

# **Oracle® Human Resources Management System**

Supplement (Singapore)

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Oracle Human Resources Management System Supplement (Singapore), Release R12.2

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# Send Us Your Comments

## **Oracle Human Resources Management System Supplement (Singapore), Release R12.2**

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- Did you understand the context of the procedures?
- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
- Do you need different information or graphics? If so, where, and in what format?
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# Preface

## Intended Audience

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

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 xiv for more Oracle E-Business Suite product information.

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## Structure

- 1 Organization Structures
- 2 Recruitment and Hiring
- 3 People Management
- 4 Payrolls
- 5 Payroll Payments and Distributions
- 6 Payroll Statutory Deductions and Reporting
- 7 Payroll Processing and Analysis
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- 11 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 iRecruitment 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.



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## 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 Organization Classifications

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

See: Organization Classifications, page 1-4

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

### To enter organization classifications:

1. Enter the classification for your organization in the Name field.
2. Enable the classification by checking the Enable box. This allows you to use and enter the essential additional information for your organization.
3. Save the classification details.
4. You can either enter additional information for the classification type or enter another classification.

**Note:** Save each classification after entering and enabling it.

## Entering Additional Information

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

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

For HR organization see: HR Organization, page 1-16

For representative body see: Representative Body, page 1-16

For constituency see: Constituency, page 1-16

For legal entity see Legal Entity, page 1-16

For company cost center see: Company Cost Center, *Oracle HRMS Enterprise and Workforce Management Guide*

For professional body information see: Professional Body Information, *Oracle HRMS Enterprise and Workforce Management Guide*

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: Work Day Defaults, *Oracle HRMS Enterprise and Workforce Management Guide*
  - Benefits Defaults, see: Business Groups: Defining a Default Monthly Payroll, *Oracle HRMS Enterprise and Workforce Management Guide*
  - PTO Balance Type, see Business Groups: Selecting a PTO Balance Type, *Oracle HRMS Enterprise and Workforce Management Guide*
  - Recruitment Information, see Business Groups: Entering Recruitment Information, *Oracle HRMS Enterprise and Workforce Management Guide*
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:
  - 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*
  - 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 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. Select Legal Entity IRAS, see: *GRE/Legal Entities: Entering Legal Entity Additional, page 1-23*
5. Select IRAS Submission Details, see: *GRE/Legal Entities: Entering IRAS Submission Details, page 1-24*
6. Select Multiple CSN, see: *Entering Multiple CPF Submission Numbers, page 1-24*
7. 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.

## **GREs/Legal Entities: Entering Legal Employer Details**

Enter information about the legal employer in the Organization window.

**To enter legal employer details:**

1. In the Organization window, query the legal entity if it does not already appear there. In the Organization Classifications region, select GRE/Legal Entity, choose the Others button, and select Legal Entity.
2. Click the Legal Entity field of the Additional Organization Information window to open the Legal Entity window.
3. Enter information about the legal employer, including the legal name and Payer ID, CPF Submission number recognized by the CPF Authority, and other CPF details.
4. Enter the IRAS income tax number.
5. Enter the details of the IR21 contact personnel.
6. Select one of the following methods in the CPF Capping Method field:

**Note:** For an employee with multiple assignments with different legal entities, the monthly capping for CPF Employee Ordinary contribution is applied to all assignments instead of individual assignment.

- No Self Adjust - calculates the AW (Additional Wages) capping after calculating ordinary wages and additional wages for the whole year. You have to submit the ES-CAPR form to the CPF board to claim CPF refund, before the end of 6 months in the new financial year. To view employees who have overpaid the CPF, run the AW Recalculation report, after the end of the year.
  - Self Adjust - calculates the AW capping using the previous year's ordinary wages. To view employees who have overpaid the CPF, run the AW Recalculation report, after the end of the year.  
See: Running the Additional Wages CPF Capping Report, page 6-10
  - Self Adjust in Last Period of Calendar Year - calculates the AW capping using the actual current year ordinary wages, if you pay additional wages only during or after December payroll.
  - Self Adjust – Projected - calculates Ordinary Earnings for AW Capping as current year's paid Ordinary Earnings and current month's Ordinary Earnings as projected for future months.
7. Optionally, enter further information about the legal entity, including authorized representative information.

**Note:** A8A magtape file displays the OHQ (Overseas Headquarters) status set at organization level for employees with Home Leave balances.

8. Enter the bonus date for all employees under the legal entity. The IRAS processes uses this date and the IR8A magnetic file displays it.

**Note:** If you leave this blank, the application uses either the date you enter at the assignment extra information level for individual employee or the latest paid date for the element with balance MOA369.

9. Enter the IRAS Date of Incorporation (for ERIS Start-ups) if the employer is declaring details of stock option gains derived by employees under Equity Remuneration Incentive Scheme (ERIS) Start-ups.
10. Select the CPF Proration Method if you want the application to calculate CPF using calendar days or working days/custom days. The default value is calendar days.

Oracle provides a predefined formula - CPF\_SIMPLE\_CAL\_METHOD that uses 5 days while making CPF calculations.

If you select Working Days/Custom, you must define a formula CPF\_CAL\_METHOD using the predefined formula CPF\_SIMPLE\_CAL\_METHOD to calculate the CPF depending on the number of days you want to calculate the CPF.

11. Select the IRAS Category to which the legal entity belongs.
12. Select the IRAS Job Designation Type to display on the IR21 report. You can select from the following options:
  - Job - If you select the job, then the employee's job is reported in the IR21 report.
  - Position - If you select position, then the employee's position is reported in the IR21 report.
  - Grade - If you select grade, then the employee's grade is reported in the IR21 report.
  - Others - If you have entered any other designation in the Assignment extra information type, then this value is reported in the IR21 report.
13. If you have selected position in the IRAS Job Designation Type, then you can also select the Position Segment Type. If Position Segment Type is blank, then the Position is reported in the IR21 report. If Position Segment Type is selected, then the



segment of the Position will be reported in the IR21 report.

14. Select Yes in the Enable A8A Processing field, to process A8A data in the IRAS Line Archive process. See: Running the IRASLine Archive Process, page 6-12
15. Select whether you want to include the FWL amount in the CPF Line magnetic report and control listing report. If you select No:
  - The Company Identification section will not display AV7 and AV8 segments.
  - The CNT 128 segment in the Total Contribution section of the magtape file will not include FWL liability and interest values.
  - The control listing report will not display FWL amounts for the employees with Work Permit or S Pass permit types.
16. Select the IRAS Payer ID type that identifies the registration type of an organization for reporting within the IRA8, IR8S, A8A, and A8B reports.

**Note:** If you have previously selected the Payer ID type as Others, you must manually change to a different type, for the IRAS validation process to validate correctly.

**Additional Information:** From 2009, employers can use their Unique Entity Number (UEN) to submit employment income through PAT system.

For information on the validations required to process IRAS processes accurately, see: Oracle HRMS Process to Report Employees' Yearly Remuneration, White Paper on My Oracle Support.

17. Save your work.

## GREs/Legal Entities: Entering Legal Entity Additional

You use this window to record the contact information of the authorized person at the IRAS for a legal employer.

### To enter additional details:

1. In the Organization window, query the legal entity if it does not already appear there. In the Organization Classifications region, select GRE/Legal Entity, choose Others, and select Legal Entity Additional.
2. Click Legal Entity IRAS field of the Additional Organization Information window

to open the Legal Entity Additional window.

3. Enter the mail address and the branch or division where you can reach the authorized IRAS person.
4. Save your work.

## **GREs/Legal Entities: Entering Legal Entity IRAS Submission Details**

You use this window to record the IRAS archive information submitted to the IRAS for a legal employer.

**Important:** Enter the IRAS Submission Details before you submit the IRAS Amendment Line archive process.

### **To enter Legal Entity IRAS Submission details:**

1. In the Organization window, query the legal entity if it does not already appear there. In the Organization Classifications region, select GRE/Legal Entity, choose Others, and select Legal Entity IRAS Submission Details.
2. Click Legal Entity IRAS field of the Additional Organization Information window to open the IRAS Submission Details window.
3. Enter the basis year for which you have submitted. This is the year you are reporting for.
4. Enter the request id of the original archive process or if any previous amendment details.
5. Save your work.

## **GREs/Legal Entities: Entering Multiple CPF Submission Number**

You use this window to record multiple CPF Submission numbers for a legal employer.

### **To enter multiple CPF Submission number:**

1. In the Organization window, query the legal entity if it does not already appear. In the Organization Classifications region, select GRE/Legal Entity, choose Others, and select Legal Entity Multiple CPF Submission Number.
2. Click in the Multiple CPF Submission Number of the Additional Organization Information window to open the Multiple CPF Submission Number window.

3. Enter multiple CPF Submission numbers for the legal entity.
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, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide* 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.

## Entering Payee Bank Details Information

You enter payee bank information at the organization level for making third party payments. When you select the Payee Organization as Third Party Payment for an employee in the Personal Payment Method window, these bank details populate automatically.

### To enter payee bank details information:

1. In the Organization window, query the payee organization.
2. In the Organization Classifications region, select Payee Organization, choose the Others button, and select Payee Bank Details.
3. Click in a field of the Additional Organization Information window to open the Payee Bank Details window.

4. Enter the bank details. The information you enter here depends on the setup of your Bank key flexfield.

**Singapore users:** Enter the SWIFT BIC to identify the bank.

5. Save your work.

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## Recruitment and Hiring

# 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

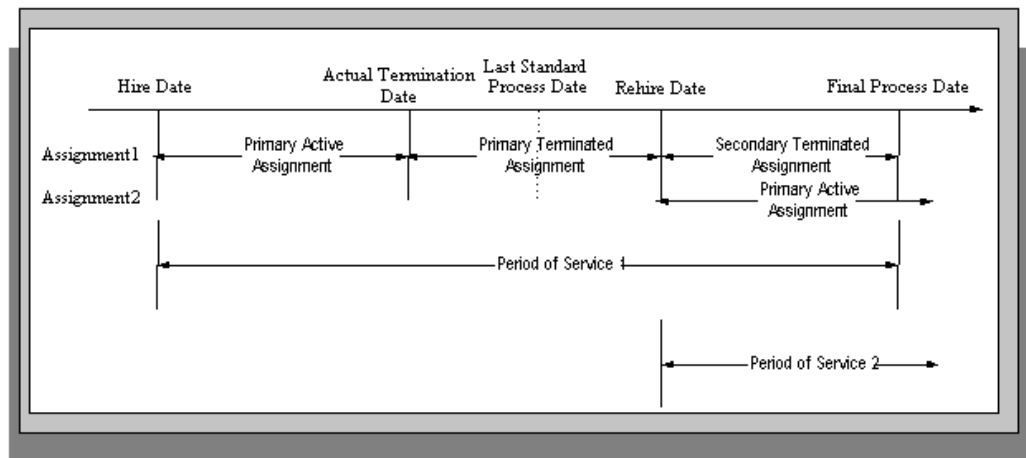
- An ex-contingent worker's earliest hire date is either 1 day after the actual termination date of the most recent placement or the day after the last of any future-dated changes, whichever is later. For back-to-back hiring, there can be no future-dated changes.

## 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.

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## 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 such as :

- **Benefits in Kind** - holds detailed information about any benefits-in-kind the employer provides such as house accommodation, car benefits, long-service reward.
  - If employees receive any benefits-in-kind and want to report within A8A file, then you must feed the balance IR8A\_MOA\_351 and enter the required information within the Benefits in Kind EIT.
  - If employees receive any benefits-in-kind, but do not want to report within A8A file, then you must feed only the balance IR8A\_MOA\_351. You do not enter any information within the Benefits in Kind EIT.
  - If employees do not receive any benefits-in-kind, then you need not feed the balance IR8A\_MOA\_351 nor enter any values in the Benefits in Kind EIT.
- **Furniture Expenses** - holds the expenses details for the number of units of furniture for employees Users can no longer record any information from 2014.
- **Hotel Accommodation/Home Leave Expenses** - holds information relating to accommodation and leave expenses provided to employees and their family
- **IR21 Cessation Information** - holds information required for IR21 reporting such as the arrival and departure of the employee in Singapore, reason for leaving, information on any monies withheld, the spouse and their employment information and date of their marriage
- **IR21A Cessation Information** - holds information relating to the premises the employer provides for employees such as the date on which the employee occupied or left the premises, and if, on a sharing basis. You can also record annual value of the property and if the premises is fully or partially furnished. You can also hold information about the rent if paid by employer or employee for furniture and fittings.
- **IR21 Processing Dates** - records the date on which the IR21 was processed.

