).

5. Select the Deductions element set in the Elements 2 field. (The set name typically begins with a legislative identifier, and then incorporates SOE DEDUCTIONS as the next part of the name).

6. If you have an element set for imputed earnings, select it in the Elements 3 field.

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

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

   See: Setting Up a Global Statement of Earnings, page 5-1

8. Select your predefined balance attributes in the Balances fields (Balance 1, Balance 2 and so on)

9. Save your work.

Business Groups: Entering SOE Detail Information

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

To enter SOE detail information:

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

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

3. Select the type of SOE details that you want to record, by selecting balance or element.

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

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

4. Save your work.

Entering Self-Service Preference Information

You enter self-service preference information to define whether documents such as the online payslip or tax form are available in an online and/or paper version.

> **Note:** You can also enter this information at the Person or Location level.
>
> See: Person Extra Information Types, page 3-2 and Location Extra Information Types, *Oracle HRMS Enterprise and Workforce Management Guide*
>
> These information levels are arranged in a hierarchy; if you define self-service preferences at the person level, the settings will override any other settings made at the location, business group, or HR organization level. Similarly, if you define self-service preferences at the location level, the settings override any settings at the business group or HR organization level. Settings at the HR organization level will override settings at the business group level.

To enter Self-Service Preference information:

1. In the Organization window, query the Business Group or HR Organization if it does not already appear there.

2. In the Organization Classifications region, select Business Group or HR

Organization, choose Others, and select Self Service Preference.

3. Click in a field of the Additional Organization Information window to open the Self Service Preference window.

4. Select the document type for which you want to define preferences.

   If Payslip Modeler functionality is available, you must select the document type as Payslip Modeler.

5. Select whether you want the document to be available online.

6. Select whether you want the document to be available on paper.

7. If you are providing payslips in PDF format:

   - Select the appropriate localization template. If you do not select the a payslip template, then the web-based payslip is displayed.

     Note: Australia, China, India, Hong Kong, Singapore, Korea, and New Zealand users should select the appropriate predefined localization template.

   - You can append custom data to the generated XML. Specify the custom package and procedure in the XML Code field as : <custom.package>.<custom. procedure>

   - Specify the dates these changes are to take effect.

     Note: Template, XML Code and Effective Date fields in Self-Service Preference can be configured at the Business Group, HR Organization and Location levels.

The application generates either an Oracle Applications Framework (OAF)-based payslip or PDF payslip depending on the values entered in the Template and Effective Date fields. A PDF Payslip is generated when you select the template and enter the effective date on or before the payroll payment date.

For example, consider the effective date of PDF payslip as 01-Jun-2016:

- If the payment date is prior to effective date (31-May-2016), then the application generates an OAF payslip.

- If the payment date later than effective date (30-Jun-2016), then the application generates a PDF payslip.

For UAE only: The application supports only PDF payslip.

8. If payslip modelling is enabled for your localization, then select the template that you want to use for payslip modeling process to use, if you do not want the application to use the default template.

9. Select the element set to exclude the elements from being selected when you run a payslip modelling process.

10. Select either GRE/Legal Entity Address or HR Organization Address (default) for display on the payslip.

    Note: You can configure this segment only at Business Group level.

    For Canada only: Both the OAF and PDF payslips display the HR Organization as the Employer Address.

11. If you selected GRE/Legal Entity Address for the Payslip Employer Address field, then select the effective date after which the GRE address displays on the payslip.

    Note: You can configure this segment only at Business Group level.

    For Canada only: This field is not applicable.

12. Select either Payslip View Date or Date Paid to configure the date to be used for displaying Online Payslips. If this field is left blank or if the Payslip View Date is selected then the online payslip will be displayed based on the Payslip View Date that is defined for the payroll period. If Date Paid is selected, then the payslip will be displayed based on the Date Paid of the payroll run.

    Note: By default, Payslip View Date - Check Date for any period will be equal to the Payslip offset defined for the payroll. However, if the user manually changes these dates for any period, then the Payslip Offset for that period will be considered as the Payslip View Date - Check Date and not the Offset defined for the Payroll.

    Further, if the Payslip View Date and/or the Payslip Offset is set to null, then all payslips (prior, current and future) will be available to the employee. (By default, the Payslip Offset is set to zero when defining a payroll.)

13. Select whether you want to display the rate details section.

14. Save your work.

2

Appointments

Appointments

Appointments and the Hiring Process

The appointment process takes the applicant from the recruitment process to employee administration where the initial tasks include entering terms and conditions and payroll information.

If you are an Oracle US Federal HRMS user, you use the Request for Personnel Action (RPA) to appoint employees.

If you are using Oracle SSHR, you can use the Candidate Offers functionality to generate offer letters.

Hire Dates and Future-Dated Changes

Oracle HRMS enables you to make future-dated changes to a person's details.

If you make future-dated changes to an applicant's details, such as changing their name, and you subsequently hire the person, the earliest hire date you can enter is the day following the date of the last change. The hire date can, of course, be a future date (providing it is at least 1 day after the date of the last change). For example, if you received an application on January 10th and you changed the applicant's details using future dates, say on January 22nd and February 10th, and you subsequently hire the applicant, the earliest hire date you can enter is February 11th (the date of the **last** change plus one day).

Alternatively, you could hire the applicant (change their person type to Employee), and then make the changes to their details with the status of Employee.

Back-to-Back Employment and Placements

Back-to-back employment and placements occur when a previous period of employment or a previous placement ends 1 day before a new period of employment or a new placement begins.

Oracle HRMS supports back-to-back employment and placements even where there is a difference in person types. That is, an ex-employee can begin a placement on the day following termination of their employment, and an ex-contingent worker can begin employment on the day following the end of their placement.

An ex-employee starting new employment or a placement on April 1st must have an actual termination date **and** a final processing date (for payroll processing) for their previous employment of March 31st. (If your enterprise does not have Oracle Payroll, the final processing date automatically defaults from the actual termination date).

An ex-contingent worker starting employment or a new placement on April 1st must

have an actual termination date of March 31st for their most recent placement.

> **Note:** You cannot change the hire date of any back-to-back employment. Instead, you must cancel the employment and rehire the employee.

Earliest Hire Dates

- An applicant's earliest hire date is either 1 day after you accept the application or the day after the last of any future-dated changes, whichever is later.
- An ex-employee's earliest hire date is either 1 day after the final process date for the previous employment or the day after the last of any future-dated changes, whichever is later. For back-to-back employment, the final process date must be the actual termination date, and there can be no future-dated changes.

  > **Note:** Australia, Canada, China, Hong Kong, India, Korea, Mexico, New Zealand, Singapore, US, Russia, and South Africa Payroll users can rehire ex-employee before the final process date. See: Rehire Before Final Process Date, page 2-3

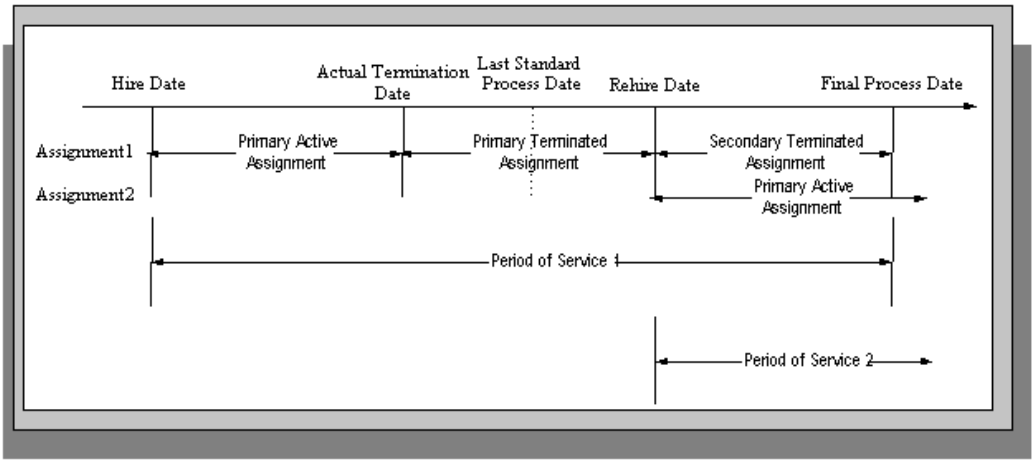
- An ex-contingent worker's earliest hire date is either 1 day after the actual termination date of the most recent placement or the day after the last of any future-dated changes, whichever is later. For back-to-back hiring, there can be no future-dated changes.

Rehire before Final Process Date

> **Note:** Australia, Canada, China, Denmark, Hong Kong, India, Ireland, Korea, Kuwait, Mexico, New Zealand, Norway, Saudi Arabia, Singapore, South Africa, Russia, UK, US, and United Arab Emirates Payroll users can rehire ex-employee before the final process date.See: Rehire Before Final Process Date, page 2-3

Australia, Canada, China, Denmark, Hong Kong, India, Ireland, Korea, Kuwait, Mexico, New Zealand, Norway, Saudi Arabia, Singapore, South Africa, Russia, UK, US, and United Arab Emirates Payroll Only: To provide greater flexibility in the hiring process, Oracle HRMS enables you to rehire a terminated employee before the Final Process (and after the Last Standard Process) date for their previous period of service.

Rehire before Final Process Date



As illustrated in the diagram, when you complete the rehire, the application changes the existing, terminated assignment into a secondary assignment. The new, active assignment becomes the primary. You can then process payments from both assignments during the overlapping periods of service.

> **Note:** When you cancel the rehire, the application changes the secondary terminated assignment back to a primary terminated assignment. The application however retains the date changes to the primary terminated assignment even after a cancellation. For example, if the actual termination date is 20 April, the final process date is 31 April, and you rehire the person on 25 April, the application updates the primary terminated assignment for the period 21 April to 24 April and creates a new one for the period 25 April to 31 April. If you subsequently cancel the rehire, then the application retains the primary terminated assignment for the period 21 April to 24 April as well as the one for the period 25 April to 31 April.

When you rehire before the final process date, the employee has overlapping periods of service between the rehire date and the final process date. The Terminate window displays the service dates for all the overlapping periods of service. The latest period of service appears by default. You can scroll down to view the earlier periods of service.

Valid Person Types for Applicants

You can convert an applicant to an employee but not to a contingent worker. However, an applicant can become a contingent worker (a Contingent Worker.Applicant) while their application for employment remains active. Subsequently, you can either cancel the application, and allow the contingent worker placement to continue, or end the contingent worker placement prior to hiring the applicant.

3

People Management

People

Person Extra Information Types

You can define as many Extra Information Types as you require to hold information about people. There are also some predefined person EITs.

> **Note:** To be able to access the predefined EITs, you must link the EIT to your responsibility.
>
> See: Setting Up Extra Information Types Against a Responsibility, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

The predefined person EITs are:

Alien Income Forecast

Type of income a visa holder receives, as well as the amount and the year in which the income was received.

AU Paid Parental Leave Reference Number (Australia Only)

Information about the Paid Parental Leave reference number and the start and end dates of the paid parental leave.

Global Work Permit

Information about the work permit an employee holds.

Email Payment Summary (Australia only)

Information whether or not the payment summary must be mailed to employees. Record the alternate E-mail address of the recipient of payment summaries. Also record the name, date of birth, and the address for the contact person.

Passport Details

Information about the visa holder's passport, such as country of issue, passport number, issue date and expiry date.

Singapore users: Do not use this EIT. You must enter passport information using the Passport tab in the Person window or your year-end reporting information may be incomplete.

Self Service Preference for Person

Information on a person's preferences for online documents such as the online payslip or online tax forms. The EIT determines whether the documents are available online or in a printed format, what template you are using for XML Publisher, the stored procedure do you want to use, and the date when you want to implement these changes.

> **Note:** You can also enter this information at the location, business group, or HR organization level.
>
> See: Location Extra Information Types, *Oracle HRMS Enterprise and Workforce Management Guide*
>
> See: Entering Self-Service Preference Information, *Oracle HRMS Enterprise and Workforce Management Guide*
>
> These information levels are arranged in a hierarchy; if you define self-service preferences at the person level, the settings will override any other settings made at the location, business group, or HR organization level. Similarly, if you define self-service preferences at the location level, the settings override any settings at the business group or HR organization level. Settings at the HR organization level will override settings at the business group level.

Visa Details

Information about the visa an employee holds, such as visa type, visa number, issue date and expiry date.

Visa Payroll Details

Information about the amount of income and benefit a visa holder receives.

Visa Residency Details

Information about a visa holder's residency, such as residency status, the residency status date, the first entry date and tax residence country.

Visa Visit History

Records a visa holder's visits to a country. The EIT stores information such as the purpose of the visit, the start and end dates of the visit, and whether the visa holder was accompanied by a spouse or children.

Previous Employment Details (Mexico Only)

Records employment tracking information required for End of Year calculations (Format 37 and DIM Attachment 1). Enter this information if the employee has worked for more than one employer in the current fiscal year.

Use the data provided by the employee's Format 37 to populate this information:

- Employer RFC ID: Previous employer RFC ID. When you run the Year End Archiver process, it validates the value you enter here and returns the appropriate error message if it is in the incorrect format.

  Note: HRMS does not validate the format of the RFC ID you specify here. Validation takes place when you run the Year End Archiver.

- Employer Name: (Optional) Previous employer name.
- Employment Start Date: (Optional) Previous employment start date.
- Employment End Date: (Optional) Previous employment end date.
- Tax Withheld (Other Employer): Total ISR tax withheld from previous employer.
- Creditable Subsidy (Other Employer): Total creditable subsidy from the previous employer. Used in the calculation of Subsidy Proportion and reported in the Format 37.
- Non-Creditable Subsidy (Other Employer): Total non-creditable subsidy from the previous employer. Used in the calculation of Subsidy Proportion and reported in the Format 37.
- Total Earnings (Other Employer): Total earnings from the previous employer. Used in the Format 37 report.
- Exempt Earnings (Other Employer): Total exempt earnings from the previous employer. Used in the Format 37.

Mexico Employee Tax Signup (Mexico Only)

Some employees may decide to perform their own Format 37 reporting. In these cases, you need to mark them as exempt from annual tax adjustment processing. This EIT defines the individual employee eligibility for the Annual Tax Adjustment process.

- Annual Tax Adjustment: Defines if this employee is eligible for the Annual Tax Adjustment process. The default is Yes.

- Start Date: Start period of the employee's voluntary ineligibility.
- End Date: End period of the employee's voluntary ineligibility.

Exclude SS Transaction from Reporting (Mexico Only)

Use the Exclusion Start Date and Exclusion End Date fields to specify the time period that a specific employee has elected to be ineligible for reporting social security transactions.

Mexico Social Security Details (Mexico Only)

Use the Social Security Pension Type field to report the pension type in the SUA Worker Data file. If this field is left blank, then the SUA Worker Data file will report zero.

Employee Career Management Information

Records employee tracking information required for succession planning.

You can:

- Identify the advancement potential of an employee.
- Determine whether an employee is a key person in the enterprise.
- Identify whether an employee is at a high risk of vacating their current position.

NINO Verification Details (UK Only)

The Nino Verification Details person extra information type captures the RTI related data at the person level and records results of RTI processes. The NINO Verification reply message upload (NVREP) or the NI Number Verified pre RTI processes update all the data items in this EIT. You can also update this EIT manually as required.

Personal Number Card Details (Japan only)

Records the expiry date of the personal number card. You record this information from the self-service page only.