The following information types are used by the IRASLine Archive and validation process.

For information about IRAS year-end processing, see: Running the IRASLine Archive

- IR8A Indicators - information relating to Section 45, whether the employee's income tax liability was borne by their employer, and whether the IR8S is applicable to this 1 and only employee, if income is exempt or remission income, and if, there is approval from IRAS and the date of approval.

**Note:** You must set the IR8S Applicable flag to Yes to include this employee when you run the IR8S File process.

- IRAS Additional Information - for any other IRAS-related information.
- Further Details - information relating to retirement funds, designated pension, and name of bank. Holds the reason why the compensation was paid, date when the retirement fund was paid and the name of the pension/provident fund for the contributions made by employer constituted outside Singapore. You require this information for reporting on the IR21 Report.

All of these extra information types are used for your IRAS returns.

- Stock Option Exercise Information - details of any stock options exercised, including the stock option type, company grant information, exercise price, market value at time of exercise, date of exercise, and number of shares acquired.

**Note:** Before entering any Stock Option Exercise Information, you must ensure the employee has been granted stock options first.

- Stock Option Grant Information - details of any stock options granted for the assignment, the type, including the current market value and the number of stock options.

**Important:** If an employee has been rehired or if the employee has multiple assignments under different legal entities within the same year, the application reports these details under the latest legal entity with the primary assignment.

- Oracle Student System (OSS) Person Details - records OSS identification data for the student employee. The field Synchronize OSS Data controls synchronization of student employee address and telephone information between HRMS and OSS.
- Passport Details Information - holds the visa holder's passport, such as country of issue, passport number, issue date and expiry date. 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.

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

## 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. These are:

- Bonus Information - the date when employee received the bonus. The date when the company's AGM/EGM approved the Director's fee.
- Employee Ordinary Earnings CPF Capping Method - information about the method of capping the ordinary wages and the start date. You can select the method to cap the ordinary wages either by person or by legal entity. The default is by person.
- IR8S Details of Refund Claimed/to be Claimed - details of employer/employee CPF contribution amount on the additional wages to be refunded or claimed, interest on the refund and the date of refund. You can enter multiple but up to 3 details for the same basis year. You can enter details for multiple basis years at any time.

**Note:** Since the validation check for the section C of IR8S is complicated and needs to be checked for each record, the system validates each data entered for the IR8S refunds.

- IR8S Indicators - information about whether the CPF contributions for an overseas' employee are obligatory by contract of employment and if there is approval for making full contributions.
- IRAS Job Designation - the designation of the authorized person at IRAS. Enter the name of the employee's job designation that you selected within the IRAS Job Designation Type on Legal Entity > Others.

You require this information for your IRAS returns, and it affects the IRASLine Archive Process.

- Multiple CPF Submission Number – information about the different CPF Submission numbers for a legal entity. Record the start and end dates if applicable.
  - If both the start and end dates are blank, that means this CSN is valid all time
  - If start date is blank, but end date is not blank, this CSN is valid from any date until end date
  - If start date is not blank, but end date is blank, this CSN is valid from start date to any date

- If both the start and end dates are entered, this CSN is valid from start Date until the end date

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

To find out about the IRASLine Archive Process, see: *Running the IRASLine Archive Process, page 6-12.*

## Entering a New Person (People Window)

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

**Note:** You can also use one of the template windows such as Entering Employees or Maintaining Employees 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).

See: *Entering Additional Personal Information (Person Window), page 3-7, for information about the mandatory information that you must enter in the other tabbed regions in the Person window.*

### To enter a new person:

1. Set your effective date to the appropriate date for adding the person to the system. If you are entering an employee, this should be his or her hire date.

2. Enter the person's name and other details in the Name region.

Only the last name is required.

- You can use the Title field to enter a title such as Mrs. or Doctor for the person.
  - 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, this enables you to 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.
  - You can use the Suffix field to hold part of the last name, such as Junior or II. This enables the suffix to be reported on separately, as required in some government-mandated reports.
3. In the US, you must select the gender, Male, Female or Unknown Gender, from the list. In the UK, if you are entering an employee you must enter their gender.

4. Select an action type, for example Create Applicant, in the Action field and select a person type from the list of values. The person type you select displays immediately in the Person Type for Action field. If only one user person type exists for the action type, it displays automatically.

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.

### **Entering Employee Information**

Enter the following information if the person is an employee. Otherwise, proceed to step 6.

1. If necessary, 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 your employee's earliest, previous period of service. This date must be on or before the start date of the earliest period of service.

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.

### **Entering Identification Information**

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

1. Enter the National Registration Identity Card (NRIC) number for Singaporean nationals or the Foreign Identity Number (FIN) for non-nationals.
2. If the first character of the NRIC number is S or T (indicating a Singaporean citizen), select the colour of the card (blue or pink).
3. If your enterprise uses manual number entry, use the Employee or Applicant fields to enter an employee or applicant number. If your enterprise uses automatic number generation, the employee or applicant number automatically displays when you save your entries in this window.

### **Entering Personal Details**

Enter details for the person as required in the Personal tabbed region:

1. To assign an employee to a payroll, you must enter his or her date of birth.



2. Enter additional birth information into the Town of Birth, Region of Birth and Country of Birth fields.
3. If the Work Telephone field is displayed, enter the person's work telephone number. Otherwise, use the Phone Numbers window to enter this information.
4. In the Status field, select the person's marital status.
5. Select the employee's nationality.
6. In the Registered Disabled field, you can select whether your employee or applicant is:
  - registered disabled
    - not registered disabled
    - partially disabled
    - fully disabled

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

See: Entering Additional Personal Information, page 3-7

#### **What Next?**

You can enter additional information for people in the tabbed regions, including the additional mandatory personal information required in Singapore. See: Entering Additional Personal Information, page 3-7

You must also enter extra information for an employee. This information is required for month-end and year-end processing in Singapore. See: Personal Extra Information Types, page 3-2 for a list of the EITs that Singapore uses.

## **Entering Additional Personal Information (People Window)**

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.

It is mandatory to enter a legal name, work permit type, and Community Fund category. All other personal information in the tabbed regions is optional.

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

1. Click the Office Details tabbed region.
2. Enter the office number for this office.
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. Click 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 information concerning the background check for a person:**

1. Click the Background tabbed region.
2. Check whether the employee's 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. Click the Rehire tabbed region.
2. Check whether the former manager has recommended the applicant for rehire.

3. Select the reason for this recommendation.

**To enter further name information:**

1. Click the Further Name tabbed region.
2. Enter one or more honors/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. Click the Medical tabbed region.
2. Select the person's blood type.
3. Select the date of this employee's last medical test.
4. Enter the name of the physician who performed this test.

**To enter other information for a person:**

1. Click 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.

If you enter the termination reason of deceased and the actual termination date on the Terminate window and date of death has not been entered, it is set to the employee's termination date.

6. Select the current status of the student, if your employee 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 in some capacity.

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 legal name information:**

1. Click the Legal Name tabbed region.
2. Enter the employee's legal name. This name identifies the employee to the tax authority for CPF reporting. It is mandatory for all employees.

**To enter passport information:**

1. Click the Passport tabbed region.
2. Enter the passport details.

**To enter work permit information:**

1. Click the Work Authority tabbed region.
2. Select the person's employment status in the Permit Type field. This is mandatory for all employees, even if the person is a Singapore citizen.
3. Enter further details depending on the permit type that you entered. You can record the permit category, only if you have selected S Pass as the Permit Type.
4. Optionally enter values for the employer and employee CPF rates in the ER/EE CPF Rate field for calculating CPF.
5. Enter the dates when the permit was issued, expired, or cancelled as applicable.

### To enter CPF and tax information:

1. Click the CPF/Tax tabbed region.
2. Enter the person's CPF and tax details and, for married female employees, you can enter their husband's income tax number.

The CPF category determines how an employee's CPF contributions are calculated. If you select CPF Excluded, no CPF payments will be calculated for this employee.

For employees covered by the 1984 Frozen CPF scheme, select one of the following categories:

- Public Sector Pensionable / Statutory Board
- Public Sector Non Pensionable / Ministries
- Public Sector Pensionable / Ministries
- Public Sector Non Pensionable / Statutory Board

Adjust the CPF predefined formulas like Employer CPF Ordinary Earnings, Employer CPF Additional Earnings, Employee CPF Ordinary Earnings and Employee CPF Additional earnings by using the CPF Contributions element from the Element window.

3. Select the Payees ID Type to identify an employee and for IRAS reporting.

### To enter ethnic information:

1. Click the Ethnic Origin tabbed region.
2. Select the person's race.
3. Select the Community Fund category to which the person contributes. This information is mandatory for all employees. The information is used to calculate the employee's Community Fund contributions.
4. Enter the MBF/MDK contributions in the MBMF Fund (MBF/MDK) Split fields.

To give a split between the funds, for example, of \$2:\$1 enter 2 and 1 in the fields.  
To give a split of 2:0, enter 2 and 0 in the fields.

**Note:** You must enter values in both fields: otherwise, Oracle HRMS derives the default split defined for the earning category.

5. Select the person's religion.

**Additional Information:** You can contribute to multiple community funds using the multiple predefined elements.

Record the primary community fund information by entering the Community Fund information in the Ethnic Origin tab. If you have to contribute to multiple community funds, you can record using the Element Entry window.

For example , if the Primary Community Fund is CDAC and secondary Community Fund is MBF, perform this step:

- Attach Community Fund element in the Person > Assignment
- Attach MBMF Community Fund as the secondary Community Fund in the Element Entry window

If the Primary Community Fund is MBF and secondary Community Fund is CDAC, then

- Attach Community Fund element in the Person > Assignment
- Attach CDAC Fund for second Community Fund in the Element Entry window

#### **To enter benefits information:**

1. Click the Benefits tabbed region.

**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 are used to determine a person's eligibility for a plan or for setting benefit rates. For example, benefit groups can be used for mergers and acquisitions where eligibility is complicated. They can also be used where a person is grandfathered into a very old plan.
3. Enter what kind of tobacco your employee uses, if any. For example, cigarettes, pipe, cigar or chewing. This is used within benefits to determine the eligibility and rates for particular plans.
4. Enter medical plan number. This is the policy or group plan number of an externally provided medical plan. This is used to determine eligibility to participate in some plans.

5. Enter the adoption date, if the employee whose record you are updating has adopted a child. This information, with the child's date of birth, is used to determine whether a dependant is covered by a plan. You can only enter the adoption date if you have entered a date of birth for the person. The adoption date must be greater or equal to the date of birth.
6. Enter the date you received the death certificate, if your employee has died. You can only enter this once 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. This date is used within benefits, in place of the date first hired, to determine the length of service for eligibility, enrollment and rates. The adjusted service date may be used to credit service for former employers, grand-fathered benefits or in the case of mergers and acquisitions.
8. Change the date first hired for your employee. For employees who have previously worked for your enterprise, the Date First Hired field displays the start date of your 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 your employee or applicant has externally provided coverage. This determines a person eligibility for certain plans.
10. Check the Voluntary Service checkbox, if your employee or applicant is volunteering, for example as a missionary. This determines eligibility to continue or receive coverage from certain plans.

#### **What Next?**

You must enter extra information for a person's IRAS returns using Person EITs. See: Person Extra Information Types, page 3-2.

## **Entering Additional Assignment Details (Assignment Window)**

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

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

**To enter salary information for an employee:**

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

1. Choose the Salary Information tabbed region.
2. Select a salary basis for the employee.
3. You can also enter the frequency of salary and performance reviews.

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

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

**To enter supplier information for a contingent worker:**

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

**If you are not using Oracle Services Procurement:**

1. Choose the Supplier tabbed region.
2. Select the names of the supplier and the supplier site for the contingent worker.
- 3.

**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.

#### **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.
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 Singaporean statutory information:**

1. Choose the Statutory Information tabbed region and click in the field to display the Singaporean Information flexfield segment.
2. Select the legal entity to which this employee belongs.

**Note:** If payroll actions exist for an assignment you cannot change legal employers for that assignment. You must process all payroll actions to change legal employers.

#### **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. Select the Manager box if the assignment is at manager level and you want to include this worker in the Organization Hierarchy Report as a manager. (You can select Manager for a contingent worker assignment only if the HR: Expand Role of Contingent Worker user profile option is set to Yes.)
5. By default, the first assignment entered is the primary assignment, and the Primary box is automatically checked. If you are now entering a secondary assignment, you must ensure that the Primary box is unchecked.

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

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

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

#### **To enter special ceiling information for an employee:**

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

1. Choose the Special Ceiling tabbed region.
2. Enter a special ceiling only if the employee is assigned to a grade, and if a grade scale is defined for this grade. This special ceiling overrides the ceiling defined for the grade scale.

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

1. Choose the Project Information tabbed region.

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

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

#### **To enter grade ladder information for an employee:**

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

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

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

1. Choose the Bargaining Unit tabbed region.
2. Enter a bargaining unit code for your employee's assignment. This is usually the

legally recognized collective negotiating organization.

**Note:** You set up your different bargaining units as values for the Lookup type BARGAINING\_UNIT\_CODE

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

**To enter employment terms for an employee:**

1. Choose the Employment Terms tabbed region.
2. Select the contract to be referenced by the assignment. The list of contracts is limited to those entered for the employee that have start dates on or before the assignment start date.
3. Select the agreement grade structure for the collective agreement. A window shows the grade factors for that grade structure.
4. Enter values for the grade factors. Or, choose the Combinations button and enter search criteria for one or more grade factors to display the reference grades that meet those criteria.

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

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

# Contact Information

## Contact Information Overview

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

## Entering People as Contacts

You enter people as contact records to identify:

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

## Entering Contact Information

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

## Entering Addresses (Address Window)

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

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

### To enter an address for a person:

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

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

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

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

**Dutch Users:** When you record foreign addresses, ensure you use the Dutch International address style. This address style enables you to report the address in the wage report in the required format.

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

**US Payroll Users:** If the Address Validation Using Vertex Web Services feature is enabled, then Vertex Web Services validates addresses in the Address window. See: *Address Validation Using Vertex Web Services, Oracle HRMS Implementation Guide (US)*

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

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

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

2. Enter your address information in this window.

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

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

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

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

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

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

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

3. Choose the OK button. This returns you to the Address window.
4. Select an address type, such as home, or weekend, or business. You can only have one address of each type at any time.

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

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

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

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

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

6. Save your work.

### **To update the primary address:**

1. Enter an end date for the existing primary address.  
Do not save.
2. Create the new primary address starting the next day and check the Primary Checkbox.

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

period.

3. Save the new primary address.

**To change from an international to a local address style:**

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

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

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

2. Complete the address definition, as appropriate.
3. Choose OK.
4. Save your work.

**Sending Emails for Address Updates:**

Your system administrator can configure the application to send emails when you update address details in the Address 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.



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## Payrolls

# Payroll Definition

## Multiple Assignment Processing and Reporting

### Multiple Assignment Processing

When Oracle HRMS for Singapore processes statutory deductions or contributions, it calculates the month-to-date balances for each legal entity. For example, if a person has two assignments within the same legal entity and has already paid their Community Deductions in the first assignment, then only the difference is deducted (according to rates tables) for the second assignment.

A cap is applied at the legal entity level, although an exception to this is the second Community Fund contribution. This is set up at assignment level.

### Multiple Assignment Reporting

All payroll reporting is performed at legal entity level. Therefore:

- If you are processing an employee with multiple assignments in different legal entities, you must submit a report for each of those legal entities. Each report must show the balances for that legal entity.
- If you are processing an employee with multiple assignments in one legal entity, you only need to submit one report. This report includes a total of the balances for each assignment.

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# Payroll Payments and Distributions

## Payroll Payment and Distributions Overview

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

## Payroll Payment and Distributions in Oracle HRMS

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

## Key Concepts

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

- Payment methods for your enterprise, *Oracle HRMS Payroll Processing Management Guide*
- Cash Management and Oracle Payroll, page 5-4

## Reporting on Payroll Payment and Distributions

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

## Payroll Payment and Distributions

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

employees

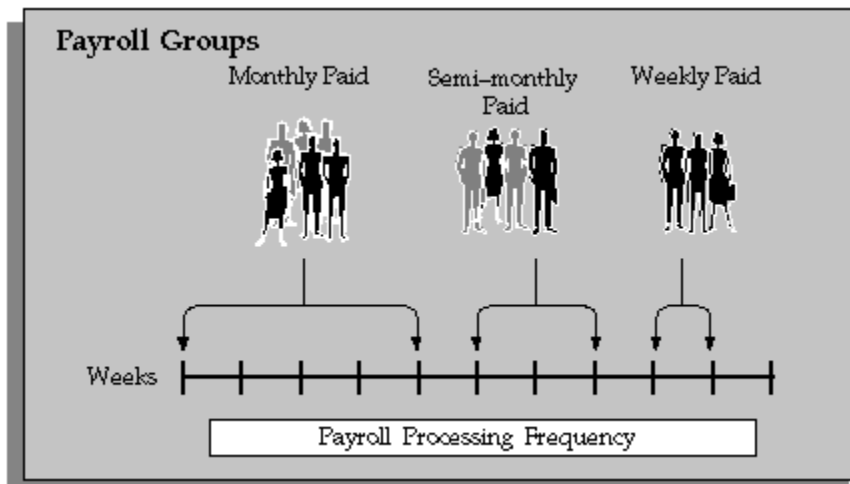
### Can you verify that payments have been made?

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

### Can Oracle Payroll handle different pay frequencies?

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

#### *Multiple payrolls in a Business Group*



**Note:** Semi-monthly is not a valid frequency for UK payroll users.

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

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

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

Yes. If the Multiple Assignment Prepayments has been enabled for your localization, you will see the Multiple Assignment check box on the Payroll window. The process is activated by selecting the Multiple Assignment check box.

### **Do you have flexible control over payment methods?**

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

- All employees receive payment by a single default payment method for their payroll.
- Employees receive payment by a combination of the payment methods that you have defined for their payroll.
- Individual employees receive payment that can be distributed between the defined payment methods in proportions different from those applying to other employees belonging to the same payroll.

### **Can you model your payslip?**

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

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

# Payroll Payments and Distributions

## Cash Management and Oracle Payroll

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

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

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

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

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

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

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

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

## Defining a Payment Method

Define payment methods for the enterprise in the Organizational Payment Method window.

You can define multiple payment methods for the same type. For example, you might

have different source bank accounts for payments.

**Note:** After you define your Payment Methods you can enter the appropriate methods for each payroll you define.

After you assign an employee to a payroll you can enter payment details for each employee in the *Personal Payment Method* window. For example, for employees who work overseas, you may want to record more than one payment method with different percentages, and currencies.

### To define a payment method:

1. Set your effective date to the date you want to begin using the payment method.
2. Enter a name for the payment method, and select the type that has been predefined for your country, for example, there is a predefined Direct Deposit type for Singapore.  
  
You can create as many payment methods for each type as you require. For example, if you have different source bank accounts for different payrolls, you must create separate payment methods.
3. The base currency for the Business Group appears. For some payment methods, you can select another currency.
4. Select the Third Party Payment check box if this method is for making payments to third parties, for example for employee benefits or court-ordered deductions.
5. Enter the Bank Details field to open the Bank Details window. Enter information about the account from which payments are coming.
6. Enter the Company's ID in the Further Information field if you are defining a Direct Deposit payment method. The Company ID is the identification code that is assigned to the organization for logging into the IDEAL direct deposit system.  
  
Select the SWIFT BIC, if you are using the Direct Deposit (Enhanced IBG Format).  
  
You do not need to enter further information for any other payment types.
7. Select Set of Books to indicate the set of books to use if you intend to reconcile payments using Oracle Cash Management.

**Note:** You can only use Cash Management reconciliation if you are defining a cheque payment method.

8. Select GL Cash Account to indicate the cash account to use for the reconciliation of

payments

The entry for Description is entered by default, depending on what you enter as the GL Cash Account details.

9. Save your work.

## Setting Up a Global Statement of Earnings

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

### To set up the global statement of earnings:

1. Create a user category through the lookup SOE\_USER\_CATEGORY.  
*See: Creating User Types and Statuses, Oracle HRMS Enterprise and Workforce Management Guide*
2. Set the value of the user category that you created as the profile value for the profile PAY: Statement of Earnings User Category.

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

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

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

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

*See: Business Group: Entering SOE Information, Oracle HRMS Enterprise and Workforce Management Guide*

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

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

The South African localization does not use balance attribution.



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

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

See: Business Group: Entering SOE Detail Information, *Oracle HRMS Enterprise and Workforce Management Guide*

6. Link the predefined SOE balance attribute to your business group. The attribute name is likely to have a leading localization code followed by the stem `_SOE_BALANCE_ATTRIBUTES`.
7. Define the attributes for your SOE balances.
8. Restart the Apache server and then check the SOE to ensure that the SOE displays the requirements that you selected.

## Running the Enable or Disable Global SOE Process

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

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

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

### To run the Enable or Disable Global SOE:

1. Select the Enable or Disable Global SOE process in the name field.
2. Enter whether you want to Disable or Enable the Global SOE in the parameters window.
3. Click OK and choose the Submit button.

## Viewing Statement of Earnings

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 than All

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

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

**To view the last payroll with PrePayments run against it:**

Perform one of the following:

- Select View and select Statement of Earnings.
- From the Assignment window, choose Others and select Statement of Earnings.
- Choose the Statement of Earnings window in Fastpath.

**To view the most recently run QuickPay results:**

1. From the Assignment window, choose Others and select QuickPay.
2. Choose View Results, and select Statement of Earnings from the View Results window.

**To view the statement of earnings information without running PrePayments:**

See Viewing Assignment Process Results for an Assignment or Viewing Assignment Process Results for a Payroll Assignment.

## Setting Up Payslip Information and Generating Payslips

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

**To set up your payslip:**

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

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

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

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

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

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

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

See: Entering Self-Service Preference Information, page 1-25, Location Extra Information Types, *Oracle HRMS Enterprise and Workforce Management Guide*, and Person Extra Information Types, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

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

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

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

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

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

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

To change balances or include additional balances on the payslip:

1. From the Total Compensation menu, select Basic and then Balance.
2. Query for the element whose balance you want to add, and click Attribute.
3. Click on a new row under Attribute, and choose the attribute you want to display from the list of values. This represents where the current balance will appear on the payslip.
4. Choose a dimension from the list of values.
5. To delete an entry, select the row and click Delete.
6. Save your changes.

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

### Generating the Payslip

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

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

See: Extracting Information to Appear on the Payslip, page 5-11

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

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

See: Printing the Payslip, page 7-21

8. **US and Canada only:** Oracle Payroll provides the flexibility to choose the way

annual salary is calculated and reported on the Online Payslip (both HTML and PDF). This flexibility is available through the HR: Base Annual Salary Display on Standard Work Conditions profile option.

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

## Extracting Information to Appear on the Payslip

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

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

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

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

### To run the payslip archiver:

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

**China and Netherlands:** Select the Payslip Archiver.

**India:** Select the Payroll Reports Archive (India).

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

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

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

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

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

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

For Canada, see: Running the Canadian Payroll Archiver, *Oracle HRMS Payroll*

2. In the **Parameters** window, select a payroll name and consolidation set. This selects the employees for whom you want to run the report. When you select a payroll, the default consolidation set is displayed.
3. Enter the start and end dates for the period of time you want the information extracted. You typically run this process for the same dates you ran your payroll.
4. **India:** Select whether you want to mail individual payslip or view consolidated payslips in the Generate Payslip field.
5. Choose Submit.

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

## Running the Pay Advice Alignment Report

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

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

### To run the Pay Advice Alignment report:

1. In the Name field, select the report name.
2. Choose the Submit button.

## Running the Payments Summary Report

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

You run the report in the Submit Requests window.

### To run the Payments Summary Report:

1. In the Name field, select the report name. Then enter the Parameters field to open the Parameters window.
2. Select the payroll and payroll period for which you want to see the information.
3. If you want to restrict the information by consolidation set, select the name of the

set.

4. Choose the Submit button.

## Running the Pay Advice Report

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

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

### To run the Pay Advice report:

1. In the Name field, select the report name. Then enter the Parameters field to open the Parameters window.
2. Select the payroll for which you want to generate pay advices.
3. Enter the period for which you want to generate pay advices and the date on which you want to generate them.
4. Do one of the following:
  - If you want to generate pay advices for all employee assignments, leave the Assignment Number field blank.
  - If you want to generate a single pay advice for an employee assignment, enter the employee assignment number.
5. Select the sort orders 1 to 6 for employees whose mailing address is set to Office/Blank.

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

6. Choose the Submit button.

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





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# Payroll Statutory Deductions and Reporting

## Monthly and Year-End Reporting Overview

### Monthly Reporting

CPFLine Report - shows employer/employee CPF deductions and other contributions for which the CPF Board is a collecting agent, for example, Community Fund contributions and the Skills Development Levy.