Assignment Extra Information Types

You can define as many Extra Information Types as you require to hold information about assignments. There are also some predefined assignment EITs, which enable you to record relevant information required by the Inland Revenue reports. The predefined assignment EITs are:

- Employment Information - use this to record information about employee's monthly remuneration and allowances.
- Overseas Concern Information - use this to record information about overseas payments received by the employee.
- Quarters Provided Information - use this to record information about company quarters given to the employee.
- Legal Employer Reporting - use this to record the dates when specific Inland Revenue reports such as the IR56E, IR56F and IR56G are printed. This information is automatically updated when you run the relevant reports.
- IR56B Reporting Information - use this to record details relating to the IR56B report runs. This information is automatically updated when you run the relevant reports.
- Shares Granted Prior to Commencement - use this to record details of whether the employee was granted shares prior to their commencement date.
- Shares Information - use this to record details about shares that have not been exercised, and the date the shares were granted.

To find out how to enter extra information, see Entering Extra Information, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

The Employee Assignment

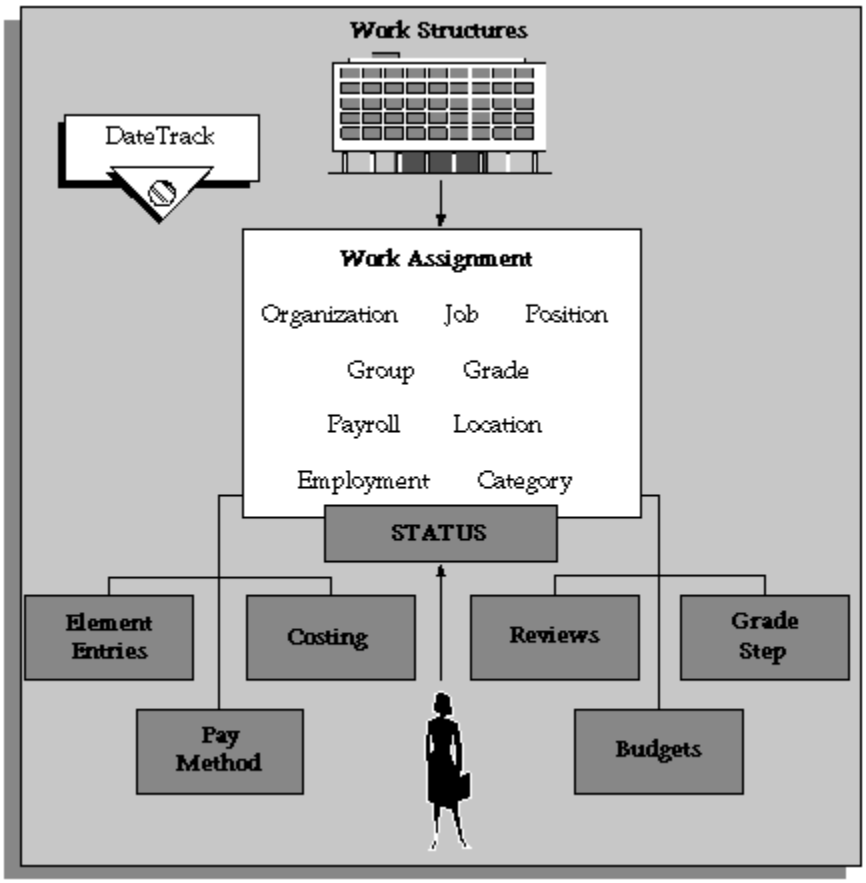
The assignment is the central concept that relates employees to the structures in which they work, and the compensation and benefits for which they are eligible.

In Oracle HRMS, many of the activities you undertake in human resource management, such as vacancy management and budget planning, are based around assignments and not people. In particular, you enter all earnings, deductions, and other pay-related elements for the employee assignment, rather than the employee. This makes it possible to give an employee two or more assignments when this is necessary.

For example, if an employee has more than one role within your enterprise, he or she can have a separate assignment for each role.

> **Note:** The assignment is datetracked to maintain a work history as the employee moves through your enterprise.

Employee Assignment



When you hire an employee, Oracle HRMS automatically creates a default assignment for that employee. This is because an employee must have a current assignment at all times. You then record relocations, promotions, transfers and so on as changes to the existing assignment. These changes are datetracked so that you can make future-dated changes in advance and view the history of changes to an assignment.

Components of the Assignment

At a minimum, an assignment defines the Business Group for which an employee works, the date the assignment began, and its current status, such as active or suspended.

You can use the assignment to define more precisely the place of the employee in the enterprise, including their job, position, organization, location, grade, and supervisor. You can also assign the employee to any of the employee groups you set up using the People Group key flexfield, such as pension groups or unions.

Mexico only: HRMS also uses the assignment to associate employees to their Social Security GRE.

You can assign employees to an employment category, such as Part Time - Regular or Full Time - Temporary. Your startup data includes four categories, and you can add others for the Lookup Type EMP_CAT.

You can assign employees to a *salary basis* and maintain their salaries or wages using the Salary Administration procedure. See: Salary Administration Overview, *Oracle HRMS Compensation and Benefits Management Guide*

Multiple Assignments

If your enterprise permits employees to work in two or more different capacities at once and thereby become eligible for different benefits, you can enter multiple assignments for them. An employee can have multiple assignments, but only one is the primary assignment. Any others are *secondary*.

Relocations, transfers, promotions and so on go on record as datetracked changes to employees' existing assignments. You do not enter new assignments for changes like these.

Managing Multiple Assignments

Oracle HRMS separately manages each assignment, together with its associated compensation and benefits. When an employee has more than one assignment, one assignment is designated as the primary assignment. When you hire an employee (by entering a person as an employee, or by changing the person type to employee), Oracle HRMS automatically creates a primary assignment for that employee. (The Primary box is automatically checked in the Miscellaneous tabbed region of the Assignment window).

If you then enter an additional assignment, the Primary box is automatically unchecked for that secondary assignment.

You can end all assignments except the primary assignment by entering a status change in the Assignment window. However to end an employee's primary assignment, you must terminate the employee, using the Terminate window.

To show that an assignment is part time, you use the employment categories Part Time - Regular or Part Time - Temporary. You could also set up a Full Time Equivalent budget, and weight each assignment as a fraction of a full time equivalent for the calculation of actual values. For more information about budgeting see: Budgeting Overview, *Oracle HRMS Enterprise and Workforce Management Guide*

Notice that when employees split their time between two departments performing the same job, or fulfill two different roles in one organization, you do not need to define two separate assignments to maintain accurate costing records. You can set up cost allocation to distribute proportions of one assignment's payroll costs to different cost centers.

For more information, see: Data Costed at the Organization and Assignment Levels, *Oracle HRMS Enterprise and Workforce Management Guide*

Managing Changes in Assignment Information

When an employee experiences changes such as a promotion or transfer, or moves from full time to part time, you change a component of the assignment. A change to any of the assignment components produces the DateTrack prompt.

- If you choose *Correction*, Oracle HRMS overwrites the existing assignment information back to the last effective from date.
- If you choose *Update*, Oracle HRMS records the date and change, and retains the original information.

By changing your effective date on the system, you can see the employee's assignment at any point in time. You can also view the changes made to the assignment over time using DateTrack History.

DateTrack History shows the changes made to one assignment. Use the Assignment History window to view the history of all the employee's assignments, both currently and in any previous periods of service.

Mass Assignment Update

When an organization changes its business rules, it is often necessary to update a large amount of employee assignment information. The mass assignment update process can now be managed by one window.

The Mass Assignment Update feature enables you to:

- Alter employee assignment information for past, present or future dates within a Business Group.
- Define search criteria to match the type of employee your organization needs to update.
- Add further information updates to individual employees.
- Filter assignment change information using folder forms.

The Mass Assignment Update feature gives your organization more control over which employees are updated, and when the employees are updated.

Effects of Changing an Assignment

Changing any assignment component can have the following effects:

- The employee may lose eligibility for some compensation types, benefits or deductions, and gain eligibility for others. You receive a warning that the system automatically ends any unprocessed element entries for which the employee is no

longer eligible.

- The employee may have a different level of access to Oracle HRMS, since the system's security is based on assignment to work structures.
- If you change the employee's grade when a grade step placement exists for the assignment, you receive a warning message that the placement will be date effectively ended and any future placements will be deleted. Also, the special ceiling point field is cleared.
- **Mexico only**: Changing assignments may result in a change of GRE. In this case, you must justify the separation to the Social Security agencies. Document a Social Security Leaving Reason in the Social Security Affiliation tabbed region of the Assignment window.

  Note: If an assignment change causes the system to change element entries, you may not be able to save the change if a current or future pay period is closed. You must reopen the period or change your effective date to make the change.

Ending Assignments and Terminating Employees

Oracle HRMS does not permit an employee to exist in the system without an assignment. That is, an employee must always have at least one assignment at any point in time. This means that for an employee with just one assignment, the only way to end the assignment is to terminate the employee, using the Terminate window.

For employees with more than one assignment, you can end all but one of their assignments by selecting an assignment status of End or Terminate in the Assignment window. At sites using Oracle Payroll, the choice of End or Terminate controls the ability to include the assignment in a payroll run after the date the assignment ends. Sites not using Oracle Payroll can use these two statuses to provide information. For example, End may mean that further pay processing cannot occur for the assignment, while Terminate may mean that further processing can occur. Alternatively, these sites can simply use the status End.

Accessing Ex-Employee and Future-Dated Employee Records

Oracle HRMS provides the HR: Access Non-Current Employee Data profile option to enable access to ex-employee and future-dated employee records. You can enable this profile option for HR users to:

- Access ex-employee records, for example, to manage retirement benefits.
- Update future-dated records.

Oracle HRMS displays only those ex-employees who do not have future-dated records as of the system date. For example, you terminate an employee as on January 31st, 2007 and rehire the person as on March 1st, 2007. When you search for this person's record, as of the system date of February 15th Oracle HRMS will not display the ex-employee's record because a future-dated record exists for the ex-employee.

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

Entering a New Person (People Window)

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

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

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

To enter a new person:

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

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

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

   For Romanian users: First and last names are mandatory.

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

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

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

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

     For UAE users only: Prefix is recorded as additional personal information.

Therefore, this field is not displayed in the Name region.

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

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

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

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

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

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

   Note: For Norway users only: A gender value will be automatically generated based on the person`s National Identity number.

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

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

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

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

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

Entering Employee Information:

Enter the following information if the person is an employee.

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

   - The Latest Start Date field displays your effective date.

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

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

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

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

Entering Identification Information:

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

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

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

2. Enter the national identifier for your country. For example, enter the National

Insurance number in the UK, the Social Security number in the US, the PPS Number for Ireland, the Fiscal Code in Italy, the IRD Number in New Zealand, the Social Security Code (TAJ) in Hungary, the Individual Tax Payer's Number (INN) in Russia or the ID number in South Africa.

For Japanese users: If you have entered the personal number using the self-service pages, then you can view the masked personal number You cannot update the personal number here. This is a unique identification number and is used for taxation and social insurance purposes and for display on the withholding income tax report, notification of acquisition of insurance qualification.

If you are an Australian user, leave the National Identifier field blank. For Finland, the PIN (Personal Identification Number) supplies the values for gender, date of birth, and age.

> **Note:** For Norway and Sweden users only: The PIN (Personal Identification Number) supplies the values for gender, date of birth, and age.

Entering Personal Details:

Enter personal details in the Personal tabbed region.

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

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

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

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

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

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

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

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

   For Japanese users only:Enter the country of birth.

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

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

7. Select a nationality.

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

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

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

10. Select whether your employee, applicant or contingent worker is:

    - Registered disabled
    - Not registered disabled
    - Partially disabled
    - Fully disabled

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

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

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

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

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

13. Save your work.

Multiple Person Records:

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

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

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

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

   Do one of the following four tasks:

   - If the person you are entering already exists, but in a different business group, then select that person from the list of values. The person you are entering is saved in your current business group and linked to the existing person record to indicate they are the same person. If your application has person synchronization enabled, then the personal information entered for the new person is copied across to existing records in other business groups. If existing records have values for fields that the new record leaves blank, then these values appear in the new record. See: Person Record Synchronization, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

   - If the person already exists in your current business group then select that person from the list of values. The application retrieves the existing record and cancels the save you were trying to make, as one business group cannot contain two records for the same person. Close the new record and scroll down to display the existing record.

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

   - If the person already exists in TCA, but not in HRMS, then select that person from the list of values. The person you are entering is saved in your current

business group and linked to the existing person record to indicate they are the same person. The information held for the person in TCA is updated with that entered in HRMS. See: People in a Global Enterprise, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

- If the person you are entering does not match any of the records displayed, then select No Match in the lookup. Your new person record is saved.

What Next?:

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

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

Sending Emails for Personal Information Updates

Your system administrator can configure the application to send emails when you update personal information in the People window. Emails are sent to the email recorded in the Email field in the Office Details tab. See Subscribing to Business Events to Send Emails, *Oracle HRMS Configuring, Reporting, and System Administration Guide* for more information.

Entering Additional Personal Information (People Window)

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

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

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

1. Choose the Office Details tabbed region.
2. Enter the office number.
3. Enter the internal location of this office.
4. Enter the office identifier for internal mail.
5. Enter the person's email address.

6. In the Mail To field, select Home or Office to indicate the person's preferred mail destination.

To enter information for an applicant:

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

To enter background check information:

1. Choose the Background tabbed region.
2. Check whether the person background check has been performed.
3. Select the date the background check was performed.

To enter rehire recommendation information for an applicant who was a former employee or contingent worker:

1. Choose the Rehire tabbed region.
2. If the former manager has recommended the applicant for rehire, check the Recommended check box.
3. Select the reason for this recommendation.

To enter further name information:

1. Choose the Further Name tabbed region.
2. Enter one or more honors or degrees (BA, MBA, or JD, for example) that the person has earned.
3. Enter the name (perhaps a nickname) by which the person prefers to be known.
4. If the person was previously known by a different name, enter the previous last name.

To enter medical information for a person:

1. Choose the Medical tabbed region.

2. Select the person's blood type.

3. Select the date of the person's last medical test.

4. Enter the name of the physician who performed this test.

To enter other information for a person:

1. Choose the Other tabbed region.

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

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

4. Select the language the person prefers for correspondence.

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

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

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

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

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

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

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

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

   The value of this field can impact benefits calculations.

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

To enter benefits information:

1. Choose the Benefits tabbed region.

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

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

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

3. Enter what kind of tobacco (cigarettes, pipe, cigar, or chewing, for example) your employee uses, if any.

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

5. Enter the adoption date, if the employee has adopted a child. This information, with the child's date of birth, can determine dependent eligibility. You can enter the adoption date only if you have entered a date of birth for the person. The adoption date must be the date of birth or later.

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

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

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

9. Check the Other Coverage checkbox, if the employee or applicant has externally provided coverage.

10. Check the Voluntary Service checkbox, if your employee or applicant is volunteering, for example as a missionary.

To enter employment information:

1. Choose the Employment tabbed region.

2. Click in the field to display the Further Person Information window.

3. Enter the person's passport details. These are necessary for non-Hong Kong resident employees without a Hong Kong Identification Number as this number is used for statutory reports. It is mandatory to enter Identification Number or the Passport information.

4. Enter the work permit details for employees who are non-Hong Kong residents and who do not have a Hong Kong Identification Number as these numbers are recorded on the Inland Revenue reports.

5. Enter the employee's full name. You need to enter the full name in exactly the same format as is displayed on the identification card or passport of the person. This is the legal name that is displayed on all Inland Revenue reports.

   Note: The name you enter here will appear in the IR Reports. When entering two name surnames, it is important to hyphenate them, for example "AU-CHENG".

6. Enter the Chinese full name in Chinese characters. You need to enter this name only for those who have it. This name is displayed on the IR56B report.