### Year-End Reporting

- IR8A - Return of Employee's Remuneration. Shows employees' salary, bonus or other income.
- A8B - Details of gains or profits from shares exercised.
- IR8S - Employer's/Employee's Contributions to CPF or Other Approved Pension or Provident Fund. Shows employees' and employers' earnings.
- Appendix 8A (A8A) - Value of Benefits-in-Kind. Shows total of any benefits-in-kind paid to employees.

At the end of every tax year, an employee will be included in the IR8A magnetic tape, regardless of whether they are still an active employee, or a terminated employee. The only exception is for employees whose IR21 (Earnings Reporting for Non-Resident Employees who will be leaving Singapore) has been run. Employees who do not have payroll processes, or have earnings information with a zero value, will also be excluded from the IR8A process.

**Note:** The A8A, A8B and IR8S magtapes will be processed for employees who have indicated or have summary information in the

IR8A.

**Note:** If you terminate an employee, or the employee leaves the organization during the period, and is later rehired, you must reenter the extra assignment information for the employee. Re-entering the data ensures that the IRASLine Archive processes correctly.

See: Running the IR21 Process, page 6-17 for more information about producing IR21s.

See: Rehiring an Ex-Employee, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

## Creating Magnetic Tapes

Before you can run the year-end processes listed, you must first run the archive process. Archived data is used to produce the year-end magnetic tapes (but not the month-end tapes).

When you run the month- or year-reports, you produce both the magnetic tape file that you will send to the CPF Board or IRAS, and also a report. The report enables you to check that the information in the file is correct. You can then, if necessary, rerun the report.

You produce year-end magnetic tapes for each basis year, legal entity, and archive run.

Once the reports show that the data in your magnetic tape files is correct, you can import these files into the PAT system in order to submit the information electronically.

## Multiple Assignment Processing

If an employee has multiple active assignments, the IRAS expects to see the contributions per assignment presented by legal entity. This applies to month-end reporting, year-end reporting, and IR21s.

This means that:

- If an employee has multiple assignments in different legal entities, balances are shown per legal entity. For example, an employee who is liable for an IR21, you must report on each of those legal entities separately. Each form must show the balances for a specific legal entity.
- If an employee has multiple assignments in one legal entity, you only need to report on that one legal entity. This will include a total of the balances for all assignments for the person.

HRMS for Singapore produces a report with data grouped in a similar way:

- Multiple assignments and one legal entity: you produce one report with a total of

all balances.

- Multiple assignments and more than one legal entity: you produce one report for each legal entity, with balances per legal entity.

## **Monthly and Year-End Reporting**

### **How does Oracle HRMS help me file my monthly and year-end returns?**

Oracle HRMS enables you to produce the data and create the file that you submit to the CPF Board at month-end or the IRAS at year-end.

### **Which monthly and year-end reports am I required to submit?**

Oracle helps you produce various legislative reports and end-of-year file. However, for an up-to-date list of the statutory reports required in Singapore, we suggest you check the appropriate government department web sites, for example, the IRAS web site.

### **Does Oracle Payroll for Singapore produce data that I can upload into PAT system?**

Yes, both month-end and year-end data produced conforms with the requirements of the Singapore Network Services (SNS) PAT system. The PAT system is an electronic service that enables businesses to submit their employees' monthly CPF contribution details and salary data (IR8A, IR8S, Appendix 8A, Appendix 8B) electronically via CrimsonLogic to CPF Board and IRAS.

# How To Set Up and Run End of Period Processing

## Processing CPF Contributions using Enhanced RetroPay

Central Provident Fund (CPF) contributions are made by both employees and employers, and are submitted to the CPF Board.

The amount of CPF to be paid, depends on the employee's salary, age and Work Authority category. CPF contributions are a deduction from the employee's earnings. Oracle HRMS for Singapore supports retrospective payment of earnings. The type of earnings being processed determines how CPF deductions are calculated for retrospective earnings.

Oracle HRMS for Singapore supports retrospective payment of earnings. The type of earnings being processed determines how CPF deductions are calculated for retrospective earnings.

### CPF RetroPay Methods

Two methods have been defined for processing retrospective payments and CPF contributions:

#### Method A

Calculates retrospective CPF contributions in the current payment period. The Ordinary Wage (OW) is based on the paid period (since CPF is liable in the current period).

#### Method B

Calculates retrospective CPF contributions at the time of the retrospective earning. The Additional Wage (AW) capping is based on the amounts in the earned periods.

You can decide how you want to process retrospective payments, and have the option of using either Method A, or Method B.

The Enhanced RetroPay process does not require you to attach any formula nor define any element sets.

**Important:** If you have setup RetroPay By Element previously, and now have enabled Enhanced RetroPay you can still run the previously configured RetroPay by Element process. However, you will be unable to configure new RetroPay By Element elements.

## CPF Requirements and Implementation

Complete the following implementation steps to enable Enhanced RetroPay to process CPF contributions correctly:

1. Ensure that the legislative rule ADVANCED\_RETRO is enabled.
2. Define the RetroPay Definitions (RetroPay Enhanced).
3. Define RetroPay Components
  - Method B - When Earned (SG\_CORRECTION)
  - Method A – When Paid (SG\_BACKDATES)

**Note:** Ensure that you set the priority for processing Reprocessed Corrections first and then Partial Reprocess Components and lastly Reprocessed Components.

4. Define Time Definitions to denote the time spans as Start of Time and End of Time. Associate the time definitions with the Retro Components.
5. Set up Elements - Create Retro elements required for CPF calculation for Method A and Method B.

Element Name	Classification	Priority	Input Values	Balance Feeds
Retro Method A When Paid Ordinary Earnings	Ordinary Earnings	2250	Pay Value	Retro Ord Payroll Period
Retro Method B When Earned Ordinary Earnings	Ordinary Earnings	2250	Pay Value	Retro Ord Retro Period
Retro Method A When Paid Additional Earnings	Additional Earnings	2500	Pay Value	Retro Add Payroll Period

Element Name	Classification	Priority	Input Values	Balance Feeds
Retro Method B When Earned Additional Earnings	Additional Earnings	2500	Pay Value	Retro Add Retro Period

- Associate the retro component usages, times spans, and retro elements to the elements.

A few points to keep in mind while processing retro payments:

Feed the following balances if you want to include the retro elements in the CPF calculations

- CPF Ordinary Earnings Eligible Comp
- CPF Additional Earnings Eligible Comp

Feed the following balances into the Retro elements if you want to include these retro elements in the Community Fund calculation.

- SINDA Eligible Comp
- ECF Eligible Comp
- MBMF Eligible Comp
- SDL Eligible Comp
- CDAC Eligible Comp

- Link the retro elements to the relevant payrolls for the relevant retrospective payroll periods.
- To provide the correct CPF retrospective payments by using Method B, the following definitions are required. Define the CPF elements by adding Retro Component with the Retro CPF elements.

Element Name	Retro Component	Reprocess Type	Time Spans	RetroPay Element
CPF Contributions	Method B	Partial	Start of Time - End of Time	Retro CPF Contributions

Element Name	Retro Component	Reprocess Type	Time Spans	RetroPay Element
CPF Employer Liability	Method B	Partial	Start of Time - End of Time	Retro CPF Employer Liability
CPF Employee Deductions	Method B	Partial	Start of Time - End of Time	Retro CPF Employee Deductions

9. Set up the Retro Notifications Report.
  1. Enable the dynamic triggers for Insert, Update, and Delete actions on PAY\_ELEMENT\_ENTRIES table to ensure that any changes are made to the element entries are recorded.
  2. Define Retro event group based in the date-tracked changes to monitor the changes.
  3. Enable Functional Areas - Enable the Singapore legislation or if required (business group) for Incident Resister functional area.
10. Ensure that the Retropay (Enhanced) and the Retro-Notifications Report (Enhanced) program are available from the SG HRMS Request Group.
11. Ensure that the View RetroPay Status is available on the View menu.
12. Run the Retro Notifications Report (Enhanced).
13. Run the RetroPay Enhanced Process.

## Setting Up CPF Monthly Reporting

Oracle HRMS meets the statutory monthly CPF reporting requirement by enabling you to create the data that you must submit to the CPF Board for each legal entity in your organization.

You create the file for submission to the CPF Board by running the CPFLine Report.

### To set up CPF monthly reporting:

1. Check that payroll runs are complete and have processed CPF amounts to feed the CPF balances.

See: Viewing Assignment Payroll Process Results for a Payroll, *Oracle HRMS Payroll Processing Management Guide*

2. You can now run the report and check the results before submitting the file to the CPF Board.

See: Running the CPFLine Report, page 6-9

## Setting Up Multiple CPF Submission Numbers for CPF Reporting

Oracle HRMS for Singapore supports multiple CPF Submission Number for Mandatory CPF and Voluntary CPF contributions. You can use multiple CSN to report CPF contributions using the CPF Submission Number.

Follow the steps given below to report using multiple CPF Submission numbers.

### To set up using multiple CSN for CPF Reporting:

1. If you have a single CPF Submission number, record the single CPF Submission Number for a legal entity using the Legal Entity window. This number is referred to as Legal Entity CSN.

Work Structure > GRE/Legal Entity > Legal Entity > CPF Submission Number

2. If you have multiple CPF Submission Numbers, record multiple CSNs for a legal entity using the Multiple CSN Submission Number window at the Legal Entity level.

Work Structure > GRE/Legal Entity > Multiple CSN > CPF Submission Number

3. Link the CSN to the employee's assignment.

Assignment > Extra Information > CPF Submission Number.

4. Select the correct CPF submission number from LOV.. Enter the start and end dates, if applicable.

**Note:** You can record only one CPF submission number per payment code during the same date range, for example, you can have 193200032WPTE01, 193200032WVCT02 but you cannot have 193200032WPTE01 and 193200032WPTE03.

The application performs validation checks when entering Legal Entity Multiple CSN and displays error messages if invalid. For an assignment, you can report the CPF Contributions as follows:

- If the assignment has no link to any CPF Submission number, the legal entity's CSN is used for the assignment.



- If the assignment has a link to a PTE CPF Submission Number, that is different from the legal entity's CSN, the CPF contributions are reported using PTE CSN.
- If the assignment only has a link to a VCT CSN, Voluntary CPF is reported using VCT CSN and Mandatory CPF is reported using the legal entity's CSN.
- If the assignment has a link to a VCT CSN and PTE CSN, and the PTE CSN is different with legal entity's CSN, then Voluntary CPF is reported using the VCT CSN and Mandatory CPF is reported using the PTE CSN.
- If the employee only has Voluntary CPF, if it has no link to any CSN, it is reported using Legal Entity's CSN.
- If the employee only has Voluntary CPF, if it has link to a VCT CSN, it is reported using VCT CSN.

## Running the CPFLine Report

The CPFLine Report produces the file that you submit each month for each legal entity in your enterprise. The data produced by running this report is in the format that is required by the CPF Board and PAT system. PAT system is an electronic service that enables businesses to submit their employees' monthly CPF contribution details and salary data (IR8A, IR8S, Appendix 8A, Appendix 8B)

You also create a report that enables you to view the CPF contributions that are included in the file. The information in the report is grouped as follows:

- Employee name
- Employee number
- Employee CPF Number
- Total CPF contribution amount (combined employer/employee total)
- Employee total and employer total

The Pension Fund Name is displayed as:

- "CPF", if the Pension Fund name is not entered and CPF Deduction balance is not null.
- "CPF" followed by the Pension Fund name, if Pension Fund name is entered and the CPF deduction balance is not null.

Oracle HRMS calculates CPF for 1984 Frozen CPF Scheme based on the salary of October 1984. There is no maximum CPF for employer contribution when calculating the 1984 Frozen Scheme. You must select the appropriate CPF category to calculate CPF

amount for 1984 Frozen CPF scheme. See: Entering Additional Personal Information (People Window), page 3-7 for selecting CPF categories.

You run the CPFLine Report from the Submit Requests window.

### **To run the CPF Line Report:**

1. In the Name field, select CPFLine Report.
2. In the Parameters window, enter a name for the magnetic file (the output file) and the audit file (the report).
3. Select the legal entity on whom you are reporting.
4. Select the CPF Submission Number for which you want to report the CPF contributions if there are multiple CSNs for a legal entity.
5. Enter the end date for the month you are reporting. The date is defaulted to the last day of the current month using your system date.
6. Enter CPF and FWL (Foreign Worker's Levy) interest if any interest is due on late payments for either CPF or FWL.
7. Click Submit.