   See: Setting up Chinese Characters for IR56B Annual Employers Return Hong Kong Report , page 8-1

7. Enter the previous employer's name and address.

8. Enter the employee's tax file number.

Entering Additional Assignment Details (Assignment Window)

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

To enter supervisor information for an employee or contingent worker:

1. Choose the Supervisor tabbed region.

2. Select the name and number of the worker's personal supervisor. If you use assignment-based supervisor hierarchies, select the supervisor's assignment number.

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

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

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

To enter probation period and notice information for an employee:

The probation period defaults from the employee's position.

1. Choose the Probation and Notice Period tabbed region.

   > **Note:** The Probation and Notice Period tabbed region does not display for contingent workers.

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

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

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

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

1. Choose the Standard Conditions tabbed region.

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

3. This step is for employees only. For benefit administration, enter whether the assignment is hourly or salaried. If you are in the US, benefits are often based on whether a person is paid hourly or receives a salary.

   > **Note:** If you are setting up benefits based on salaried or hourly pay you must set up the Hourly/Salaried field in addition to the Pay Basis. The Pay Basis identifies how pay is quoted within Salary

Administration and enables an employee to have their pay quoted as hourly, but be paid a salary. Therefore, for benefits, you need to set up whether your employee is paid hourly or receives a salary.

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

1. Choose the Miscellaneous tabbed region.

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

3. Select a reason for adding or changing the assignment, if required. You define valid reasons as values for the lookup types Reason for Change to Employee Assignment (EMP_ASSIGN_REASON) for employees and Contingent Worker Assignment Reasons (CWK_ASSIGN_REASON) for contingent workers.

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

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

Primary or Secondary Assignment

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

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

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

To enter statutory information for an employee:

1. Choose the Hong Kong Information tabbed region and click in the field to display the Hong Kong Information flexfield segments.

2. Select the legal entity to which this employee belongs. This information is required for Inland Revenue reports.

   The list of values includes a complete list of legal employers (the application does

not the list of legal employers based on your login's security profile).

3. Enter the principal employer's name. This is required for part-time employees.

4. Specify whether the employer's name must be included in the IR56B report.

   In the Include on IR56B segment, select Yes if you are entering assignment information about an employee, pensioner, or contractor. This enables the employee to appear on the IR56B report.

   Select No if you are entering assignment information about an applicant, contact, or external person. In this case, the employee does not appear on the IR56B report.

   > **Note:** The first, last and middle name must be the same in the IR56 reports.

5. Enter the exclusion reason if you selected No in the previous step.

6. Enter the IR56B message for display in the IR56B report for this assignment.

7. Specify if any money will be withheld for taxation purposes when the employee is terminated. This information is used in the IR56G report.

   Select Yes if any money is withheld for tax when employee is terminated, otherwise select No.

8. Enter the amount of money withheld for taxation purposes when the employee is terminated. This information is used in the IR56G report.

9. Enter the reason for not holding any amount of money. This information is used in the IR56G report.

10. From the list of values select a description to display in the IR56B, the IR56F, and the IR56G reports. You can add the descriptions by making entries in the Lookup Type HK_NATURE_IR56_DESC, using the Application Utilities Lookups window.

    - IR56B Nature of Other Income1
    - IR56B Nature of Other Income2
    - IR56B Nature of Other Income3
    - IR56F Nature of Other Income
    - IR56F Nature of Payment
    - IR56G Nature of Other Income

- IR56G Nature of Payment

To enter employment terms for an employee:

1. Choose the Employment Terms tabbed region.

   Note: The Employment Terms tabbed region is not displayed for contingent workers.

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

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

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

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

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

To enter special ceiling information for an employee:

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

1. Choose the Special Ceiling tabbed region.

   Note: The Special Ceiling tabbed region does not display for contingent workers.

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

To enter salary information for an employee:

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

1. Choose the Salary Information tabbed region.

   Note: The Salary Information tabbed region does not display for contingent workers.

2. Select a salary basis for the employee.

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

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

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

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

1. Choose the Bargaining Unit tabbed region.

   Note: The Bargaining Unit tabbed region does not display for contingent workers.

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

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

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

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

1. Choose the Project Information tabbed region.

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

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

3. Enter a project title.

To enter supplier information for a contingent worker:

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

If you are not using Oracle Services Procurement

1. Choose the Supplier tabbed region.

2. Select the name of the supplier and the supplier site for the contingent worker.

3. Enter supplier IDs for the contingent worker and the assignment, if available. These values identify the worker and the assignment to the supplier.

If you are using Oracle Services Procurement

1. Choose the Supplier tabbed region.

2. Select a purchase order number for this assignment.

3. If only one purchase order line exists, it appears in the Purchase Order Line field. Otherwise, select a purchase order line. Note that the Purchase Order Line field is enabled only when you select a purchase order.

4. Information from the purchase order appears automatically in the Supplier Name and Supplier Site fields. If the purchase order line includes a job value, it replaces any value in the Job field.

5. Enter supplier IDs for the contingent worker and the assignment, if available. These values identify the worker and the assignment to the supplier.

To enter grade ladder information for an employee:

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

1. Choose the Grade Ladder tabbed region.

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

Ending Employment

If an employee is leaving your enterprise or agency, you *terminate* them in the **Terminate** window. The ex-employee's records remain in the application. You can reinstate, or rehire, the person to create a new period of service.

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

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

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

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

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

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

> **Note:** If you mistakenly add someone to the application, or if you want to remove all records for an ex-employee, you can *delete* the person in the **Delete Person** window. However, you cannot delete an employee

whom Oracle Payroll has processed in a payroll run.

See: Deleting a Person from the System, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

If you mistakenly hire an applicant, you can cancel the hire in the Person window.

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

Terminating an Employee

To terminate an employee:

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

   This is an optional step.

   > **Note:** When you enter a termination reason of "Deceased" and an actual termination date, if you have not entered an employee's date of death in the Other Information tabbed region of the People window, this date is set to the actual termination date.

   UK Payroll only: If the employee is deceased, you must select the reason Deceased. This records the information on the P45. If the employee is retiring, you must select the reason Retirement. This automatically creates a retiree person record that can be used by your benefits department to trigger payments such as pensions.

2. Enter the termination dates. Only the Actual date is required. This is the date when the employee's person type changes. The Notified and Projected dates are for information only. The Last Standard Process date is the last date for normal processing, while the Final Process date is the last date for late payments.

   For the Final Process date:

   - If you need to process pay for the employee after termination, set the Final Process date later than the Actual date, or leave it blank.
   - If you do not need to continue processing, set the Final Process date to the Actual date.

   > **Note:** The Final Process field is enabled at all times, you can change the value subject to other information held for the employee. The Final Process date need not be equal to the Last Standard Process date.

The application closes the element entries on the Last Standard Process date, the Actual date, or Final Process date, depending on how you have defined the elements.

3. **Canada only**: Click inside the Further Information field, and specify the ROE Reason and ROE Comment. The ROE Reason appears in Block 16 of the ROE. The ROE Comments appear in Block 18 of the ROE.

   India only: Click inside the Further Information field and specify the leaving reasons. The PF ECR Leave Reason appears on the Electronic Challan cum Return. The PF Print Leave Reason appears on the PF Monthly Returns Print report and the PF e-File Leave Reason appears on the PF Monthly Returns e-File Report.

   Hong Kong only: Click inside the Further Information field and specify date of departure, reason for departure, country returning to, seconded to, returning to Hong Kong, probable return date, new employer name, address, and salaries tax borne by employer.

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

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

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

5. Select a terminated assignment status in the **Status** field.

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

   Oracle HRMS uses the terminated assignment status you select for the primary assignment. This assignment status is displayed as the Actual date plus one day. If you update the primary assignment status, the Termination window still displays the status as the Actual date plus one day.

6. **US Payroll only**: If your enterprise has enabled the ex-employee registration feature, then the **Personal Email** field is mandatory. Enter the employee's personal email address. Ex-employees use this personal email address to register as external users to view their payroll and statutory reports. See Enabling Ex-Employee Registration in Self-Service, *Oracle SSHR Deploy Self-Service Capability Guide* for more information.

Note: Currently, ex-employees can access Payslip and Employee W-2 reports for the US legislation.

7. When the information is complete, choose **Terminate** to complete the termination.

Entering Addresses (Address Window)

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

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

To enter an address for a person:

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

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

   In order for address styles to appear on the IR56 reports, the address type for the employee must be either Residential, Correspondence, or Future Correspondence.

   If you choose another address type for your employee, it will not display on an of the IR56 reports, for example the IR56B, IR56F or IR56G reports.

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

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

2. Enter your address information in this window.

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

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

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

4. Select an address type, such as home, or weekend, or business. You can only have one address of each type at any time.

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

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

6. Save your work.

To update the primary address:

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

   Do not save.

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

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

3. Save the new primary address.

To change from an international to a local address style:

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

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

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

2. Complete the address definition, as appropriate.

3. Choose OK.

4. Save your work.

4

Compensation and Benefits Management

Elements

Predefined Elements

The following table lists the predefined elements that are provided with Oracle HRMS for Hong Kong.

Element Name	Description
MPF Information	Contains MPF details
MPF Withheld	MPF Employee details
MPF Liability	MPF Employer details
Voluntary MPF Withheld	Voluntary MPF Employee details
Voluntary MPF Liability	Voluntary MPF Employer details
Retro MPF Withheld	Retro (Backdated) MPF Employee details
Retro MPF Liability	Retro (Backdated) MPF Employer details
Retro MPF Liability for First Period	Retro MPF Liability amount for first pay period
Retro MPF Liability for Second Period	Retro MPF Liability amount for second pay period
Voluntary MPF Lump Sums	MPF for Employee and Employer Lump Sum amounts
Quarters Balance Adjustor	Value amount for Company Quarters
Company Quarters	Company Quarters Information
Initial Values Quarters	Used for Balance Initialization
Initial Values MPF	Used for Balance Initialization
Initial Values MPF RI	Used for Balance Initialization

Element Name	Description
Initial Values IR56 Boxes	Used for Balance Initialization
Initial Values Classifications	Used for Balance Initialization
Initial Values Magtape	Used for Balance Initialization
Specified Date	Used to specify the date used for computing average rate.
MWO Eligibility Information	Used to determine if the employee is eligible for minimum wage calculations
MWO Additional Remuneration	Used to adjust the wages of employee who does not meet the minimum wage criteria

Survey of the Classifications

The survey of classifications identifies:

- The function of elements within each primary classification, page 4-3
- The processing priority range, default priority, and cost type for each classification, page 4-3
- A list of the predefined secondary classifications within each primary classification, page 4-3

Primary Classifications

Classification	Meaning
Earnings	Salary, Basic Wages, Bonus, Commission Payments
Company Quarters	Company Quarters Allowance Elements. Company Quarters Only. Further Element Information for context HK_COMPANY QUARTERS to enter Address Id (Value Set of employee addresses)

Provident Fund Information	Information Elements to initiate Provident Fund Deductions and Employer Liabilities. Further Element Entry Information for context HK_PROVIDENT FUND INFORMATION to enter Scheme Id (Value Set of Org Info Types where ORG_INFORMATION_TYPE = MPF_SCHEMES)
Information	Balance Adjustment Elements and Information Elements as required
Direct Payment	Expense Repayment, Educational Assistance Payments
Mandatory Deductions	Employee Contributions to Mandatory Provident Fund (MPF EE)
Involuntary Deductions	None specified at present
Voluntary Deductions	Voluntary MPF EE and User Defined Deductions (for example, Loss of Pass Card)
Employer Liabilities	MPF ER
Balance Initialization	Global classification for Initial Balance Load Elements
Primary Element Classifications	

Primary Classification Processing Priorities and Cost Types

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

Primary Classification	Priority Range	Default Priority	Cost Type
Information	0 - 500	250	Debit
Direct Payment	1001 - 1500	1250	Debit
Earnings	1501 - 2000	1750	Debit

Primary Classification	Priority Range	Default Priority	Cost Type
Company Quarters	3001 - 3500	3201	Debit
Provident Fund Information	4501 - 4600	4551	Debit
Mandatory Deductions	4601 - 5000	4801	Credit
Involuntary Deductions	5001 - 5500	5250	Credit
Voluntary Deductions	5501 - 6000	5750	Credit
Employer Liabilities	6001 - 7000	6500	Debit

Primary Element Classifications

Predefined Secondary Element Classifications

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

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

Primary Classification	Secondary Classifications	Default
Earnings	Taxable Earnings	Yes
Company Quarters	(None)	N/A
Provident Fund Information	(None)	N/A
Information	(None)	N/A
Direct Payment	(None)	N/A
Mandatory Deductions	(None)	N/A

Primary Classification	Secondary Classifications	Default
Involuntary Deductions	Tax Deductible Involuntary Deductions	Yes
Voluntary Deductions	Taxable Deductions	Yes
Employer Liabilities	(None)	N/A
Earnings	MWO Wages E	N/A
Earnings	MWO Wages Q	N/A

Balances

Payroll Balances

Balances show the positive or negative accumulation of particular values over periods of time. They are fed either by the direct run results (that is, Pay Values) of elements processed in the payroll run, or by input values. For example, in North American installations, the input value Hours of the element Time Entry Wages feeds the balance Regular Hours Worked.

Balance Dimensions and Levels

Balances exist for various time *dimensions*, such as current run, period to date, month, quarter to date, and year to date.

Balances also exist at different *levels*, such as assignment level or person level. Balances for individual employee assignments are at the assignment level (in North America, they can be at the assignment level within a GRE). If your enterprise permits employees to hold more than one assignment at the same time, you can hold balances at the person level. For example, a person level Gross Earnings balance is the sum of an employee's assignment level Gross Earnings balances.

Choosing Elements To Feed a Balance

You can select elements to feed a balance in three ways:

- Select a primary classification. The run results of all elements in the classification feed the balance. However, you must have an input value of Pay Value if you want to create a feed between an element and a balance.

- Select a secondary classification. You choose which elements from a primary classification (such as Earnings) are to feed the balance by giving these elements a secondary classification. Again it is the run results of the elements that feed the balance.

  Note: Secondary classifications are not used in the North American versions of Oracle Payroll at this time.

- Select an individual element. You can select either the run result or an input value to feed the balance. The input value must have the same unit of measure (such as hours or number) as the balance.

You can choose any number of classifications or any number of elements to feed a balance. However you cannot use a mixture of classifications and individual elements

to feed a balance. When you select an element or classification as a balance feed, you specify whether the run results (or input values) should add to or subtract from the balance.

Startup and User Defined Balances

The balances and balance feeds for the elements supplied with Oracle Payroll are present in the system when you receive it. For North American users, when you initiate earnings types, deductions and other items that process in the payroll run, the system generates the appropriate balances and balance feeds together with the necessary elements.

You can define any additional balances your enterprise requires. For example, you may require a Pensionable Earnings balance for a pension plan your enterprise offers employees.

Primary Balances

> **Important:** You cannot have two or more elements with the same primary balance. This setup will cause incorrect elements to show up on reports or Statement of Earnings when the process uses balance reporting architecture.

You define primary balance using the following navigation:

- Balance window (Total Compensation > Basic > Balance):

  You define primary balance by selecting an element and an input value in the Primary Balance region in the **Balance** window. This type of balance is fed by a single element and can only be inserted if no balance feeds exist for the balance, with the exception of Balance Initialization feeds. When you create a primary balance, the associated feed is created automatically. No other feeds can be created for the balance. Note that if the Primary Balance region is disabled, then the primary balance functionality is not enabled for that localization.

- Earnings or Deductions window:

  When you create a balance, the balance gets created with name same as that of the element and the element input "Pay Value" gets added as a feed to this balance. This balance is considered as a Primary Balance for this element and can be seen from the Primary Balance field in the **Element Description**, Further Information window. Changing this Primary Balance in the Further Element Information will result in incorrect values to be reported. For example, Statement of Earnings (SOE) is designed to display the values based on the Primary Balance associated with the elements that are processed.

Payroll Balance Dimensions

The following dimensions are predefined. You can create additional dimensions at the assignment level, if you require them.

Standard Dimensions

You are likely to use these dimensions to sum values for single assignments for your own balances.

_ASG_RUN	during one payroll run
_ASG_CALENDAR_QTD	since start of calendar year, reset every three months
_ASG_CALENDAR_YTD	since start of calendar year, reset every year
ASG_QTD	since start of tax year, reset every three months
_ASG_YTD	since the start of payroll processing year
_ASG_LTD	since the start of assignment

Statutory Dimensions - Single Assignments

These statutory dimensions are normally used for summing balance feeds for single assignments to predefined balances.

You can view assignment-level balances for a specific legal entity (indicated by LE in the balance dimension name) and for mandatory provident fund (indicated by MPF in the balance dimension name).

_ASG_PTD
_ASG_MONTH
_ASG_QTD
_ASG_YTD

_ASG_FQTD
_ASG_FYTD
_ASG_CAL_YTD
_ASG_LTD
_ASG_LE_RUN
_ASG_PTD
_ASG_LE_MONTH
_ASG_LE_YTD
_ASG_LE_FQTD
_ASG_LE_FYTD
_ASG_LE_CAL_YTD
_ASG_LE_LTD
_ASG_SRCE_PTD
_ASG_SRCE_MONTH
_ASG_SRCE_QTD
_ASG_SRCE_YTD
_ASG_MPF_PTD
_ASG_MPF_MONTH
_ASG_MPF_QTD
_ASG_MPF_YTD
_ASG_SRCE_MPF_PTD

_ASG_SRCE_MPF_MONTH	
_ASG_SRCE_MPF_QTD	
_ASG_SRCE_MPF_YTD	
_ASG_12MTHS_PREV	

Statutory Dimensions - Multiple Assignments

These statutory dimensions are usually associated with predefined balances for summing balance feeds for an employee's multiple assignments when those assignments are in the same tax scheme, that is, report under the same tax reference.

_PER_RUN	during one payroll run
_PER_PTD	since start of period to date
_PER_MONTH	for a month
_PER_QTD	since start of quarter to date
_PER_YTD	since start of year to date
_PER_FQTD	since start of fiscal quarter to date
_PER_FYTD	since start of fiscal year to date
_PER_CAL_YTD	for the calendar year
_PER_LTD	during lifetime to date

Payments Dimension

This is a special dimension which aggregates results from payroll runs that have been picked up in a particular pre-payments run.

_PAYMENTS	for a set of payroll runs

Creating Balance Feeds for Individual Elements

Use the Balance Feeds window to select balances to be fed by the input values of an element. Balances are either fed by whole classifications of elements or by individual elements, but not by both. Therefore, in this window you cannot select balances that are fed by classifications. You can query a balance in the Balance window and choose the Classifications button to view the list of classifications that feed it.

You can use an element to feed as many balances as you require.

To create balance feeds for one element:

1. Set your effective date to when you want the balance feed to start.
2. Enter or query the element in the Element window and choose the Balance Feeds button.
3. In the Balance Feeds window, select the input value that you want to feed the balance with.

   The list displays all the input values defined for the element. These input values may have different units of measure. When you select an input value its unit of measure displays in the Units field. To feed a balance with the element's direct run result, select Pay Value.
4. Select the balance you want the input value to feed.

   The list restricts your choice to balances having the same unit of measure as the input value you selected.
5. Select Add or Subtract for the balance feed.

   Note: Secondary classifications and balance feed controls currently do not apply to the US version of Oracle Payroll.

Creating Classes of Balance Feeds

In the Balance Feed Control window, you can classify an element using secondary classifications. These determine the balances that the element feeds. You can query a balance in the Balance window and choose the Classifications button to view the list of classifications that feed it.

To select or remove secondary element classifications:

1. Set your effective date to when you want the element to begin feeding the balances that the secondary classifications feed.

2. Enter or query the element in the Element window and choose the Balance Feed Control button.

3. In the Balance Feed Control window, delete any default secondary classifications you do not require for the element.

   When this window opens, it displays any default secondary classifications for the element's primary classification. Unless they are predefined, you can delete any of these classifications, and you can change their effective start dates.

4. Select any non-default secondary classifications you require.

Defining User Balances

Defining a balance includes defining its feeds and dimensions. When selecting feeds for the balance you have to choose between specifying element input values directly, and selecting element classifications to determine the feeds. You cannot choose both methods together.

You can group similar balances - such as all earnings balances - in a single *category* for quicker and easier processing. Each localization has a defined set of categories. If there are no categories in the list of values, this means your legislation is not yet using the category functionality.

Balances often share a common relevancy to certain assignments. In some localizations, you can define *base balances* to imply a relationship between the balances that can be relied upon when processing and reporting. For example, "Loan Repayment" could be the base balance for "Loan Repayment Arrears".

You define balances in the Balance window.

To define a user balance:

1. Do *one* of the following:

   - Enter a unique name and a reporting name for the new balance. If you do not provide a reporting name, the first seven characters of the balance name appear on reports.

   - Query any user balances you want to change.

2. Optionally, select a balance category in the Category field.

   Australian Users: Attach all user-defined balances to the relevant balance category and to the _ASG_RUN and _ASG_YTD dimensions to populate the run balances. You must attach all user-defined allowance balances required to be reported individually on the Payment Summary to the Balance Category of Allowance and to the _ASG_LE_RUN and _ASG_LE_YTD dimensions.

New Zealand Users: You must assign a balance category for each element that you define.

3. Optionally, select a Base Balance.

4. Enter the unit of measure for the balance. The choices are days, hours (listed in different formats), integer, money and number. If you select money as the unit you must also select a currency.

   Note: Do not select the Use for Remuneration check box. This displays the balance that has been predefined as the Remuneration balance. Only one balance within a legislation can have this value.

5. To define a primary balance - one fed by a single element - select an element and input value in the Primary Balance region (if this region is available for your localization).

6. Go to the Balance Feeds window *or* the Balance Classifications window.

   In the Balance Feeds window:

   - Set your effective date to the start date for the balance feeds.
   - Select one or more elements to feed the balance. Only those elements whose input values have the same unit of measure as the balance are listed.

     When you select an element, its classification is displayed. You can select elements with different classifications.
   - Select the input value that is to feed the balance.

     For most payroll balances select Pay Value so that the element's run result feeds the balance.
   - Select Add or Subtract for the balance feed.

   In the Balance Classifications window:

   - Select one or more element classifications and select Add or Subtract for each. The run results of all elements in the classification will feed the balance.

     The list includes all the primary and secondary element classifications that are valid for this balance. If you select a secondary classification, you cannot also select its parent primary classification.

     Note: Secondary classifications are not used in the North American or Singapore versions of Oracle Payroll at this time.

Balance Dimensions Window

7. Choose the Dimensions button.

8. Select the dimensions you require.

   New Zealand Users: For each new balance, you must attach the balance dimension _ASG_RUN for it to generate run balances.

   Australian Users: Select the _ASG_RUN and _ASG_YTD dimensions for all user-defined balances. You must attach the _ASG_LE_YTD and _ASG_LE_RUN dimensions to the allowance balances required in the Payment Summary reports.

   You can remove any dimension previously selected for a user-defined balance. You can also add dimensions to the startup balances included with your system, and later remove these additional dimensions. However, you cannot remove the dimensions that were predefined for the startup balances.

   > **Note:** To hold balances for a fiscal year that is different from the calendar year, you must supply the fiscal year start date for your Business Group.

9. Optionally, select the Grossup Balance check box for *one* of the dimensions, to make the balance eligible for grossup.

   UK users: If you want to make the balance eligible for grossup, you must select this check box for the _ASG_RUN dimension.

Initial Balance Feed Window

10. Choose the Initial Feed button.

11. In the Initial Balance Feed window you can see details of the element and input value used for the Initial Balance feed. This feed is defined by implementation consultants prior to performing an initial balance upload at implementation time.

Balance Attributes window

12. Choose the Attributes button.

13. Select an attribute definition and a dimension.

    Balance attributes identify which balances can be used in which reports. Attributes can be predefined by localizations, created as a result of predefined defaults, or you can enter them in this window.

    > **Note:** For UK SOE Balances, ensure you attach the attribute to the Balances1 segment in the Business Group Information. Attach the

attribute to each balance you want to display on the Online SOE. For every balance with an attached attribute, you must add individual balance to the SOE Details Information (in the Business Group Information).

The balances you attach to the SOE Details Information are defined at business group level, hence even if you change the user category profile it will not have any result on the data defined in the SOE Details Information.

Additional Information: Saudi Users: Oracle Payroll provides Saudi SOE Balance Attributes to view the SOE report. You can use the predefined balance attributes or create your own balance attributes.

Deductions

MPF Balance Adjustments

There are a number of reasons for adjusting balances. You may want to correct errors arising from an incorrect initial balance load, or record amounts that were not processed through payroll. You may also want to adjust balances while changing the scheme under which you originally made employee deductions and employer liabilities.

In Oracle HRMS, you do not adjust balance figures directly, rather you create an adjusting entry to either add to or subtract from the total of the balance. Balance adjustments could be considered as run results of elements rather than a correction of a balance value.

Mandatory Provident Fund (MPF) balances relate to a particular scheme, and therefore when adjustments are made to balances such as MPF Withheld, you must identify the appropriate scheme to which the adjustments should be applied. You can identify the appropriate scheme by entering the Oracle HRMS identification number for the scheme as the Source input value when entering the adjustment. You can obtain the Oracle HRMS identification number for the scheme from the element entry of the MPF Informationelement for the assignment. The scheme number is included in parentheses after the scheme name in the Further Element Entry Information window.

To adjust an MPF balance without affecting any of the other classification balances or indeed any balances that your normal MPF element feeds, you must first create an MPF Balance Adjustment element.

See: Setting Up MPF Balance Adjustments, page 4-19

Mandatory Provident Fund Scheme Enrolment

You enroll employee assignments onto a Mandatory Provident Fund (MPF) scheme using BEE or the Element Entries window to enter the MPF information element. This calculates all MPF amounts. It automatically generates pay results for employee deductions and employer liabilities, both for mandatory and voluntary contributions.

The MPF processing in Oracle Payroll does not assess an employee's total earnings; rather, it separately assesses the earnings of each enrolled assignment. If an employee has multiple assignments within your enterprise, each assignment is independently processed by payroll, and the earnings of each assignment are individually assessed for MPF purposes. This may lead to issues with employee deductions, if the earnings fall below the lower earnings threshold for employee deductions. Where this is an issue, it is recommended that you pay earnings through the primary assignment and enroll the employee in MPF for the primary assignment only.

Minimum Wage Ordinance Overview

The Government of the Hong Kong Special Administrative Region – Labour Department has introduced a new legislation regarding the Minimum Wage Ordinance ("MWO") to provide a statutory minimum wage to all relevant employees based on the prescribed minimum hourly wage rate and the hours that they have worked in the relevant wage period effective from 01 May 2011.

Oracle HRMS for Hong Kong enables users to calculate the applicable minimum wages and pay the additional remuneration if the employees do not meet the minimum wage requirement.

Oracle HRMS provides balances, elements, and globals, formulas that enables users to calculate the applicable minimum wages.

Setting Up MPF Processing

Oracle HRMS enables you to process Mandatory Provident Fund (MPF) contributions for employees using the predefined MPF elements.

See: Mandatory Provident Fund Scheme Enrolment, page 4-17

Before starting MPF processing you need to complete several tasks.

To set up MPF processing:

1. Define the MPF trustee's address as a location within the application.

   See: Setting Up Locations, *Oracle HRMS Enterprise and Workforce Management Guide*

2. Create an MPF Trustee Organization.

   See: Creating an Organization, page 1-14

3. Enter additional organization information trustee details. See: MPF Trustee Organizations: Entering Additional Trustee Details, page 1-21

4. Enter additional organization information scheme details. See: MPF Trustee Organizations: Entering Additional Scheme Details, page 1-22

5. Define the MPF Informationelement link to administer MPF processing for your employees.

   Note: The MPF Information element should not be standard linked, as the element requires a Scheme to be entered for all employees at the time of enrolment. It is not necessary to enter any Costing information for the link of the MPF Information element, as this is

an enrolment element, and no payment results will be produced for this element.

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

6. Define Balances for MPF.

Note: Prior to enrolling an employee onto an MPF scheme, you must define the earnings elements within your enterprise that are considered to be Relevant Income for MPF purposes, and that are to be considered Basic Pay for MPF purposes. In order to give your enterprise complete discretionary control over the earnings that fall into these two categories, two balances have been seeded. You must ensure that these balances, MPF_RI (Relevant Income for MPF calculations) and MPF_BASIC (Basic Pay for MPF calculations) are correctly fed by the appropriate earnings elements.

See: Creating Balance Feeds for Individual Elements, page 4-12

Setting up MPF Balance Adjustments

If you want to adjust a Mandatory Provident Fund (MPF) balance without affecting any of the other classification balances or indeed any balances that your normal MPF element feeds, you must first create an MPF Balance Adjustment element.

This topic describes the procedure for creating elements to adjust the following balances:

- MPF_WITHHELD
- MPF_LIABILITY
- RETRO_MPF_WITHHELD
- RETRO_MPF_LIABILITY
- VOLUNTARY_MPF_WITHHELD
- VOLUNTARY_MPF_LIABILITY

Use the Element window.

To create an MPF Balance Adjustment Element:

1. Set your effective date to the day before the earliest date of any adjustments you

wish to make.

2. Enter a name for your Adjustment Element (for example, MPF Withheld Adjustment).

3. Select the Primary Classification ofInformation.

4. Check the Processing Type Nonrecurringcheck box.

5. Check the Termination RuleFinal Close check box.

6. Check theAdjustment Only check box.

7. Save your element definition.

8. Choose the Input Values button to open the Input Values window.

9. Enter each of the input values shown in the table:

Name	Units	Sequence	Required	User Enterable	Formula	Warning on Error
Amount	Money	1	Y	Y		
Source	Integer	2	Y	Y	HK_MPF_SCHEME_ID	Error
Membership ID	Character	3	Y	Y		
Period Start Date	Date	4	Y	Y		
Period End Date	Date	5	Y	Y		

10. Enter the following additional input value for balance adjustment elements that are to adjust the MPF_LIABILITY or RETRO_MPF_LIABILITY balances:

Name	Units	Sequence	Required	User Enterable	Formula	Warning on Error
Assessed RI	Money	6	Y	Y		

11. Save your input values.

Adjusting Balances for an MPF Scheme

Oracle HRMS enables you to adjust balances for a Mandatory Provident Fund (MPF) scheme.

To adjust MPF balances and also adjust the Net Pay, Payments, and other Classification balances such as Mandatory Deductions and Employer Liabilities, you can use the MPF elements.

To adjust MPF balances without impacting any other balances, you must first create an MPF Balance Adjustment element. See: Setting Up MPF Balance Adjustments, page 4-19
.

The process for a balance adjustment using either an MPF element or an MPF Balance Adjustment element is the same.

Use the Adjust Balances window.

To adjust employee balances for an MPF scheme:

1. Set your effective date to the date on which you want the adjustment to come into effect.

2. Select the element name you wish to use to make the adjustment.

3. If you want to have this adjustment costed and transferred to the general ledger, check the Costed check box.

4. Enter the value of the adjustment. To add to a balance, enter this as a positive value (such as 1000.00). To reduce a balance, enter this as a negative value (such as -1000.00).

   Note: When using MPF elements, this value is entered into the input value Pay Value. When using an MPF Balance Adjustment element, this value is entered into the input value Amount.