After checking the report, you can rerun this process as required.

## **Running the Additional Wages CPF Capping Report**

The Additional Wages CPF Capping report lists all employees and their respective additional earnings. Oracle Payroll calculates Additional Wage CPF Capping based on the previous year's monthly ordinary wages.

**Note:** The AW ceiling is \$76,500 for new employees whose previous year's monthly ordinary wages are not known.

The report has two sections. The first part of the report lists employees who have either overpaid or underpaid the CPF on additional wages. Employees with values listed in the underpaid column, means that these employees are required to make additional payments to IRAS.

Employees with values listed in the overpaid column, means that these employees are eligible to claim the excess amount paid from the CPF Board. These employees will have additional details in the second part of the report. The eligible CPF has a maximum capping of \$4,500.

You run the Additional Wages CPF Capping report from the Submit Request window.

**To run the Additional Wages CPF Capping report:**

1. Select the Legal Employer from the list of values. This will run the report for employees linked to an individual legal employer.
2. Enter the year you want to run the report for.
3. Optionally enter an employee id. If you enter an individual employee's details in this field, the report will be run for that employee only. Leaving this field blank will generate the report for all employees linked to the legal employer you selected.
4. Choose the OK button.

## Setting Up Year-End Reporting

Oracle HRMS meets the statutory end-of-year IRAS reporting requirement by enabling you to create the magnetic tape files that you must submit to the IRAS. The files that are created conform with the standards required by the IRAS and PAT System.

Non-Singaporean citizens who are liable for an IR21 form in the same tax year are not included in the year-end return.

See: Running the IR21 report, page 6-17 to find out how to run this report and to ensure the employee is not included in year-end return.

Before you can set up your year-end reporting, you must have recorded employees' IRAS information using the Person and Assignment EITs.

See: Person Extra Information Types, page 3-2 and Assignment Extra Information Types, page 3-4 for more information.

If there are any changes to amounts or fields that affect the total amount of employment income e.g. where employee's income tax is borne by employer but not indicated previously, employers must submit an amendment file.

See: Running the IRAS Amendment Line Archive Process, page 6-13 and Business Group: Entering IRAS Submission Details, page 1-24

**To set up year-end reporting:**

1. Run payrolls or adjust balances to produce run results that feed the end-of-year balances.

See: Viewing Assignment Payroll Process Results for a Payroll, *Oracle HRMS Payroll Processing Management Guide* and Adjusting Balances, *Oracle HRMS Payroll Processing Management Guide*

2. Run the data archive process, reporting by basis year and legal entity and create a control report listing (a listing of the data in the archive). You must run this process,

as the magnetic tape is created from archived data only.

See: Running the IRASLine Archive, page 6-12

3. Check the data manually to ensure it is valid. Error text for employee data that fails validation is included in the output file.

4. Rerun the archive if required.

See: Rerunning the IRASLine Archive, page 6-12

5. Run the year-end reports for each legal entity in your enterprise to create the magnetic tape files.

See: Running the IR8S File Process, page 6-15,

See: Running the IR8A File Process, page 6-14,

See: Running the Appendix 8A (A8A) File Process, page 6-15.

See: Running the A8B File Report, page 6-16

6. Run the amendment archive process if there are any changes to amounts or fields that affect the total amount of employment income.

See: Running the IRAS Amendment Line Archive Process, page 6-13 and Business Group: Entering IRAS Submission Details, page 1-24

## Running the IRASLine Archive Process

This process archives the data required to create the year-end magnetic tapes. You must ensure that the details you have set up in the extra information types or special information types store the correct information. The IRASLine Archive process validates the information you enter in any information types and reports the errors in the log file. When you run this process, you archive data for assignments that:

- Have not been included in an IR21
- Do not already appear in the magnetic tape files for the same basis year and legal entity

**Important:** To process A8A data in IRASLine Archive process, select Yes in the Enable A8A Processing field of the Legal Entity window.

See: GREs/Legal Entities: Entering Legal Employer Details, page 1-20

You run this process from the Submit Requests window.

**To run the IRASLine Archive process:**

1. Enter IRASLine Archive in the Name field.
2. In the Parameters window, select the legal entity that you are running the process for.
3. Select the basis year. This is the tax year on which you are reporting.
4. Click Submit.

**Rerunning the IRASLine 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 IRAS Amendment Line Archive Process

If there are any changes to amounts or fields that affect the total amount of employment income e.g. where employee's income tax is borne by employer but not indicated previously, employers must submit an amendment file.

This process archives the difference between the actual value and the original archived value required to create the year-end magnetic tapes. You must ensure that the details you have set up in the extra information types or special information types store the correct information.

The IRAS Amendment Line Archive process validates any numeric information you enter in the information types and reports the errors in the log file.

**Important:** To process IRAS Amended Line Archive process, you must run the original IRAS Line Archive process first and then run one of the IR8A, IR8S, A8A or A8B processes at least once. If you have not run any of the IR8A, IR8S, A8A, or A8B processes, but have changed the values after IRAS Line archive process, you can simply rollback previous IRAS Line archive process and then run it again.

You run this process from the Submit Requests window.

**To run the IRAS Amendment Line Archive process:**

1. Enter IRAS Amendment Line Archive in the Name field.
2. In the Parameters window, select the legal entity for which you are running the process.
3. Select the basis year. This is the tax year on which you are reporting.
4. Click Submit.

**Rerunning the IRAS Amendment Line 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 IR8A File Process

You run the IR8A File to produce the file that includes your employees' earnings for a specific tax year and legal entity. The process also creates a report for you to view the contributions that are included in the file.

**Note:** The balances 366 and 367 are rounded up to the next Dollar in the file.

This process creates a control report listing. Confirm that this listing is the same as the one created when you ran the archive process.

You run this process from the Submit Requests window.

**To run the IR8A File process:**

1. Enter IR8A File in the Name field.
2. In the Parameters window, enter a name for the magnetic file.

3. Select the appropriate legal entity for this report.
4. Select the basis year. This is the tax year on which you are reporting.
5. Select the report type whether you are generating an original or an amendment file.
6. Select the archive run. The date displayed is the effective date on which you ran the archive and the code is the payroll action ID of the archive.
7. Click Submit.

## Running the IR8S File Process

You run the IR8S File process to produce the file that includes the contributions made by you and your employees to CPF or other approved Pension or Provident Fund. You run the process for specific tax year and legal entity. You can review the contributions on the resulting report.

You run this process from the Submit Requests window.

### **To run the IR8S File process:**

1. Enter IR8S File in the Name field.
2. In the Parameters window, enter the name for the magnetic file.
3. Select the legal entity that you are running the process for.
4. Select the basis year. This is the tax year for which you are reporting.
5. Select the report type whether you are generating an original or an amendment file.
6. Select the archive run. The date displayed is the effective date on which you ran the archive and the code is the payroll action ID of the archive.
7. Click OK and Submit.

## Running the Appendix 8A (A8A) File Process

You run the Appendix 8A File process to produce the file that includes the details of any benefits-in-kind provided to your employees, for example, car-related benefits, or the cost of running a fax machine. . The IR8A file provides a total of these benefits-in-kind. You can review the contributions on the resulting report.

You run this report from the Submit Requests window.

**To run the A8A File:**

1. Enter A8A File in the Name field.
2. In the Parameters window, enter a name for the magnetic file.
3. Select the legal entity for this report.
4. Select the report type whether you are generating an original or an amendment file.
5. Select the archive run. The date displayed is the effective date on which you ran the archive and the code is the payroll action ID of the archive.
6. Click OK and Submit.

## Running the A8B File Report

As part of the information submitted to Inland Revenue at year end, employers must provide details about employees' gains or profit from any stock options exercised in the period.

Oracle HRMS for Singapore allows you to record details of any stock options granted to an employee, and any stock options exercised during a financial period.

You enter details about any stock options granted or exercised from the Extra Person Information window.

See: Person Extra Information Types, page 3-2

You run the A8B File report from the Submit Request window.

**To run the A8B File report:**

1. In the Name field, select A8B File.
2. In the Parameters window, enter a magnetic file name for the report you are running.
3. Select the legal entity for whom you wish to run the report.
4. Enter the basis year for which you want to run the report.
5. Select the report type whether you are generating an original or an amendment file.
6. Enter archive run details.
7. Click OK and then Submit.



## Running the IR8S Ad Hoc Printed Archive

You run the IR8S Ad Hoc Printed Archive to produce a file that includes your employees' earnings and employers' liabilities for a specific tax year and legal entity. The report contains details that the IRAS can view on a periodic basis, in addition to the required IR8S File that you can submit as part of normal end of period processing in Singapore.

You can run the IR8S Ad Hoc Printed Archive to validate information that you can submit to the IRAS. The IRAS may also request ad hoc reporting by some employers for various reasons throughout the year, including normal auditing or for identifying employees whose details were not submitted correctly.

You run this process from the Submit Requests window.

### To run the IR8S Ad Hoc Printed Archive:

1. Enter **IR8S Ad Hoc Printed Archive (Singapore)** in the Name field.
2. In the **Parameters** window, select the legal entity.
3. Optionally, select an assignment set. To print all assignments from an assignment set, select a set from the list. Only amendment-based sets appear in the list.
4. Optionally, select an employee number. To print a report for a single employee, select an employee number. If you selected an assignment set, only employee numbers from the assignment set appear in the list. If you did not select an assignment set, employee numbers from the legal entity appear in the list.
5. Select the basis year, which is the tax year for this report.
6. Click **Submit**.

## Running the IR21 (Notification of a Non-Citizen Employee's Cessation of Employment or Departure from Singapore) Process

The IRAS requires an IR21 form for any non-Singaporean employee who is either leaving an enterprise, or leaving Singapore for more than three months. The IRAS uses further criteria to determine which of these non-nationals need an IR21.

The IR21 notifies the IRAS that an employee is leaving and provides details of the employee's earnings and deductions for the previous two-year period. The IRAS uses this information to determine if the employee has any outstanding tax liability.

The predefined Inland Revenue Form IR21 (Singapore) report helps you to complete the IR21 form (and its appendix). The report includes information about an employee's:

- Organization
- Personal details
- Earnings and benefits in the two years prior to leaving

If you are reporting on multiple assignments in the IR21, the predefined report generates:

- One IR21 report if the assignments are in the same legal entity.
- One IR21 report per legal entity if the assignments belong to more than one legal entity.

See Multiple Assignment Processing and Reporting., page 4-2

You run this report from the Submit Request window.

### To run the IR21 Process:

1. Enter **Inland Revenue Form IR21 (Singapore) (XML)** in the **Name** field.
2. In the **Parameters** window, enter the basis year for this report. Select either the current year or any of the previous three years.
3. Enter the legal name of the employee for whom you are running this report.  
Select the employee who is terminated with a termination date in the selected basis year.  
See: Ending Employment, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide* for more information about terminating an employee.
4. Enter the report mode to determine if you are running the selected employee's IR21 for the first time or re-running it.
  - The status defaults to **Original** when you run the report for the first time.
  - The status defaults to **Amended** if you have run this report previously. You can change this status to **Additional**.

The status is shown at the top of report. If the report status is **Amended**, then you can discard the earlier versions of the report. If the report status is **Additional**, then you must retain the earlier versions .

5. Click **Submit**.

You can rerun this report as often as required. Every time you run this report, the report date is recorded in the Singapore IR21 Processing Date EIT for this employee.

See: Person Extra Information Types, page 3-2 and Entering Extra Information,

## Running the Generate IRAS Summary Report

You run this report to check MOAs and summary amount.

You run the Generate IRAS Summary report from the Submit Request window.

### **To run the Generate IRAS Summary report:**

1. In the Name field, select Generate IRAS Summary Report.
2. In the Parameters window, enter a magnetic file name for the report you are running.
3. Select the legal entity for whom you want to run the report.
4. Select the basis year for which you want to run the report. This is the tax year on which you are reporting.
5. Select the report to generate as a single report or a summary report.
6. Select the report type whether an original or an amendment file.
7. If you have previously run the IRAS Archive process, then enter the archive run details.
8. Select the assignment set if you want to run the reports for a specific group of employees.
9. Select the employee number if you want to run report for a single employee.
10. Click OK and then Submit.

## Setting Up the National Service In-Camp Training Computation Report

Before you can run the National Service (NS) In-Camp Training Computation report, you must perform the following set-up process. You only need to do this once, but you must redo it whenever there are changes to the pay elements required for the NS claim calculation.