5. Enter the source number. This is the Oracle HRMS identification number for the scheme.

6. Enter the employee's Membership ID.

7. Enter the period start and end dates. These are the start and end dates of the periods being impacted by the balance.

   Note: The effective date should be set to a date between the period Start and End Dates.

8. Save your balance adjustment. You will note the status of the adjustment changes to Completed.

Enrolling an Employee on an MPF Scheme

You can enroll an employee assignment onto a Mandatory Provident Fund (MPF) scheme using the Element Entries window.

To enroll an employee assignment onto an MPF scheme:

1. Set your effective date to the date on which you want the entry to come into effect.

   - For New Hires, this should normally be the hire date, as this is the date from which Employer Liabilities are due. Unless you enter override dates in the entry values, there will be no deductions for the normal 60-day waiting period. Deductions begin in the payroll period that includes the 60th day. This payroll run retrospectively calculates employee deductions and employer liabilities for any liable relevant income paid in previous periods.

   - For employees who are changing the scheme, this should be the date on which the employee has elected to commence deduction for the new scheme. It is recommended that such changes occur on period start dates. The payroll run attempts to calculate mandatory deductions and employer liabilities for each scheme in which the assignment is enrolled. Therefore, terminate the assignment's enrolment in the old scheme on the final day of the previous pay period to ensure that double deductions are not made.

2. Choose New Record to enter a new element entry.

3. Select the element name MPF Information.The application automatically shows the processing type as Recurring.

4. Enter any appropriate costing information for this element.

   See: Data Costed at the Element Entry Level, *Oracle HRMS Enterprise and Workforce*

Management Guide

5. Enter a reason for assigning this element to the assignment.

6. Choose the Entry Values button to open the Entry Values window to proceed with the enrollment.

7. Enter the assignment's scheme membership identifier, if supplied by the Trustee.

8. Select the appropriate wage base on which to calculate voluntary deductions and liabilities.

   You can retain the default, which is Relevant Income. This causes MPF to calculate voluntary deductions and liabilities on earnings feeding the MPF_RI balance. You can change this to Basic Salary, which will cause MPF to calculate voluntary deductions and liabilities on earnings feeding the MPF_BASIC balance instead.

9. Enter a percentage on which to calculate employee voluntary deductions (EE Voluntary Percentage), or accept the defaulted percentage.

10. Select a calculation rule for employee voluntary deductions (EE Voluntary Calc Rule).

    You can retain the default, which is Flat Percentage. This causes MPF to calculate the voluntary deduction as a flat percentage of the relevant income/basic salary. You can change this to Net of Mandatory Contribution, which will cause MPF to calculate the employee's total contribution as a flat percentage of the relevant income/basic salary. This derives the voluntary deduction as the difference between the employee's total contribution and the mandatory deduction. Using the Net of Mandatory Contribution option permits you to offer your employees the maximum advantage of tax allowances.

11. Enter a percentage on which to calculate employer voluntary liability (ER Voluntary Percentage), or accept the defaulted percentage.

12. Select a calculation rule for employer voluntary liability (ER Voluntary Calc Rule).

    You can retain the default, which is Flat Percentage. This causes MPF to calculate the voluntary liability as a flat percentage of the relevant income/basic salary. You can change this to Net of Mandatory Contribution, which will cause MPF to calculate the employer's total contribution as a flat percentage of the relevant income/basic salary. This derives the voluntary liability as the difference between the employer's total contribution and the mandatory liability. Using the Net of Mandatory Contribution option permits you to offer your employees the maximum advantage of tax allowances.

13. Optionally, enter a Qualifying date to override the normal Qualifying Date (that is, Day 60 depending on age constraints). By leaving this field blank, you are accepting

the standard age and day 60 eligibility processing.

14. Optionally, enter an employee deductions start date (EE Deductions Start Date) to override the normal date (that is, Day 31 depending on age constraints). By leaving this field blank, you are accepting the standard age and day 31 eligibility processing.

15. Optionally, enter an employer liability start date (ER Liability Start Date) to override the normal date (that is, Day 1 depending on age constraints). By leaving this field blank, you are accepting the standard age and day 1 eligibility processing.

16. Optionally, enter Contributions End Date to override the normal end processing date (that is, age 65 for active assignments). By leaving this field blank, you are accepting the standard processing.

17. Click in the Further Entry Information field to open the Further Element Entry Information window to open. Select a scheme description.

    The Oracle HRMS identification number, shown in parantheses after the scheme name, is required as the input value source for balance adjustments to the employee deductions of employer liabilities for this scheme. See: Adjusting Balances for an MPF Scheme, page 4-21

18. Save the element entry details.

Making Voluntary Lump Sum Employee Deductions/Employer Liabilities to an MPF Scheme

You may also make lump sum employee deductions and/or employer liabilities to a Mandatory Provident Fund (MPF) scheme. These are lump sums that are processed during an employee's payroll, and make deductions for the employee's payment and/or add to the employer's contribution for the particular period.

Voluntary Lump Sum Deductions and Employer Liabilities are reported as Voluntary MPF Deduction or Voluntary MPF Liability on the employee's Pay Advice.

Use the Element Entries window.

To enter a Lump Sum deduction/liability to an MPF scheme for an employee assignment period:

1. Set your effective date to the date on which you want the entry to come into effect.

2. Choose New Record to enter a new element entry.

3. Select the element nameVoluntary MPF Lump Sums. Processing type will automatically show Non-Recurring.

4. Enter any appropriate Costing information for this element.

   See: Data Costed at the Element Entry Level, *Oracle HRMS Enterprise and Workforce Management Guide*

5. Enter a reason for assigning this element to the assignment, if any have been defined, and it is applicable to do so in your implementation.

6. Choose the Entry Values button to open the entry values window to proceed with the enrollment.

7. Enter the assignment's scheme membership identifier, if supplied by the Trustee. If you do not enter a Membership ID, the MPF element uses the employee's HKID to identify the assignment deductions.

8. Enter the Employee Deduction Amount. This will be a flat deduction from the employee's periodic earnings.

   Note: This element applies only to the pay period at your effective date.

9. Enter the Employer Liability Amount. This employer contribution is added to the voluntary employer liabilities for the period.

   Note: This element applies only to the pay period at your effective date.

10. Click in the Further Entry Information field to open the Further Element Entry Information window, then select a scheme description.

    The scheme identification number, shown in parentheses, is required as the input value source for balance adjustments to the employee deductions of employer liabilities for this scheme.

    See: Adjusting Balances for an MPF Scheme, page 4-21

11. Save the element entry details.

Running the MPF Remittance Report

This is a contribution report submitted to the Mandatory Provident Fund (MPF) Trustee detailing contributions for the period. A separate report is produced for each scheme offered. A single employer may offer several schemes to the employees. The MPF Remittance Report is composed of two main sections, Part I applicable for new employees and Part II applicable for existing employees.

You run reports from the Submit Requests window.

To run the MPF Remittance Report:

1. In the Request Name field, select MPF Remittance report.
2. In the Parameters window, select the Scheme ID, Legal Employer ID, and the contribution start and end dates.
3. Enter the commission surcharge part I mandatory and voluntary, which is applicable for new employees, and commission surcharge part II mandatory and voluntary, which is applicable for existing employees.
4. Choose the Submit button.

Setting Up for MWO Processing

Oracle HRMS for Hong Kong supports the Minimum Wage Ordinance (MWO) functionality that enables employers to pay the statutory minimum wage to all relevant employees based on the prescribed minimum hourly wage rate and the hours, which they have worked in the relevant wage period.

Oracle provides secondary classifications, elements, balances, and formulas to enable the MWO calculations. The SOE, Payslip displays the additional remuneration to be paid to the employee if the employee does not meet the required minimum wage requirement.

Follow the steps given below to process minimum wages for employees..

1. Oracle provides certain balances that must be set up:
   - MWO_HOURS_WORKED
   - MWO_PAID_TIME_HOURS_NOT_WORKED
   - MWO_UNPAID_TIME_HOURS_NOT_WORKED
   - MWO_PAID_REST_DAYS
   - MWO_UNPAID_REST_DAYS
2. Identify the employees who are eligible for MWO and attach the MWO Information element to these employees.
3. Feed all relevant wages to MWO_WAGES (for example, overtime, commission)
4. Record the working hours (in any frequency - weekly or monthly) and feed them to MWO_HOURS_WORKED.

- Enter standard working hours / day * # of days in the month and feed MWO_HOURS_WORKED for employees with regular working hours
- Feed the total working hours to MWO_HOURS_WORKED on a monthly basis for employees with irregular working hours

5. Oracle provides the MWO Information element which has a predefined formula MWO_CALCULATION attached to it, which checks for the minimum wages and adjusts the wages if they fall below the statutory minimum wage requirement.
6. If the employee does not meet the minimum wage criteria, Oracle enables employers to adjust the wages of the employee using the predefined element MWO Additional Remuneration. This additional remuneration feeds the existing seeded balances MPF_RI, and MPF_Basic, and MWO Additional Remuneration to ensure additional remunerations are included for MPF calculations.

   For more information and examples on the MWO functionality,, see the White Paper MWO EBS Solution Mapping with Guidelines (Doc ID 1314887.1) on My Oracle Support.

Payroll Earnings and Deductions

Proration

Oracle HRMS enables you to calculate proportionate earnings amounts whenever payroll-relevant data is changed during a payroll period, for example, if an employee joins or leaves the company during a payroll period or if an employee's pay grade changes during a payroll period. Oracle HRMS performs a proration calculation to ensure that the employees' earnings are calculated correctly after taking account of these changes.

If you want to prorate an earnings element, such as basic salary, assign an event group to it. An event group is a collection of proration points that share similar characteristics. You can create an event group to group together all proration points that affect an employee's salary, for example. This event group could contain proration points such as salary increases, assignment changes, and pay rate changes.

You then process the element using a formula that handles proration. You can either use a payroll formula that handles proration, or create a separate proration formula that runs after the main payroll formula only in payroll periods when a proration event occurs.

See: Sample Payroll Formulas Enabled for Proration (UK), *Oracle HRMS FastFormula User Guide*, Sample Proration Formula, *Oracle HRMS FastFormula User Guide*, and Writing Proration Formulas, *Oracle HRMS FastFormula User Guide*

When you define the event group, you select the events that will activate proration calculation, such as:

- An employee joining or leaving the enterprise
- Changes to pay grades or grade rates
- Changes to pay scales and progression points
- Changes to hourly or annual pay rates
- Changes to working hours
- Changes to allowances or deductions

> **Note:** The proration unit can be periods, days, or hours. Proration can be applied to a monetary, time-based, or numeric amount.

Setting Up Proration or Retro-Notification

Follow these steps if you want to set up your system for proration or retro-notification.

To complete basic setup for proration or retro-notification:

1. In the Table Event Updates window, ensure that the events you want to use are already included in the required tables. Enter the table name. The lower half of the screen displays the fields that trigger proration or retro-notification if their values are changed.

   If the table has already been defined but the required event is missing, create either an Update, Delete, or Insert event and enter the table row or column to which the event refers. You can only enter a column name if you are creating an Update event. Select the change type defined by the event.

   > **Note:** The Table Event Update window is not available in all localizations.

   See: Making Table Event Updates, *Oracle HRMS Payroll Processing Management Guide*

2. If the events you require have not been defined in the Table Event Update window, set up the dynamic triggers for proration or retro-notification in the Dynamic Trigger Generation window. The triggers you need depend on the method you use to compensate your employees. For example, the tables required for compensation using Salary Administration are different from those required for compensation using pay grades. The tables you are likely to use are:

   - PER_ALL_ASSIGNMENTS_F
   - PER_ALL_PEOPLE_F
   - PAY_ELEMENT_ENTRIES_F
   - PAY_ELEMENT_ENTRY_VALUES_F
   - PER_SPINAL_POINT_PLACEMENTS_F
   - PER_GRADE_RULES_F

   See: Defining Dynamic Triggers, *Oracle HRMS Payroll Processing Management Guide*

   > **Note: French users**: Ensure you enable the dynamic triggers for PAY_ELEMENT_ENTRIES_F and PER_ALL_ASSIGNMENTS_F.

3. Create an event group for your proration or retro-notification events. You must create the event groups before you can create your elements.

   See: Defining Event Groups, page 4-31

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

   You must also activate the triggers according to legislation or business group. For more information, see: Grouping Dynamic Triggers into Legislative Functional Areas, *Oracle HRMS Payroll Processing Management Guide*

   Setup for retro-notification should now be complete, meaning you can proceed to running the appropriate report. However, if you are setting up proration continue with the next steps.

   See: Running the Retro-Notifications Report, *Oracle HRMS Payroll Processing Management Guide*

To set up the elements for proration:

1. Create your proration element. **US and Mexico users**: Initiate the earnings type or deduction, then query the generated element in the Element window to add a proration group and, optionally, a proration formula.

   - Make sure that you select a proration group for each element
   - Select a proration formula if you are using a separate proration formula to handle proration events (rather than enabling your payroll formula to handle proration)
   - Select Actual Termination as the termination processing rule

2. Define the input values for the element. For example, if you were using the sample payroll formulas that are enabled for proration, you would create the following input values:

   - Amount for a salary management element
   - Date Worked for a spinal point/pay scale element
   - Annual Deduction for a deduction or allowance

   See: Defining an Element's Input Values, *Oracle HRMS Compensation and Benefits Management Guide*

3. Link the element to a specific payroll or payrolls. If you want the element to be used automatically each time the payroll is assigned, select the Standard check box. If you do not select this check box, you must enter the element for each assignment.

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

To create the formula:

1. Check that the database items to be used in your formula are available. If the required database items are not available, create them.

2. Create the proration formula or write a payroll formula that is enabled for proration.

   To create a proration formula, see: Writing Proration Formulas, *Oracle HRMS FastFormula User Guide*

   UK users: For examples of payroll formulas enabled for proration, see: Sample Payroll Formulas Enabled for Proration, *Oracle HRMS FastFormula User Guide*

   For more information on writing formulas, see: Writing or Editing a Formula, *Oracle HRMS FastFormula User Guide* and Writing Payroll Formulas for Elements, *Oracle HRMS FastFormula User Guide*

3. Link the formula to your element in the Formula Result Rules window.

   See: Defining Formula Processing and Result Rules, *Oracle HRMS FastFormula User Guide*

4. Attach the element to the salary basis if the salary is relevant for proration. Select the input value you created (such as Amount) in the Input Value Name field of the Salary Basis window.

   See: Defining a Salary Basis, *Oracle HRMS Compensation and Benefits Management Guide*

Defining Event Groups

You define an event group from the Table Event Group window. You use an event group to group together all proration or retro-notification points that affect an employee's salary, such as salary increases.

To define an event group:

1. Enter a name for your event group.

2. Select one of the following event group types:

   Proration for a proration event group

   Retro for a retro-notification event group

3. Select the proration or retro period.

4. Save your entries.

5. Select the events that can trigger proration or retro-notification in the Datetracked Events region. To do this, select the update type, the table containing the data, and the table column.

6. Save your work.

5

Payroll Payment and Distributions

Setting Up a Global Statement of Earnings

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

To set up the global statement of earnings:

1. Create a user category through the lookup SOE_USER_CATEGORY.

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

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

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

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

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

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

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

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

For South Africa only: The Information region has been renamed to Fringe Benefits and Other Non Payments region. You use the predefined ZA SOE Fringe Benefits and Other Non Payments element set to display information in that region. You enter this element set in the Elements 3 field when you define your SOE Information at business group level.

The South African localization does not use balance attribution.

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

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

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

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

7. Define the attributes for your SOE balances.

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

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.