### **To set up the National Service In-Camp Training Computation report:**

1. Define the primary balances required for the NS calculation:
  - Balance types must be Basic Salary or Allowance.

- Create one balance for every pay element that you want to include in the NS calculation.
- Select the \_ASG\_MONTH dimension for each balance. No classification is required.

See: Defining User Balances, page 10-12

2. Define the basic salary and allowance elements required for the NS calculation and link them to the balances that you defined previously.

- Create an element for each balance.

**Tip:** We recommend that you give the element the same name as the balance, or use a similar name, to help you link the balance and element easily.

- Classify the basic salary elements as Ordinary Earnings and the allowance elements as Additional Earnings.
- Enter into each element's Further Element Information field the equivalent primary balance. For example, enter the NS Car Allowance balance into the NS Car Allowance pay element.

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

3. Using the Balance window, query the primary balances and check that the pay elements you created feed the correct balances.
4. Create two element sets to identify the payment elements that are required for the calculation.
  - Create one element set for the allowances that will be reported as line items. Include the Additional Earnings pay elements that you created previously.
  - Create another element set for the elements that will be summed and reported as the current basic salary. Include the Ordinary Earnings pay elements that you created previously.
  - Select Run Set as the type for each element set.
5. Using the Assignment window, check that the allowance and basic salary elements have been set up as element entries for any assignments that you want to report on for a specific payroll period.

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

### **What Next?**

You can now run the National Service In-Camp Training Computation report, page 6-21

## **Running the National Service In-Camp Training Computation Report**

The National Service In-Camp Training Computation report calculates the pay amount that an employer can claim from the Ministry of Defence for an employee who is attending mandatory National Service In-Camp Training. The report:

- Summarizes pay allowances for the previous six months
- Calculates the current basic salary from the last pay period
- Uses this information to show the total monthly salary

You run the National Service In-Camp Training Computation report from the Submit Requests window. You must run the report for each active assignment held by the employee at the time of their training.

### **To run the National Service In-Camp Training Computation report:**

1. In the Name field, select National Service In-Camp Training Computation.
2. In the Parameters window, select the employee's assignment number.
3. Enter the allowance and basic salary element sets that you created when you set up the report.  
  
See: Setting Up the National Service In-Camp Training Computation Report, page 6-19
4. Enter the date on which the employee is due to start their National Service In-Camp Training. The pay calculation uses data for the six-month period prior to this date.
5. Optionally enter a date in the field Last Month for Average Calculation. This value will determine the last month from which to rollback a six month period, in order to correctly calculate the allowances payable to the employee. If you leave this field blank, the system will use the current month as the default date for the last month.
6. Choose the Submit button.

## Setting up Overtime Element

To display Overtime information on the payslip, you must perform the following steps:

### **To set up overtime element:**

1. Define an overtime element.
2. Select the Primary Classification as Ordinary Earnings. You can also choose to set up as the classification as either Ordinary or Additional earnings, but you must include the following items.
  - Pay Value - existing.
  - Rate Unit: Money
  - Hours Unit: Hours in Decimal format (2 places)
  - Multiplier Unit: Number
  - Start Date Unit: Date
  - End Date Unit: Date
3. Click Balance Feed Control(z) button to define sub-classification, add Ordinary Earnings Overtime for primary classification Ordinary Earnings or Additional Earnings Overtime for primary classification Additional Earnings.
4. Enter the element entry values for the defined element:
  - If you leave the Multiplier blank, it will be displayed as 1. Default is 1.
  - If you leave the Start Date or/and End Date, then the current pay period start date and end date are displayed..
5. If you want the element to be calculated for CPF, then you must feed the pay value into the elements CPF Ordinary Earnings Eligible Comp and CPF Additional Earnings Eligible Comp.

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# Payroll Processing and Analysis

## Payroll Processing and Analysis Overview

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

## Payroll Processing and Analysis in Oracle HRMS

You can run your payroll as:

- A batch process if you want to include all employees or a group of employees in the same run
- A QuickPay process if you want to run a payroll for an individual employee

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

- The PrePayments Process enables you to allocate employee payments between the payment methods that you have defined.
- The Payments Processes enable you to make automated payments to a bank account, generate cheques/checks and report on the amounts paid to your employees. You can also verify that cheques/checks have been cashed.
- The External/Manual Payments Process enables you to make cash payments or to pay employees from external sources.

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

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

- The Void Cheque/Check Payments Process allows you to cancel a cheque/check that was produced in error.
- Employee Run Results give you a list of all results created for this payroll run.

You can use these processes for correcting a payroll run:

- Correction of Run Results: Retries. Retries enable you to correct a payroll run before post-processing has occurred.
- Correction of Run Results: Reversals. Reversals enable you to correct a payroll run when post-processing has already occurred.
- Correction of Run Results: Rollbacks. Rollbacks enable you to correct a payroll run without keeping any record of the original run.

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

- The RetroPay process enables you to retrospectively distribute current payments to the period in which they were earned.
- For non-North American legislations, the Advance Pay process enables you to pay employees in advance for an absence recognized by your legislation.

## Key Concepts

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

- QuickPay, page 7-7
- Continuous Calculation, page 7-8

**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 8-2



- 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*

## **Payroll Processing and Analysis**

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

## **Does Oracle Payroll enable you to run part payrolls?**

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

### **Calculating Pay for an Individual Employee or Group of Employees**

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

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

### **Specifying What Details You Can Include in a Payroll Run**

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

## **Can you verify that a payroll run has completed successfully?**

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

## Can you make adjustments after a payroll run has completed?

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

- Addition of late entries that were not included in the initial run
- Corrections to details that were incorrectly entered in the initial run
- Retrospective distribution of current payments to the period in which they were earned

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

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

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

### Ensuring that Employees are Paid by the Correct Payment Method

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

### Ensuring that Costing Information Can be Provided

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

## Can Oracle Payroll run payroll processes throughout a payroll period?

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

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

Where employers have agreed to pay tax on a known fixed net payment, Oracle Payroll

can calculate the gross amount that employees must receive in order to meet all deductions and still receive the correct net amount. This is referred to as Net-to-Gross processing, and the calculations that derive the correct gross amounts are referred to as Grossups, provided that the feature is enabled in your country.

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

### **Can you process external and manual payments**

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

# The Payroll Run

## Process Part of a Payroll

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

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

### Assignment Sets

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

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

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

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

### Consolidation Sets

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

### Element and Distribution Sets

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

You can select element sets as follows:

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

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

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

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

## QuickPay

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

### QuickPay: Two Options for PrePayments:

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

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

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

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

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

### Troubleshooting QuickPay: Concurrent Manager

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

You may receive one of the following error messages:

- **The process has not started**

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

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

Ask your system administrator to investigate the reason for this.

## Continuous Calculation

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

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

## Event Group Qualification

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

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

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

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

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

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

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

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

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

The Run Proration field is enabled only if the Event Group is Proration and if the legislation has enabled it in PAY\_LEGISLATIVE\_FIELD\_INFO.

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

## Starting a Payroll Run

You start a payroll run in the Submit Requests window.

### To run a payroll:

1. In the Name field, select the name of your payroll run process.
2. In the Parameters window, which opens automatically, select the payroll.
3. Select the default consolidation set name for the payroll, then select the current payroll period display.
4. Select a new consolidation set for the run if required.

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

5. Select the payroll period for the run.
6. Select an element set and assignment set if required.  
**US only:** Make sure that you have included the VERTEX seeded recurring element in your element set if you are using an element set.
7. Select a run type.
8. If your legislation supports Regular and Supplemental runs, then select R for a Regular run or S for a Supplemental run.  
**India only:** Select "Bonus" run type for paying bonus.
9. You can optionally enter a message to appear on the statements of earnings for this run if your SOE is designed to support such a message.
10. Choose Submit.

## Setting Up Continuous Calculation

To set up your system for continuous calculation:

1. In the Table Event Update window, check that the events are defined for the tables you require for continuous calculation.
2. If the table has already been defined, but the required event is missing, create either an Update, Delete, or Insert event and enter the table column to which the event refers. Select the change type defined by the event.
3. If the tables you require for continuous calculation have not been defined in the Table Event Update window, define them now in the Table Event Updates window.

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

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

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

See: *Grouping Dynamic Triggers into Legislative Functional Areas, Oracle HRMS Payroll Processing Management Guide*

**Note:** When you save a single trigger, this has the effect of



regenerating all triggers contained in the same package.

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

See: Running the Continuous Calculation Process, page 7-11

## Running the Continuous Calculation Process

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

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

### To run continuous calculation:

1. Enter Continuous Calculation in the Name field of the Submit Requests window.
2. Select a payroll.
3. Schedule your process.

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

4. Choose Submit.

## Running QuickPay

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

### To define a QuickPay run for an employee assignment:

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

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

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

2. Select a consolidation set.

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

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

3. If your legislation makes use of run types, select the run type for this QuickPay.
4. Enter a pay advice date and message if required. These fields are for information only.
5. Save your QuickPay definition.

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

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

### To execute a QuickPay run for an employee assignment:

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

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

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

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

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

- **Number:** Numbering is consecutive, starting from 1, for each QuickPay run in a payroll period. There is a separate series for each separate payroll. The numbering restarts from 1 for each successive period.
- **Status:** Values displayed for processed QuickPay runs are Complete, In Error, Mark for Retry. You cannot enter or update values directly in this field. Choose Retry Run to rerun the QuickPay process for runs with the status In Error or Marked for Retry.

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

For information about running PrePayments, see: Running Post-Run Processes for QuickPay, page 7-18

### To archive QuickPay run:

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

The following rules apply to the Start Archive process:

- If an assignment's QuickPay is processed using the Start Archive process, then this QuickPay is not eligible for process using the Payroll Archiver concurrent process.
- If an assignment's QuickPay has been processed using the Payroll Archiver concurrent process, then the **QuickPay** window allows you to retry the archiver process by enabling the **Retry Archive** button, that is the **Start Archive** button label gets changed to Retry Archive indicating that the Payroll Archiver or QuickPay Archiver is already processed.

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

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

**Mexico Payroll Only:** In addition to the general post archive processes, QuickPay archives data for the CFDI Payslip process. The Payroll Archiver process or the Quickpay Archiver process archive data used by Cheque Writer (Mexico), Direct

Deposit, and CFDI Payslip processes. Format 37 and DIM reports do not use the Payroll Archiver data, they instead use the data archived by the Year End Archiver process. You can roll back the QuickPay archiver results using the Rollback MX Payroll Process concurrent program. See: *Correction of Run Results: Rollbacks, Oracle HRMS Payroll Processing Management Guide*

## Running the Generate Run Balances Process

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

You run this process in the Submit Requests window.

### To run the Generate Run Balances process :

1. In the Name field, select Generate Run Balances.
2. Select the Parameters field to open the Parameters window.
3. In the Parameters window, enter a start date from when you want run balances recalculated. This is mandatory.
4. Select a mode to determine which balances to include. There is no specific time required to run these, such as once a month. All Invalid Balances is likely to be run most often, with Single Balances and All Balances run as required. You can choose from the following:
  - A Single Balance - If you select Single Balance mode, the Defined Balance field becomes active.
  - All Invalid Balances
  - All Balances

**Important:** The profile option PAY: Allow All Balances for Assignment Level controls running the process for all balances at the assignment level. The profile option is set to No by default. Set this option to Yes if you want to run the process at the assignment level and for All Balances mode.

If the profile option is set to NULL or No and you select the mode as All Balances, then you can select Group at the balance level. When you select the mode as All Invalid Balances, you can run for both Assignment and Group levels.

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

6. Select a balance level to determine which balances are to be recalculated if enabled for your localization:
  - Assignment
  - Group
  - Assignment and Group
7. Click OK and then Submit.

# Post Processing for a Payroll

## Post-Processing for a Payroll

### PrePayments Process

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

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

### Payroll Submission Archive and Payroll Submission Report

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

### Cheque/Check Writer Process

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

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

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

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

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

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

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

## **Void Cheque/Check Payments Process**

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

## **Check Writer - Override Payment Date Process**

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

## **External/Manual Payments Process**

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

## **Data Locks for Payroll Processes**

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

### **Data Locks: Automatic or User Selectable**

#### **Automatic**

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

## User Selectable

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

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

## Data Locks: Rollbacks Can Override Them

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

## Running Post-Run Processes for QuickPay

### To run PrePayments and other processes from the QuickPay window:

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

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

2. When a status of Complete displays, do *one* of the following:
  - Choose the External Payment button to make payment by cash or cheque/check from the External/Manual Payments window.
  - Leave the payment to be made by a batch Cash or Cheque/Check Writer process for the consolidation set.

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



## Viewing Payroll Process Results

### To view, retry or roll back payroll processes:

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

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

2. Choose Find.

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

3. To mark a payroll process for retrieval, select the Retry check box for the record. You can then run the Retry process from the Submit Requests window.
4. To monitor the progress of a payroll run, select the record and choose the Process Info button. This activates the Payroll Progress Monitor, allowing you to view the name of the run currently processing and the percentage/time of completion. You can update these details through the Refresh button or check the Automatic Refresh box to enable changes to display as they occur.
5. To roll back a payroll process, select the record and choose the Delete Record icon. This deletes the process from the database and returns all values to their former state.

**Note:** Use the Payroll Processes window to roll back small processes only. It is better to roll back large processes such as payroll runs from the Submit Requests window. This runs the process under concurrent manager control, freeing you to carry out other tasks during processing and handling the process more quickly. You can also run processes for assignment sets in Submit Requests.

6. To see further information about the assignments making up the payroll process, select the record and choose from the buttons at the bottom of the window. Information then displays for the records you select.
  - **Assignment Process:** Lists details of the assignment processes making up the payroll process.
  - **Message:** Displays any system messages relating to the payroll process.

- **Process Info:** Summarizes processing status information for the assignment processes.
- **Conc Manager:** Enables you to query details of the run to view log file details.
- **Breakdown:** Summarizes costing process information as follows:
  - Costings that were correctly costed (Normal Number)
  - Costings posted to the suspense account

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

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

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

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

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

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

## Running the Gross to Net Summary Report

Use the Gross to Net Summary report to list the total results calculated in the payroll run such as the earnings, deductions, and employer chargers.

You run this report from the Submit Requests window.

**To run the Gross to Net Summary report:**

1. In the Single Request field, select Gross to Net Summary Report.
2. Click in the Parameters field and select the parameters for the report.
3. Select a specific payroll. You must enter either a payroll or a consolidation set to run the report.
4. The period automatically populates for the selected payroll.
5. Select a consolidation set. If you select a payroll in the Payroll field that is associated with a consolidation set, the consolidation set automatically populates. You must enter either a payroll or a consolidation set to the report.
6. If you are running the PDF version of this report, then select a template for your PDF output.
7. Select Yes to generate a detailed report. Otherwise select No.
8. Select Yes to show a reversal for the current period in the report.
9. Click OK and then Submit.

## Printing the Payslip

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

You run the payslip report from the Submit Request window.

**To run the payslip report:**

1. Select your country's payslip report in the Name field.
2. In the Parameters window, and select the parameters for the report..
3. Enter the start and end dates for the period of time you want the report to cover. You run the report for the same period as the payslip information extracted by the payslip archiver

4. Select a payroll, consolidation set, and assignment set. This selects the employees for whom you want to run the report. Selecting a payroll overrides the consolidation set and processes the report only for the selected payroll. You can opt to select just a consolidation set.
5. The Sort Order fields that appear on the header section of the payslip enable you to divide the payslips into areas of your choice. For example, the current defaults divide the payslips into Person Info 1(Employer), Organization and Full Name areas. You can change the default values that appear by selecting another item from the list of values, selecting information about Additional Employee Details, Address Details, Payroll Information and Employee Details.
6. Click Submit.
7. Click View Output to see or print the payslip report file.

## Running the Employee Assignments Without Payroll Report

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

You run this report from the Submit Requests window.

### **To run the Employee Assignments without Payroll report:**

1. Select Employee Assignments Without Payroll report in the Name field.
2. Click in the Parameters window, and select the parameters for the report.
3. Enter the beginning date. This is the date from which you want to begin identifying assignments without a payroll.
4. Enter the end date. This is the date at which you want your report to conclude.
5. If you are running the PDF version of this report, then select a template for your PDF output.
6. Click OK.
7. Click Submit.

## Running the Payroll Actions Not Processed Report

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

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

**To run the Payroll Actions Not Processed Report:**

1. Select Payroll Actions Not Processed Report in the Name field.
2. In the Parameters window, and select the parameters for the report.
3. Enter a start date for the report to begin from.
4. Enter an end date to indicate the end of the reporting period.
5. Enter further identifying information to make your report as specific as possible. For example, you can enter payroll name, consolidation set name, and Government Reporting Entity (GRE).
6. Select the mode, for example, costing, payroll archive, and prepayments.
7. If you are running the PDF version of this report, then select a template for your PDF output.
8. Click OK.
9. Click Submit.

## Running the Employee Assignments Not Processed Report

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

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

**To run the Employee Assignments Not Processed report:**

1. Select Employee Assignments Not Processed Report in the Name field.
2. In the Parameters window, and select the parameters for the report.
3. Enter a beginning date for the start of your reporting period.
4. Enter an end date to specify the end of your reporting period.
5. Enter further identifying information to make your report as specific as possible. For example, you can enter payroll name, default consolidation set name, Government Reporting Entity (GRE), and location.
6. Enter the sort options for your report.

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

## Running the Element Register Report

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

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

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

### To run the element register report:

1. Enter the Beginning Date Paid and the Ending Date Paid to specify your reporting period.
2. Select the criterion for determining which elements appear in your report. You can select one of the following:
  - Element set - your report includes all elements in an element set
  - Element classification - your report includes all elements belonging to a classification.
  - Element Name - your report only includes a single element

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

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

4. If you want to report on a single GRE, then select a GRE name. If you do not select, then your report contains information for all valid GREs.
5. If you want to report on a single organization, then select the organization name. If you do not select, then your report contains information for all valid organizations.
6. If you want to report on a single location, then select the location name. If you do not select, then your report contains information for all valid locations.
7. If you want to report on an individual employee select employee name. If you do not select, your report contains information for all valid employees.
8. Select an assignment set if you want to report on all assignments in a particular assignment set. You can only select a static assignment set. Dynamic, or formula-based assignment sets do not appear in the list of values.
9. Select a file type for your output.
  - HTML - this file type produces an output file that you can view in your browser.
  - Comma Delimited - this file type produces a comma delimited file that you can view in a browser. Additionally, you can save the comma delimited file as csv or txt so that you can open it for editing in a spreadsheet.
10. Click OK and then Submit.

## Running the Element Result Listing Report

This report sums all the run results processed for a particular element over a defined period, and displays them by individual assignment. In addition, it lists the run results of each employee's last assignment process for the input values you select.

You run the report in the Submit Requests window.

### To run the Element Result Listing report:

1. In the Name field, select the report name.
2. In the Parameters window, select the name of either the consolidation set or payroll for which you want to see information.
3. Select the element and date range for which you want to see information.
4. You can further restrict information you see by selecting an organization.
5. Select a maximum of three input values for which you want to see run results of

each employee's last assignment process. These input values appear on the report in the order in which you select them.

6. Select additional sort parameters for assignment information if you require them. The default is payroll, which is always the first parameter. You can also select from organization, employee name and assignment number.
7. If you are running the PDF version of this report, then select a template for your PDF output.
8. Click OK and then Submit.

## Setting Up Direct Deposit Payments

Before you can make direct deposit payments to your employees, you must perform the following set-up procedure:

1. Set up the Direct Deposit payment method for the organization.  
See: Defining a Payment Method, page 5-4
2. Set up the Direct Deposit payment for the payroll.  
See: Defining a Payroll, *Oracle HRMS Payroll Processing Management Guide*
3. Define and link the recurring payment element.  
See: Defining an Element, *Oracle HRMS Compensation and Benefits Management Guide* and Defining Element Links, *Oracle HRMS Compensation and Benefits Management Guide*
4. Set up payroll/element for assignment.
5. Define a direct deposit payment method for the assignment.  
See: Entering Payment Methods for an Employee Assignment, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*
6. Run the payroll.

### What Next?

You must run the payroll and prepayments process, then you can run the Direct Deposit process.

See: Running the PrePayments Process, *Oracle HRMS Payroll Processing Management Guide*.



## Running the Direct Deposit Process

The Direct Deposit(Singapore IBG Format) process enables you to make payments to employees' bank accounts using Electronic Fund Transfer. The process produces a payments file that conforms with the IDEAL Interbank Giro (IBG) file format required by the Development Bank of Singapore.

The process also produces a report for you to verify that the payments file is correct. The report and the payments file use a similar layout for the information included in them.

If the report shows that a pay amount was less than \$1, the process rejects the payment, omits it from the payments file, and flags the record in the report. It continues to process all other payments as normal.

You run the Direct Deposit process from the Submit Requests window.

### To run the Direct Deposit process:

1. Enter Direct Deposit(Singapore IBG Format) in the Name field.
2. In the Parameters window, select the payroll and consolidation set for which you are creating EFT output.  
  
You must select a consolidation set, but if you want to produce a payments file for all payrolls in the consolidation set, do not select a payroll name.
3. Enter a start date to restrict the payments to unpaid prepayments from that date. If you do not enter a start date, the payments file includes all unpaid prepayment runs.
4. Enter the end date of the process. This is used to retrieve only the unpaid prepayments occurring before this date.
5. Select Direct Deposit as the organization payment method.
6. Enter the transaction date. This is the magnetic tape submission date.
7. Click Submit.

## Running the Direct Deposit (Singapore Enhanced IBG Format) Process

The Direct Deposit (Singapore Enhanced IBG Format) process enables you to make payments to employees' bank accounts using Electronic Fund Transfer. The process produces a payments file that conforms with the SWIFT file format required by the Development Bank of Singapore. The process also produces a report for you to verify that the payments file is correct. The report and the payments file use a similar layout

for the information included in them.

You run the Direct Deposit process from the Submit Requests window.

**To run the Direct Deposit (Singapore Enhanced IBG Format) process:**

1. Enter **Direct Deposit (Singapore Enhanced IBG Format)** in the **Name** field.
2. In the **Parameters** window, select the payroll and consolidation set for which you are creating EFT output.  
  
You must select a consolidation set, but if you want to produce a payments file for all payrolls in the consolidation set, do not select a payroll name.
3. Enter a start date to restrict the payments to unpaid prepayments from that date. If you do not enter a start date, the payments file includes all unpaid prepayment runs.
4. Enter the end date of the process. This is used to retrieve only the unpaid prepayments occurring before this date.
5. Select the payment method as Direct Deposit.
6. Enter the transaction date. This is the magnetic tape submission date.
7. Select the payment type. The options are Payment or Salary. This is mandatory for the magtape file.
8. Select the purpose code. If you have selected salary as the payment type, then the purpose code is salary. You can select the purpose code from the list of values, if the payment type is not salary. This is mandatory for the magtape file.
9. Enter the beneficiary reference. The purpose code with the month and year of the end date specified appears by default. You can enter a different value if required. This is mandatory for the magtape file.
10. Click **Submit**.

## **Running the Pay Advice (Singapore) (XML)**

Run this report to generate pay advice for all employees for a specified payroll and payroll run. 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 :**

1. In the **Name** field, enter **Pay Advice (Singapore) (XML)**.
2. In the **Parameters** window, select the payroll for which you want to generate pay advices.
3. Select the payroll run for which you want to generate pay advices.
4. Select the organization and if required, the location, that you are reporting against.
5. Do *one* of the following:
  - If you want to generate pay advices for all employee assignments, leave the **Assignment Number** field blank.
  - If you want to generate a single pay advice for an employee assignment, enter the employee assignment number.
6. Specify the sort order for the report.

If you entered an employee number in the previous step, the sort order defaults to assignment number, but you can change this.
7. Click **Submit** .