6

Payroll Statutory Deductions and Reporting

Payroll Statutory Deductions and Reporting Overview

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

In each instance, Oracle Payroll enables you to enter details of the tax liability and process it at regular intervals.

Reporting on Payroll Statutory Deductions

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

Payroll Statutory Deductions and Reporting

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

Is Oracle Payroll flexible enough to calculate different legislative taxes?

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

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

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

Is Oracle Payroll capable of processing the latest taxation updates?

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

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

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

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

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

Payroll Statutory Deductions and Reporting

Oracle Payroll and Employer/Employee Deductions

Oracle Payroll provides as startup all the elements, balances and other components that you need to process voluntary and involuntary employer and employee deductions that are payable to the Mandatory Provident Fund (MPF) Board and other legislative deductions.

It also provides legislative upgrades to keep your payroll processing up to date with current legislation.

Processing Tax and Social Insurance Deductions

Oracle HRMS enables multiple results to be stored against the specific contribution type and provides a single source of information about that contribution for reporting purposes.

See: Predefined Elements, page 4-2

Mandatory Deductions

Mandatory deductions are employee contributions to the Mandatory Provident Fund and are deducted from employee net pay.

Involuntary Deductions

These deductions are tax-deductible involuntary deductions paid by the employee. These include court orders and child support.

Voluntary Deductions

Voluntary deductions include Mandatory Provident Fund deductions and user defined deductions, for example, loss of pass card, and taxable deductions such as loans, unpaid leave, payments to external organizations, and union subscriptions.

Running the IR56B: Annual Employer's Return Hong Kong Report

The IR56B is a statement of earnings for each employee. You must run this report after running the IR56B archive process. The IR56B Report creates a report containing the employee and balance information archived by the archive process. The Inland Revenue uses this information to assess individual statements and informs the employee about the tax payable for the past financial year.

See: Running the IR56B Archive Process, page 7-5

You can run a full and a partial IR56B report. The full report includes information about all the assignments in the selected archive payroll action, whereas the partial report includes information about a specific assignment.

You cannot run a Partial IR56B report unless a full run has already been submitted and you cannot run two full runs for the same year.

You run the IR56B report from the Submit Requests window.

To run the IR56B: Annual Employer's Return Hong Kong report (Full):

1. In the Request Name field, select **IR56B: Annual Employer's Return Hong Kong (Full)**.

2. In the Parameters window, select the **Archive Action ID**. Each time you run the IR56B Archive process, Oracle HRMS generates an archive action ID for the specific run.

   See: Running the IR56B Archive Process, page 7-5

3. Click **OK** and then **Submit.**

To run the IR56B: Annual Employer's Return Hong Kong report (Partial):

1. In the Request Name field, select **IR56B: Annual Employer's Return Hong Kong (Partial).**

2. In the Parameters window, select the **Archive Action ID** and the **Assignment Number**.

3. Click **OK** and then click **Submit**.

Running the IR56B Report (Obsolete)

The IR56B is a statement of earnings for each employee. You must run this report after running the IR56B archive process. The IR56B Report creates a report containing the employee and balance information archived by the Archive process. The Inland Revenue uses this information to assess individual statements and informs the employee about the tax payable for the past financial year.

See: Running the IR56B Archive Process, page 7-5

You can run a full and a partial IR56B report. The full report includes information about all the assignments in the selected archive payroll action, whereas the partial report includes information about a specific assignment.

You cannot run a Partial IR56B report unless a full run has already been submitted and you cannot run two full runs for the same year.

You run reports from the Submit Requests window.

To run the Full IR56B report (Obsolete) :

1. In the Request Name field, select **IR56B Annual Employers Return Hong Kong (Full) (Obsolete)**.

2. In the Parameters window, select the **Archive Action ID**. Each time you run the IR56B Archive process, the application generates an archive action ID for the specific run.

   See: Running the IR56B Archive Process , page 7-5

3. Click **OK** and then **Submit**.

To run the Partial IR56B report (Obsolete) :

1. In the Request Name field, select **IR56B Annual Employers Return Hong Kong (Partial) (Obsolete)**.

2. In the Parameters window, select the **Archive Action ID** and **Employee Name**.

3. Click **OK** and then **Submit**.

Running the IR56E: Employer's Return Hong Kong Report

The legal employer submits the IR56E report for new hires. The report based on the IRD's layout guidelines includes information such as the employee's name, identification details, residential address, legal employer details, and employment information.

You run the report from the Submit Requests window.

To run the IR56E: Employer's Return Hong Kong report:

1. In the Request Name field, select **IR56E: Employer's Return Hong Kong**.

2. In the Parameters window, select the **Employee Name** to report on an individual employee. If you leave this field blank, the report includes all employees for the selected legal employer.

3. Select the name of the legal employer.

4. Select the **Mode**.The options are Draft and Final. The default is **Draft**. When you select the mode as **Draft**, you can change the details of the IR56E return. When you select the mode as **Final**, you cannot change the report.

5. Select the **Latest Hire Date** to print the IR56E report for employees who were employed on or after the hire date.

Note: If you leave these fields blank, then the report includes all the employees.

6. Click **OK** and then click **Submit**.

Running the IR56E Report (Obsolete)

The legal employer submits the IR56E report for new hires. The report based on the IRD's layout guidelines includes information such as the employee's name, identification details, residential address, legal employer details, and employment information.

You run reports from the Submit Requests window.

To run the IR56E report (Obsolete) :

1. In the Request Name field, select **IR56E Employers Return (Obsolete).**

2. In the Parameters window, select the **Employee Name** to report on an individual employee. If you leave this field blank, the report includes all employees for the selected legal employer.

3. Select the name of the legal employer.

4. Select if the report is the final report in the **Final** field. The default is No.

   If you select **No**, the report is printed in draft mode, allowing you to make any changes to the details of the IR56E return. If you select **Yes**, then the report is printed in final mode and cannot be changed.

5. Select the **Latest Hire Date** to print the IR56E report for employees who were employed on or after the hire date.

   Note: If you leave these fields blank, then the report includes all the employees.

6. Click **OK** and then **Submit**.

Running the IR56F: Employee Cessation Remaining in Hong Kong Report

The IR56F is a notification by the employer about an employee who is leaving the enterprise but intending to stay in Hong Kong. The report based on IRD layout guidelines includes details about income, expected cessation date, and the reason for cessation.

Run the IR56F: Employee Cessation Remaining in Hong Kong program to start the IR56F Employee Cessation Remaining in Hong Kong (PDF) program to generate a PDF output.

You run the report from the Submit Requests window.

To run the IR56F: Employee Cessation Remaining in Hong Kong report:

1. In the **Name** field, select **IR56F: Employee Cessation Remaining in Hong Kong**.
2. In the Parameters window, select **Employee Name.**
3. Click **OK** and then click **Submit**.

Running the IR56F Report (Obsolete)

The IR56F is a notification by the employer about an employee who is leaving the enterprise but intending to stay in Hong Kong. The report based on IRD layout guidelines includes details about income, information, expected cessation date and reason for cessation.

You run reports from the Submit Requests window.

To run the IR56F report (Obsolete) :

1. In the Request Name field, select **IR56F Employee Cessation Remaining in Hong Kong (Obsolete)**.
2. In the Parameters window, select the **Employee Name**.
3. Click **OK** and then **Submit**.

Running the IR56G: Employee Cessation Departing Hong Kong Report

This report is a notification by the employer about an employee who is leaving the enterprise and also departing from Hong Kong. The report layout based on IRD guidelines includes information such as the employee's residential address, details of income, the reasons for the employee's departure from the company, the date of leaving the enterprise, period of employment and whether the employee is returning to Hong Kong later.

You run the report from the Submit Requests window.

To run the IR56G: Employee Cessation Departing Hong Kong report:

1. In the Request Name field, select **IR56G: Employee Cessation Departing Hong Kong Report**.

2. In the Parameters window, select the **Employee Name**.

3. Click **OK** and then click **Submit**.

Running the IR56G Report (Obsolete)

This report is a notification by the employer about an employee who is leaving the enterprise and also departing from Hong Kong. The report layout based on IRD guidelines includes information such as the employee's residential address, details of income, the reasons for the employee's departure from the company, the date of leaving the enterprise, period of employment and whether the employee is returning to Hong Kong later.

You run reports from the Submit Requests window.

To run the IR56G report (Obsolete):

1. In the Request Name field, select **IR56G Employee Cessation Departing Hong Kong (Obsolete)**.

2. In the Parameters window, select the **Employee Name**.

3. Click **OK** and then click **Submit**.

7

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, *Oracle HRMS Payroll Processing Management Guide*
- Continuous Calculation, *Oracle HRMS Payroll Processing Management Guide*

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

- Running the PrePayments Process, *Oracle HRMS Payroll Processing Management Guide*
- Retries, *Oracle HRMS Payroll Processing Management Guide*
- Reversals, *Oracle HRMS Payroll Processing Management Guide*
- Rollbacks, *Oracle HRMS Payroll Processing Management Guide*
- RetroPay, page 7-10

- For non-North American legislations: Advance Pay, *Oracle HRMS Payroll Processing Management Guide*

Reporting on Payroll Processing and Analysis

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

Processing IR56B

IR56B Archive Process

The IR56B Annual Employers Return Archive process stores the employee and balance information that is used in the IR56B Report and that is required for the IR56B Magnetic Tape process. The IR56B Archive process also maintains a record of the data that is used to create the IR56B report and magnetic tape. This ensures that the data cannot be changed without rolling back the report and the magnetic tape.

The Archive process creates assignment actions for each employee assignment processed for the selected legal employer for the selected reporting year.

The Archive process automatically creates a Control Listing Report, which includes an alphabetic list of all employees processed in the batch. It displays the employees ID and the total amount received by the employee for the reporting year. A total of the employees processed are printed at the end of the report. The Sheet number is only displayed on the Control Listing Report produced by the Magnetic Tape process. It is not allocated at the time of the archive and hence cannot be printed then.

> **Note:** For formatting purposes, you should restrict the length of your employee numbers to twelve digits.

Oracle HRMS enables you to run the IR56B archive process for individual assignments to meet the following situations:

- Reprint (reproduce the IR56B hard copy when a new print is required)
- Cancellation (reproduce the IR56B hard copy when a new print is required)
- Replacement (reproduce the IR56B hard copy when balances or other information has changed)
- Supplementary (produce IR56B if an employee was missed in the original bulk run)
- The Reprint, Cancellation, and Replacement options use the same Sheet number as that which was produced on the original IR56B tape/report.

See: Running the IR56B Archive Process, page 7-5

Setting Up the IR56B Magnetic Tape Process

Oracle HRMS enables you to generate the end of year magnetic tape that you submit to the Inland Revenue.

To set up magnetic tape process:

1. Ensure that all assignments that you want to include in the magnetic tape run have been linked to the legal employer.

   See: Entering Additional Assignment Details (Assignment Window), page 3-21

2. Run the IR56B Archive process.

   See: Running the IR56B Archive Process, page 7-5

3. Run the IR56B Report.

   See: Running the IR56B Report, page 6-4.

   You can now run the IR56B Magnetic Tape Process.

   See: Running the IR56B Magnetic Tape Process, page 7-6

Running the IR56B Archive Process

Oracle HRMS enables you to run the IR56B archive process.

You run the process from the Submit Requests window.

To run the IR56B Archive process:

1. Select IR56B Annual Employers Return Archive in the Request Name field.
2. Select the legal entity in the Parameters window.
3. Select the tax-reporting year.
4. Choose the Submit button.

To re-run the IR56B Archive process:

If, after error checking, you find errors in the archive, you can repeat the process in one of the following ways:

- Mark the entire process for retry and overwrite the existing archive with new archived values.
- Mark specific assignments for retry and overwrite those assignments with new archived values.
- Run the entire process again and create a new archive. The old archive data remains in the archive tables.

You must check the control listing again to ensure that the data is now error-free.

Running the IR56B Magnetic Tape Process

The IR56B Magnetic Tape process produces the end of year magnetic tape from the archived information for a selected legal employer. You can run this process only after running the IR56B Report.

You run the process from the Submit Requests window.

To run the IR56B Magnetic tape:

1. Select IR56B Annual Employers Return Magnetic Tape in the Request Name field.
2. Select the IR56B Report Action ID from the list of the successful IR56B Report payroll action runs for the business group and reporting year in the Parameters window.
3. Choose the Submit button.

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.

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. Select Pay Advice (Hong Kong) in the Request Name field.

2. Select the consolidation set for which you want to generate pay advices in the Parameters window.

Note: You can only select a consolidation set if the payroll

parameter is left blank. If you select a payroll, then the consolidation set parameter defaults to the consolidation set of the payroll selected and you cannot change it.

3. Select the payroll.
4. Enter the period for which you want to generate pay advices.
5. Enter the date when Mandatory Provident Fund (MPF) contributions were paid to the MPF trustee.
6. Specify the sort order for the report. If you do not select any sort criteria, the sort order defaults to the assignment number.
7. Choose the Submit button.

Running the Employee Listing (Hong Kong) Report

You run this report for each legal employer to submit their current employee listing to the Labour Department or Immigration Department.

You run this report from the Submit Request window.

To run the Employee Listing report:

1. Select Employee Listing (Hong Kong) in the Request Name field.
2. Select the legal employer for which you want to generate list of employees in the Parameters window.
3. Enter a date in the Period as at field to produce the report. You can either enter a current date or date in the past or in the future on which you want the report.
4. Click OK.

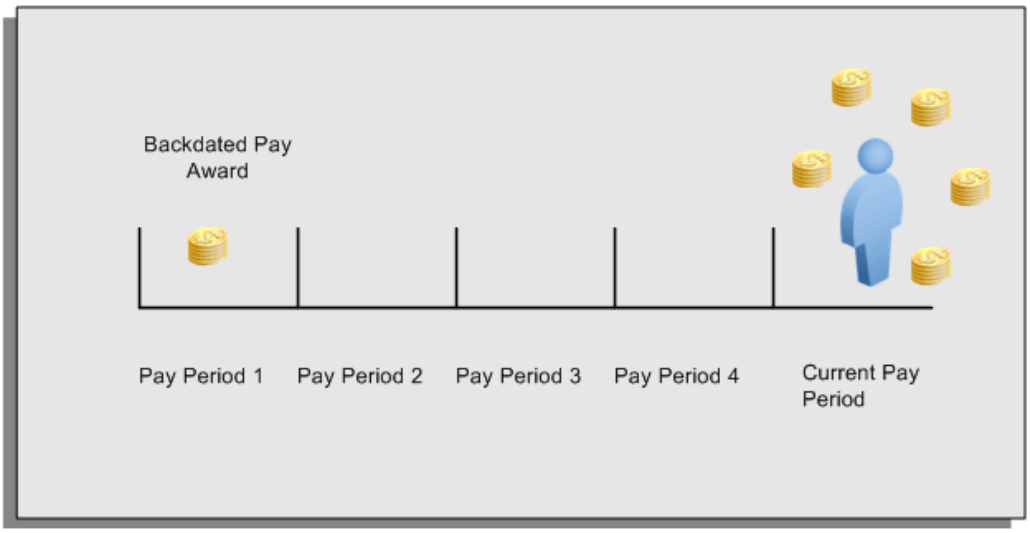
RetroPay Processing

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

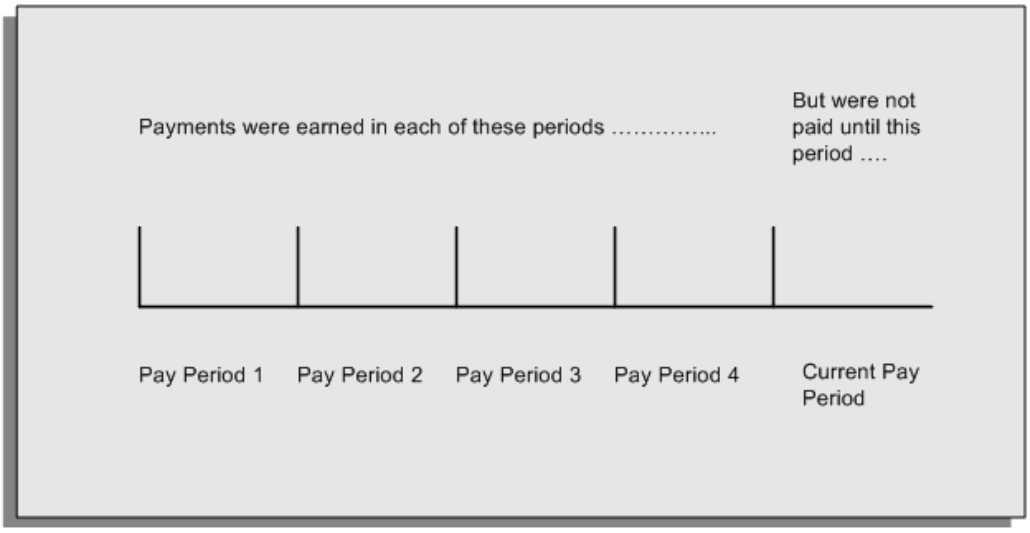


For example, at the start of the current pay period, this employee has a pay award backdated to pay period 1. The employee has not yet received any payments for this award. In the current pay period the employee is entitled to payments that represent the backdated amounts for:

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

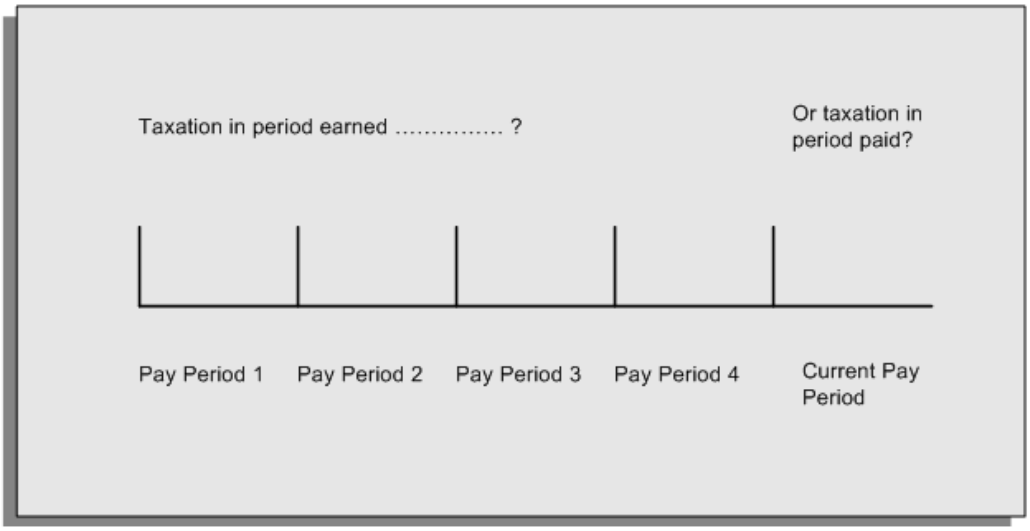
You run your RetroPay process to ensure that the employee receives correct payment when you next run the payroll.

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

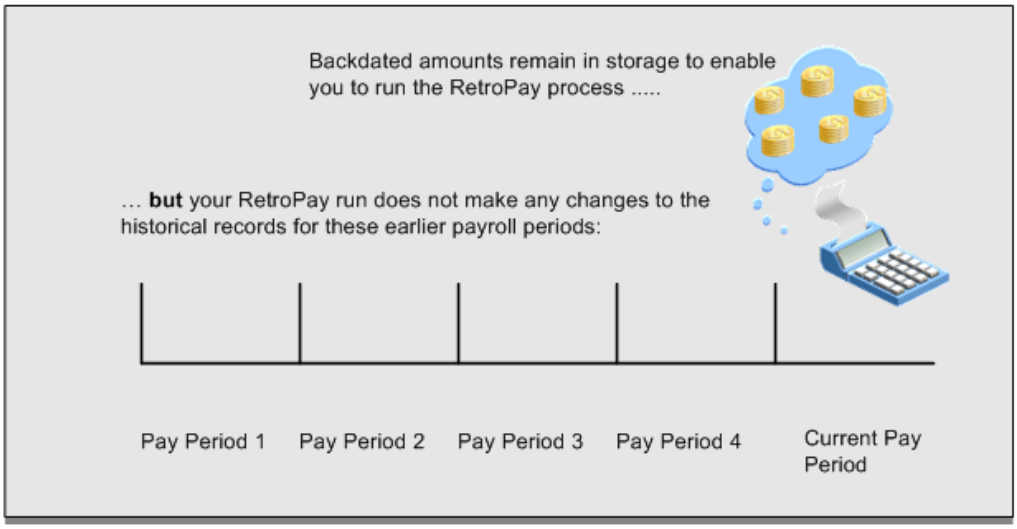


For example, the taxation implications are different for:

- 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

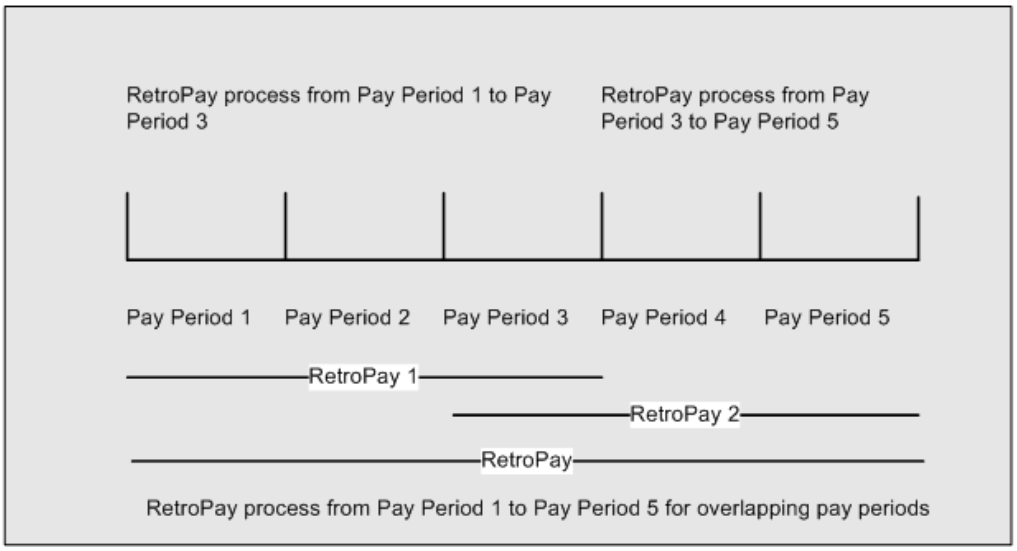
The RetroPay process recalculates payroll runs, balance adjustments and reversals from a particular date onwards, the start date of the recalculations. When you have retroactive changes overlapping another retroactive change, the application resets the start date to the earliest start date of the RetroPay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

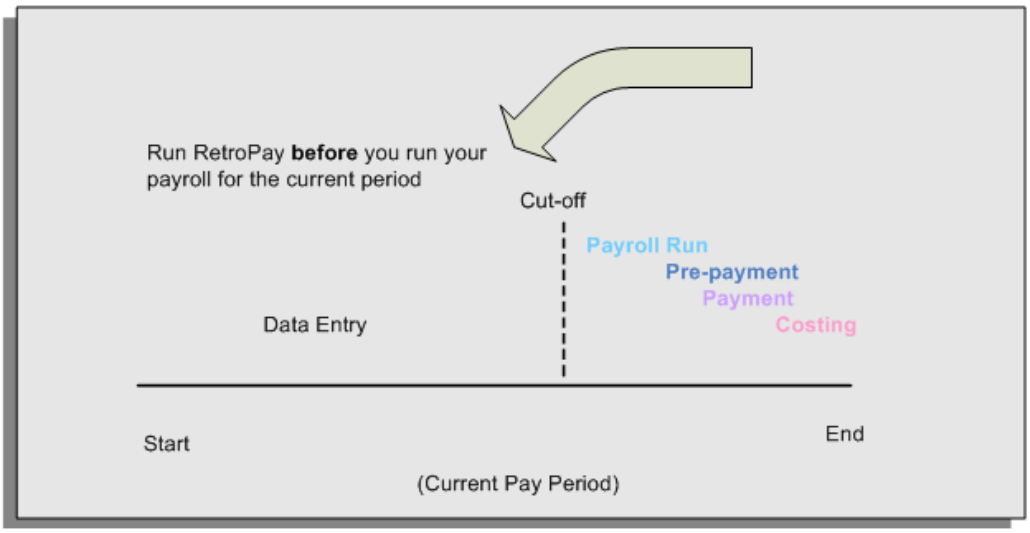
The processing of overlapping RetroPay results in an overall increase in time to process the RetroPay. If there are multiple overlaps, the increase in time is excessive.

> **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.



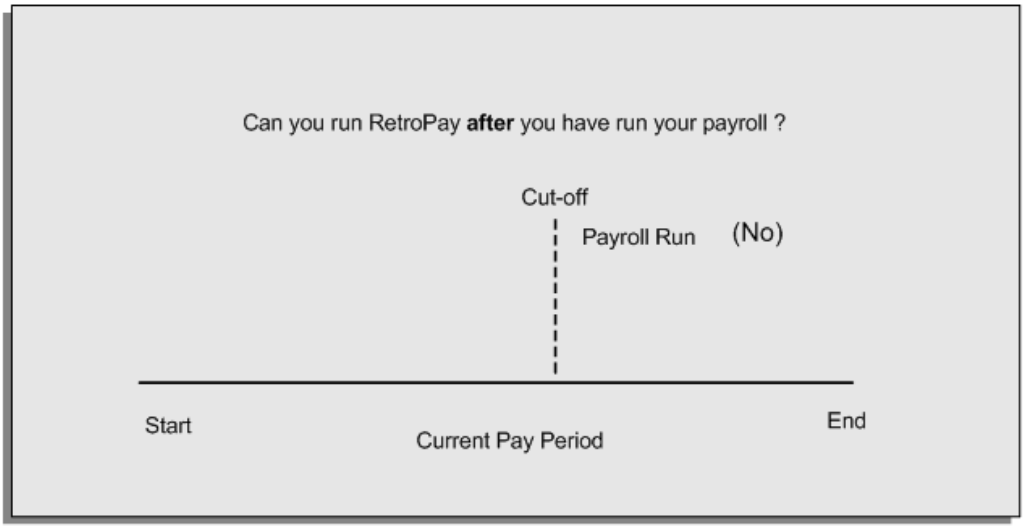
When to Run the RetroPay Process

The RetroPay Process and the Payroll Cycle



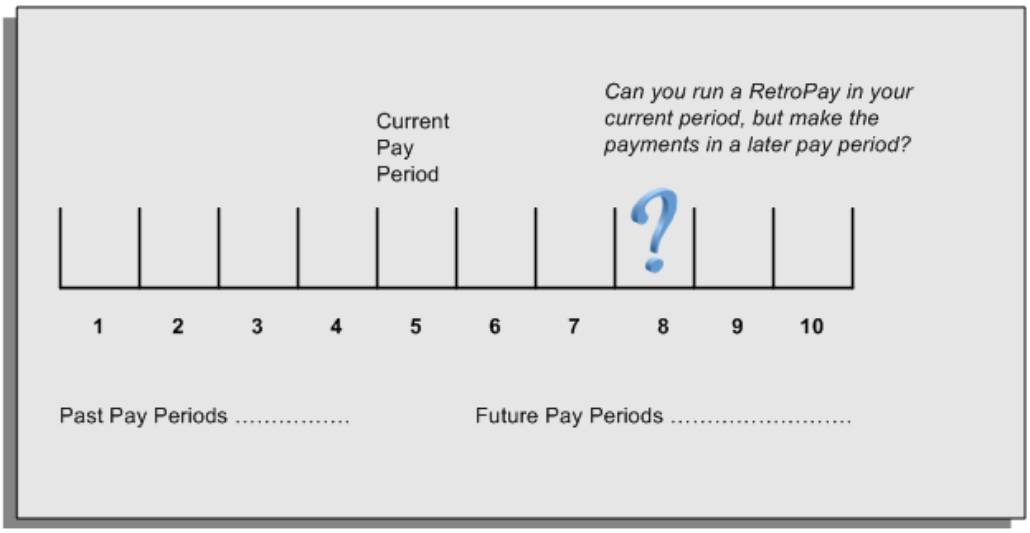
It is important to run your RetroPay process at the correct point in the payroll cycle. Always run RetroPay immediately before you run a payroll, and, for greatest accuracy, as close to the cut-off date as possible. The cut-off date is the point at which all data entry for the payroll is complete.

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 7-16

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 7-18
Unexpected value returned.	Check your RetroPay setup., page 7-19
Start and end times ignored.	Check for a previous RetroPay run that overlaps with your current run. If there is an overlap, rerun a new RetroPay with dates that fully include the period processed by the earlier RetroPay.
RetroPay Warning: *Process Log shows zero employees in error - did not create element entries for processed employees.*	Check that you are using the correct balance in the RetroPay set. If you are processing RetroPay within a single calendar year, choose a balance that represents gross pay for year to date. If your RetroPay spans two years, do not select a balance with the _YTD dimension.

Problem Description	What To Do
Cannot use the Element Entries window to delete RetroPay generated elements.	Roll back the RetroPay process, remove the unwanted assignments from the assignment set and then rerun RetroPay. **Note:** The RetroPay process does not permit use of the Element Entries window to make these changes. This is expected behavior rather than an error.
RetroPay Error: *APP-6370 Cannot create an entry past the termination rule date.*	The setup of your RetroPay element (specifically, the termination rule) does not enable you to process terminated employees. Remove the assignments of terminated employees from your assignment set and then rerun RetroPay.

Detailed Problem Resolutions

This section provides step-by-step solutions for more complex problems.

Check that the Element Links Exist, and then Check Your RetroPay Setup

If the RetroPay process does not generate a RetroPay element for one or more assignments, follow this sequence to correct the problem,:

1. Check that there is a valid, current element link for each assignment in the RetroPay set. If the links do not exist, the RetroPay process can still calculate a retro-payment but cannot attribute the calculation results to an assignment.

2. Check that RetroPay entries exist for this assignment. Do this by inspecting the log file for the HR_HRPROC_EE_NOT_CRE message and searching for the text *Warning RetroPay has detected no change*. This text indicates that RetroPay entries do not exist. There are no differences between the original payroll run and the RetroPay run.

3. Check that your RetroPay setup correctly defines all the required balances. The RetroPay process always uses a balance to track the difference between an original entry and a retro entry. If retro-payments do not specifically feed your RetroPay balances, then the RetroPay process cannot identify that a retro-payment has occurred.

   Example (from U.K. Payroll)

If you specify an NI balance in your RetroPay setup and then make changes to element entries that are not subject to tax or NI, your run results will be different when you compare the original run and the retro-paid run. However, the RetroPay element does not include these changes because it can only report on those differences that affect the NI balance.

4. Confirm that your RetroPay element has a classification of Earnings. The Earnings classification ensures that you can pay the amounts identified by the RetroPay process. Other classifications, such as Information, do not allow you to make payments.

5. Find out whether your RetroPay definition includes any Year to Date (_YTD) balances. If you run a RetroPay process that spans the end of year, you could see unexpected results if you are using _YTD balances. Errors occur because the payroll run clears the_YTD balance at the end of year in preparation for the next year.

6. Check that there is a correct end date for the payment of RetroPay entries. Do this by View | Lists | Employees by Element to see whether the entry was created for an unexpected period. If this is the case, set the end date to the first date of the payroll period in which the RetroPay entry should be paid. For example, if you run RetroPay for June to September 2004 to pay back pay in October 2004, your start date should be 01-JUN-2005 and your end date 01-OCT-2005.

Check Your RetroPay Setup

If the RetroPay process returns an unexpected value follow this sequence to correct the problem,:

1. Check the logic of the RetroPay setup to determine that you are feeding the correct balance and confirm that you are not feeding the correct balance more than once.

2. Find out whether your RetroPay definition includes any Year to Date (_YTD) balances. If you run a RetroPay process that spans the end of year, you may see unexpected results if you are using _YTD balances. Errors occur because the payroll run clears the_YTD balance at the end of year in preparation for the next year.

3. Establish whether there are changes elsewhere in the application that might impact the value of a balance. This can be a difficult area to identify because anything that feeds the balance specified in the RetroPay definition can potentially affect the RetroPay.

   In particular:

   - Balances like Gross Pay can reflect multiple changes to an assignment. These changes can affect the recalculated value of that assignment.

   - Generic changes such as updates to a formula can affects the results of associated elements, and introduce balance value changes that subsequently

affect RetroPay values.

Setting Up the Retro-Notifications Report

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

To enable dynamic triggers:

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

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

To define an event group:

1. Navigate to the Table Event Group window.
2. Enter a name for your Event Group, for example, Retro-Notification Events.
3. Select Retro as your event groups type.
4. Save your entries.
5. Select the events that will produce notification if retrospective changes occur. Specify the following information to identify the type of update and the database table to which it applies:
   - Update Type

- Base Table Name
- Column Name

For example:

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

To enable the Incident Register:

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

Setting Up Enhanced RetroPay with Component Usages and Element Time Spans

You can decide whether each retrospective payment requires:

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

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

Components for RetroPay

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

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

Element Time Spans for RetroPay

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

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

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

Setting Up Retropay Component Usages:

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

1. Query your defined element, in the Element window.
2. Select the Recalculation tab, and check the Retro Components button.

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

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

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

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

5. Save your work.

6. You can now enter the element time spans.

Setting Up Element Span Usages for Elements:

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

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

1. Query your defined element in the Element window.

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

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

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

5. Save your work.

Setting Up Overlapping RetroPay Using Balance Adjustments

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

To set up Retro Overlap using Balance Adjustments:

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

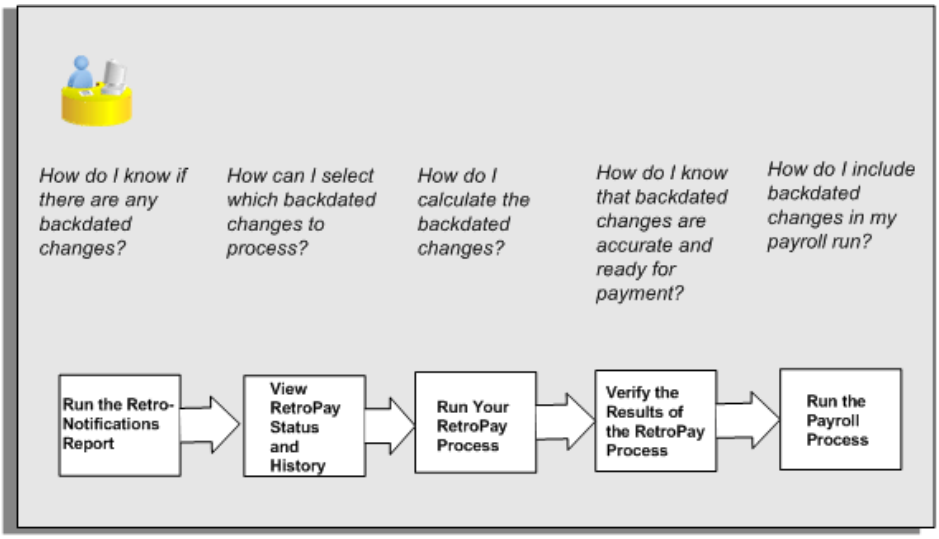
2. Set up all the Retro Element Types and associate them with their corresponding elements.

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

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

Understanding the Sequence of Your RetroPay Activities

Given below is the sequence of retropay activities.



Follow this sequence to:

1. Identify outstanding backdated adjustments

2. Monitor and control the processing of backdated adjustments

3. Include backdated adjustments in your next payroll run.

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

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

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

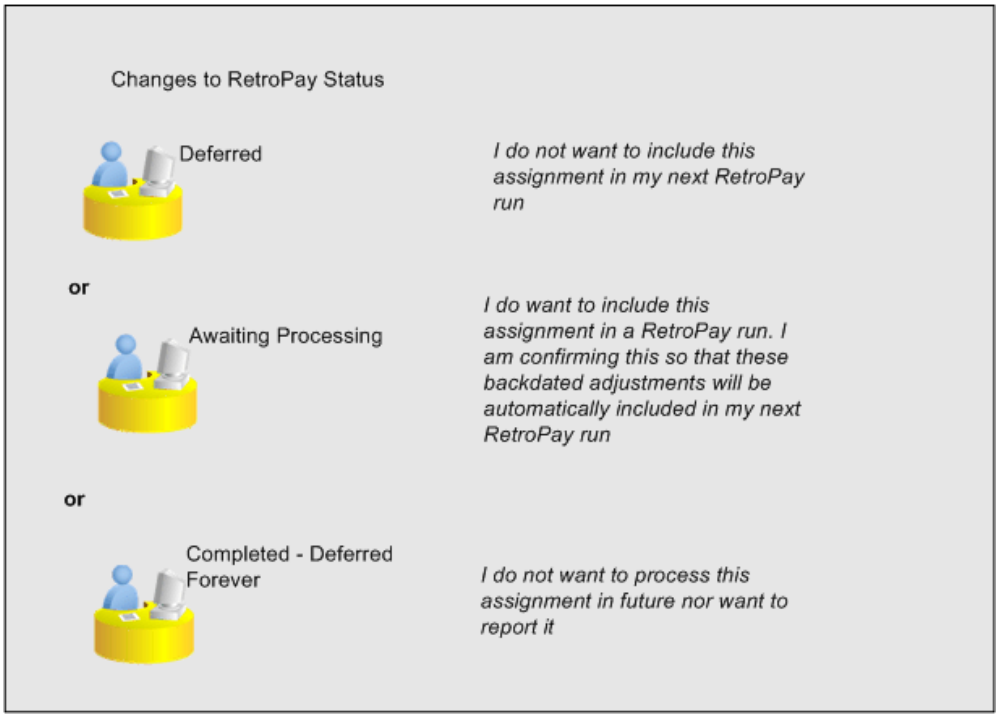
   Once you have identified the retrospective changes, you can then decide whether to include them in your RetroPay process.

   The Enhanced Retro-Notifications report uses the Payroll Events Model to identify

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

2. **View RetroPay Status and History**

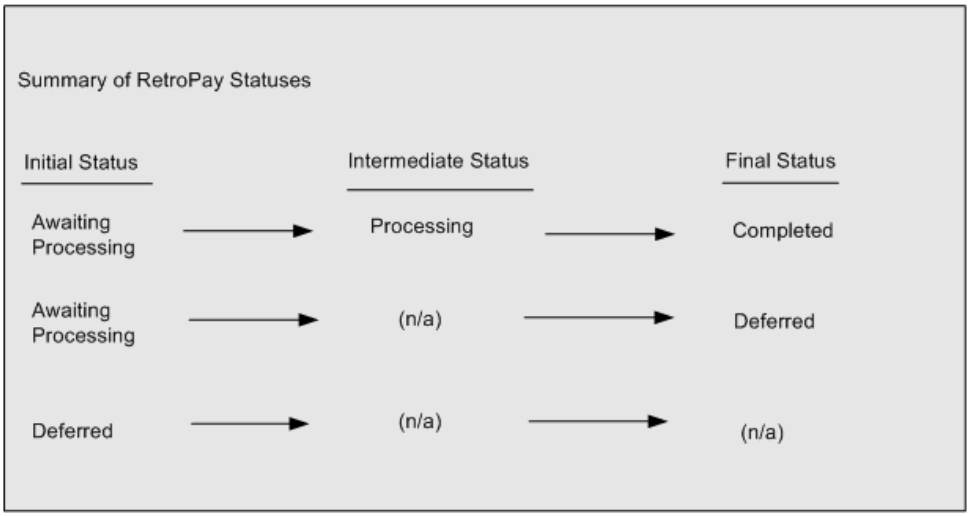
   Once you have identified unprocessed retrospective payments, you can determine how you want to process these changes.



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

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

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



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

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

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

See: Viewing RetroPay Status and History, page 7-27

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.

8

Additional Implementation Steps

Additional Implementation Steps for Hong Kong

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

Set up MPF Processing

Step 1: Define MPF Information Element Link *Required Step*

For the purpose of administering MPF processing for your employees, you need only define one element link in Oracle Payroll. This link is for the element MPF Information. This element requires a scheme to be entered for all employees at the time of enrolment. The link for MPF Information must not be a Standard link, and is normally a link to all payrolls.

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

Step 2: Create Balance Feeds for MPF Contributions *Required Step*

In order to process MPF contributions, you must create balance feeds for the following two balances:

- MPF_RI (Relevant Income for MPF calculations)
- MPF_BASIC (Basic Pay for MPF calculations)

See: Creating Balance Feeds for Individual Elements, page 4-12

Report Retro MPF Liability by Pay Period

Oracle provides a new function to report the break up the Retro MPF Liability component amounts by payroll period rather than displaying as a consolidated amount within the MPF Remittance report.

Step 3: To report Retro MPF Liability by Pay Period *Optional Step*

Follow the steps given below to report the break up amounts by payroll periods:

1. Use the predefined non-recurring elements Retro MPF Liability for First Period and Retro MPF Liability for Second Period for displaying the break up amounts of Retro MPF Liability component for each pay period. The values for these elements are fed indirectly from MPF formula of MPF Information element

2. If you want to use the existing Retro MPF Liability element for balance adjustment, then feed the same values for the Retro MPF Liability for First Period.

3. If you want to use get_retro_mpf function, then add the following parameters to return value, date for different pay period.
   - l_er_liab_prd_fp
   - l_er_liab_prd_sp
   - l_er_start_date_fp
   - l_er_start_date_sp
   - l_er_end_date_fp
   - l_er_end_date_sp

4. If you are using a custom MPF formula, the formula results should add values into Retro MPF Liability for First Period and (or) Retro MPF Liability for Second Period elements.

Set up IR56 Balance Feeds

Step 4: Create Balance Feeds for IR56 Reporting *Optional Step*

You must create balance feeds for the following balances before you can run your IR56 reports:

- IR56_A
- IR56_B
- IR56_C
- IR56_D
- IR56_E

- IR56_F
- IR56_G
- IR56_H
- IR56_I
- IR56_J
- IR56_K1
- IR56_K2
- IR56_K3
- IR56_L
- IR56_M

See: Create Balance Feeds for Individual Elements, page 4-12

Set up Pay Leave Payments Based on Average Daily Wage Rate

If you plan to use the average daily wage rate based on salary earned in the last 12 months feature, then complete the following steps:

Step 5: Set up Pay Leave Payments Based on Average Daily Wage Rate *Optional Step*

Oracle HRMS provides seeded balance, formula and function to support 12-month Average Wage calculation.

1. Create a new balance or for an existing balance, feed all earnings elements that contribute to calculation of average pay rate.
2. Attach dimension _ASG_12MTHS_PREV to the balance to generate appropriate DB item, <Balance>_ASG_12_MTHS_PREV.
3. Using the DBI in custom fast formula, retrieve the total earnings in last 12 months. For custom formula, use the template formula HK_12MONTH_AVG_RATE as reference.
4. Calculate the number of days in last 12 months using the formula function HK_LAST_12_MNTH_DAYS ( ) and the DB item.
5. The application calculates the average daily wage rate = Last 12 months earnings sum/No of days in last 12 months

Set Up the Postscript Printer for Postscript Reports

There are five postscript reports produced for Oracle HRMS for Hong Kong.

- IR56F - Employee Cessation Remaining in Hong Kong
- IR56G - Employee Cessation departing Hong Kong
- IR56E - Employers Return
- IR56B - Annual Employers Return Hong Kong (Full)
- IR56B - Annual Employers Return Hong Kong (Partial)

To print the postscript reports, you must install and configure the required fonts for your printer.

Step 6: To set up the postscript printer: ***Required Step***

1. Make a note of the printer type specified at the concurrent program level, when you are submitting the postscript report.
2. Locate the directory $ORACLE_HOME/guicommon6/tk60/admin, and open the uiprint.txt file
3. Find the printer specified in step 1 while submitting the postscript report, and its corresponding generated .PPD file. Make a note of the file name and proceed to the next step.
4. Locate the directory $ORACLE_HOME/guicommon6/tk60/admin/PPD, open the . PPD file that was generated (Step 3), and search for the font type Courier-BoldItalic.

   Note: If you do not have the Courier-BoldItalic font, download the appropriate PPD files. The application picks up this font while printing the report, only if the font entry exists in the .PPD file.

5. Edit the uiprint.txt file. Remove the dummy line at the end of the file, and create your entry. For example, FRED:PostScript:2:team_hpljet5:HPLJ5SI1.PPD
6. Save your file and exit.
7. Print the postscript report from the Oracle HRMS application.

Set Up Chinese Characters for IR56B Annual Employers Return Hong Kong Report

To ensure that the IR56B Annual Employers Return Hong Kong Report display the Chinese full name correctly, follow the steps given :

Step 7: To set up Chinese Characters *Required Step*

1. Login using the System Administrator responsibility to set environment variable IX_PRINTING

2. Run the Prints Environment Variable process. Check if the value is

   `/slot/ems2903/appmgr/apps/apps_st/appl/fnd/12.0.0/resource/ixlib.cfg`

   If the value returns NULL, see My Oracle Support Doc ID 415967.1 for the steps.

3. Ensure to backup the configuration file - ixlib.cfg file

   ```
   cp ixlib.cfg ixlib.cfg.bkp
   ```

4. Modify the configuration file ixlib.cfg

   ```
   vi ixlib.cfg
   ```

   Comment the existing lines under section [AMERICAN,,,,,]

   ```
   %Font.Times.Plain= printer:Times-Roman
   %Font.Times.Bold = printer:Times-Bold
   ```

   Add the following two new lines:

   ```
   Font.Times.Plain = <FND_TOP>/<APPLRSC>/ALBANWTT.ttf
   Font.Times.Bold = <FND_TOP>/<APPLRSC>/ALBANWTT.ttf
   ```

5. Restart all the services.

6. If concurrent manager is inactive, run the following command:

   adcmctl.sh start apps/apps

7. Enter the full name in Chinese characters for employees.

   See: Entering a New Person (People Window) , page 3-11and Entering Additional Personal Information, *Oracle HRMS for Hong Kong Supplement*.

8. Run the QuickPay.

   See: Running the QuickPay Process, *Oracle HRMS Payroll Processing Management Guide*

9. Run Prepayment processes.

   See: Running the Prepayment Process, *Oracle HRMS Payroll Processing Management Guide*

10. Run IR56B Annual Employers Return Archive process. See : Running the IR56B Annual Employers Return Archive process, page 7-5.

11. Run IR56B Annual Employers Return Hong Kong (Full) process. See: Running the IR56B Annual Employers Return Hong Kong (Full) process, page 6-4

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