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

See: Viewing Assignment Process Results for a Payroll Process



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## RetroPay Processing

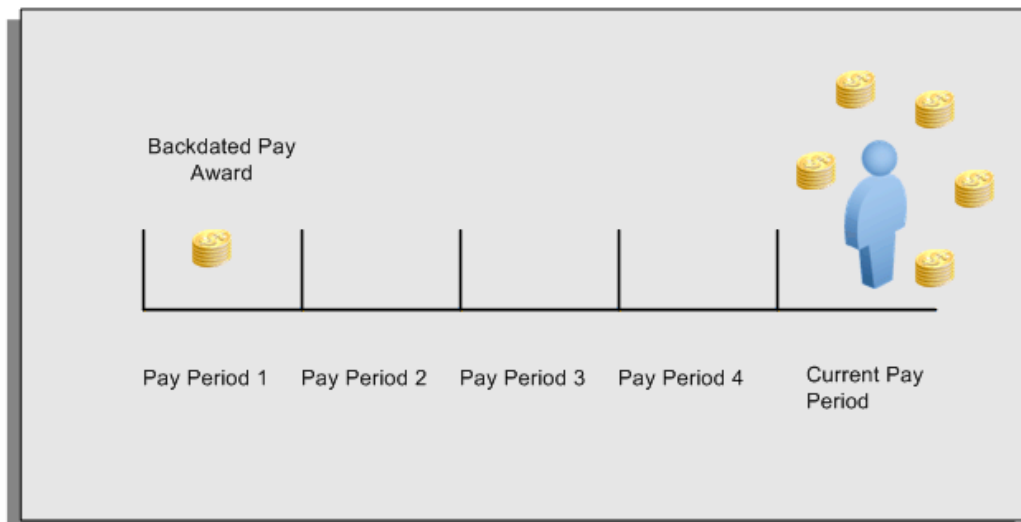
# RetroPay Processing

## Overview of RetroPay Processing

### Purpose of the RetroPay Process

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

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

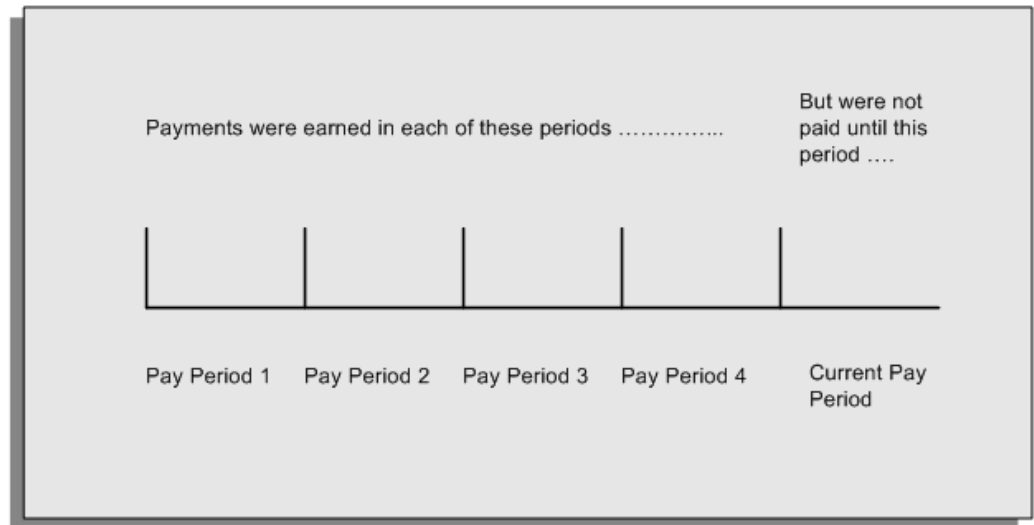


For example, at the start of the current pay period, this employee has a pay award backdated to pay period 1. The employee has not yet received any payments for this award. In the current pay period the employee is entitled to payments that represent the backdated amounts for:

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

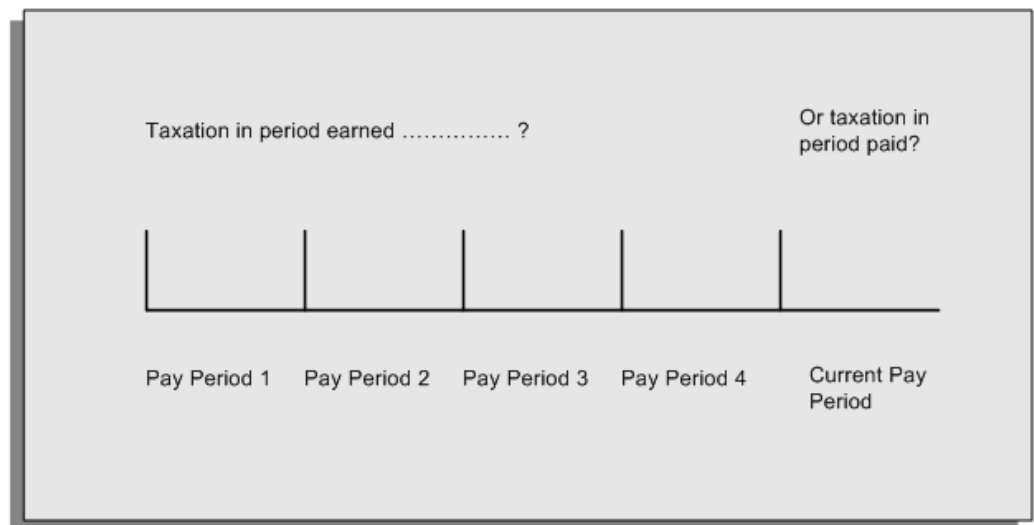
You run your RetroPay process to ensure that the employee receives correct payment when you next run the payroll.

## Period Earned is Distinct from Period Paid



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

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

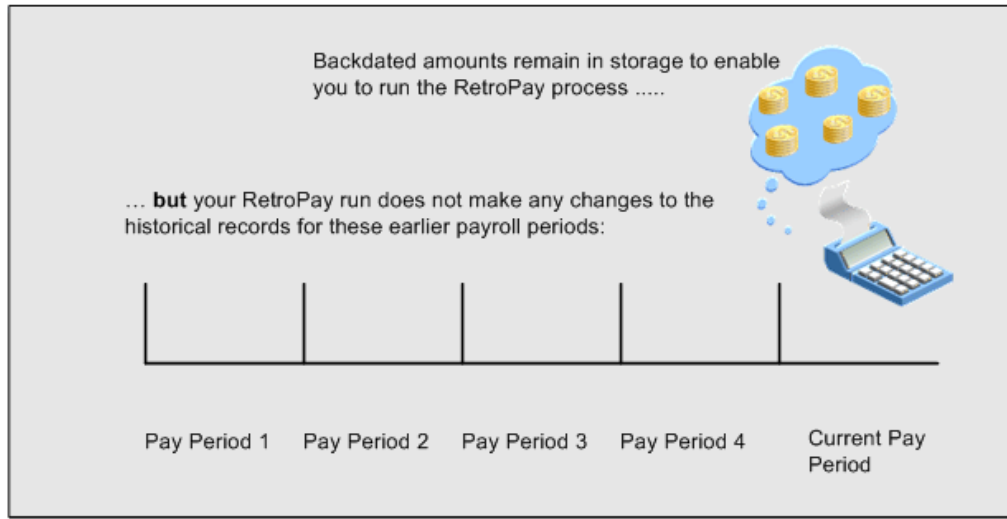


For example, the taxation implications are different for:

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

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

## The RetroPay Process Does Not Overwrite Your Historical Payment Records



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

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

## Process RetroPay with Overlapping Periods

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

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

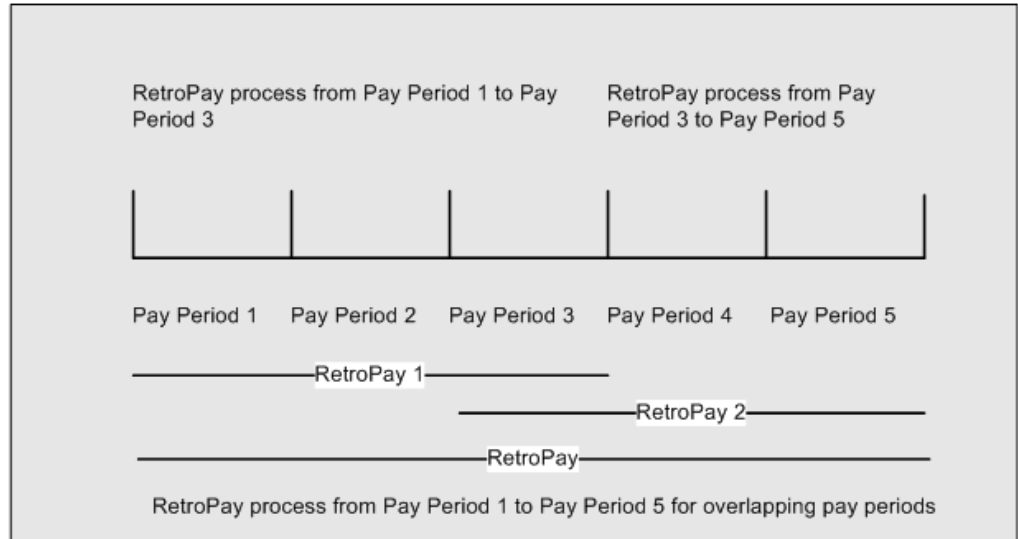
In this case, the application sets the start date as Period 1. An overlapping override occurs to ensure that the balances are correct for the RetroPay process.



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

**Additional Information:** RetroPay Overlap is not available by default for all localizations. To use this feature, localizations must need to enabled it.

For more information on RetroPay Overlap , refer to *RetroPay Overlap - A Technical Brief*, Note ID 842307.1 on My Oracle Support.

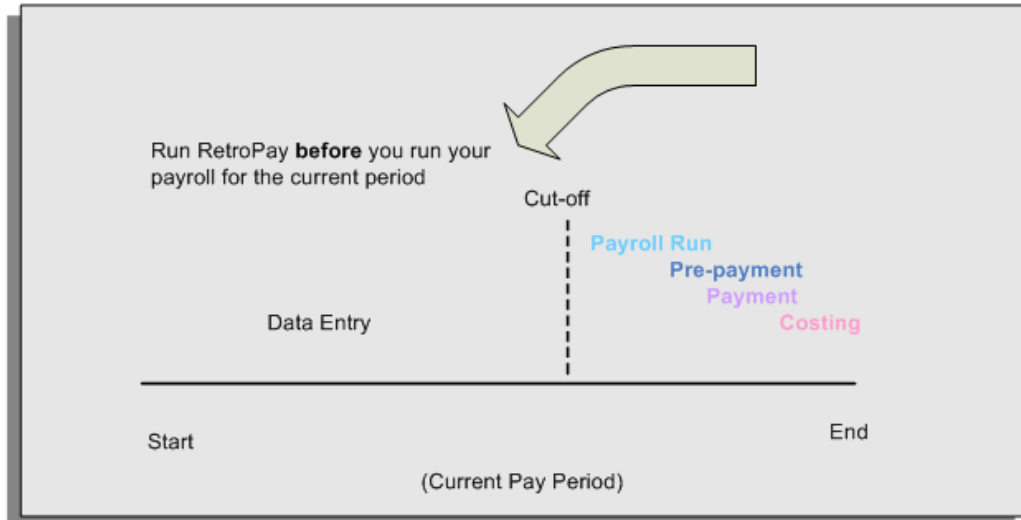


### Process Retropay for Assignments with Negative Net or Insufficient Earnings (US and Canada)

To ensure that the Retropay process does not end with errors when there are assignments with Negative Net or Insufficient Earnings, Oracle US Payroll and Oracle Canada Payroll users can set the HR: Skip Negative Wage Check in Retropay profile option. See User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide* for more information.

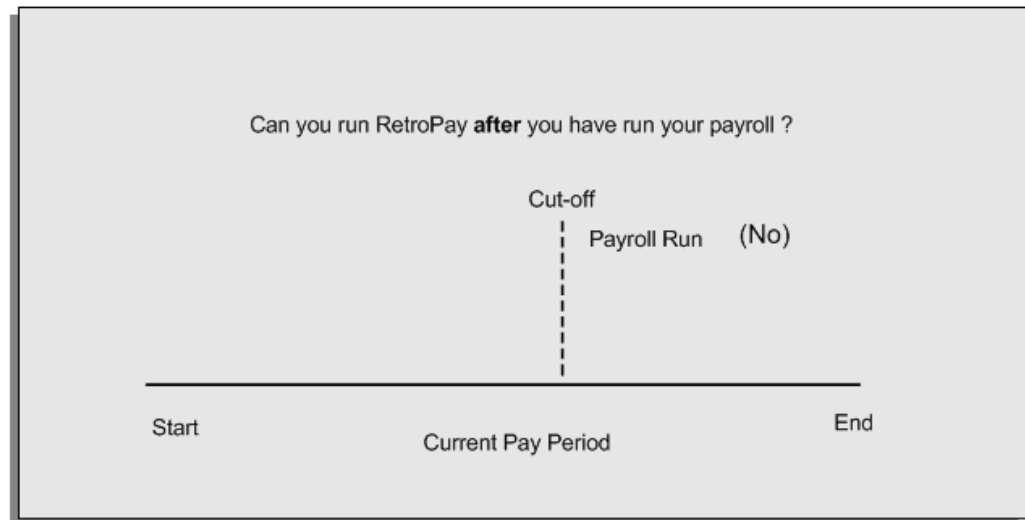
## When to Run the RetroPay Process

### The RetroPay Process and the Payroll Cycle



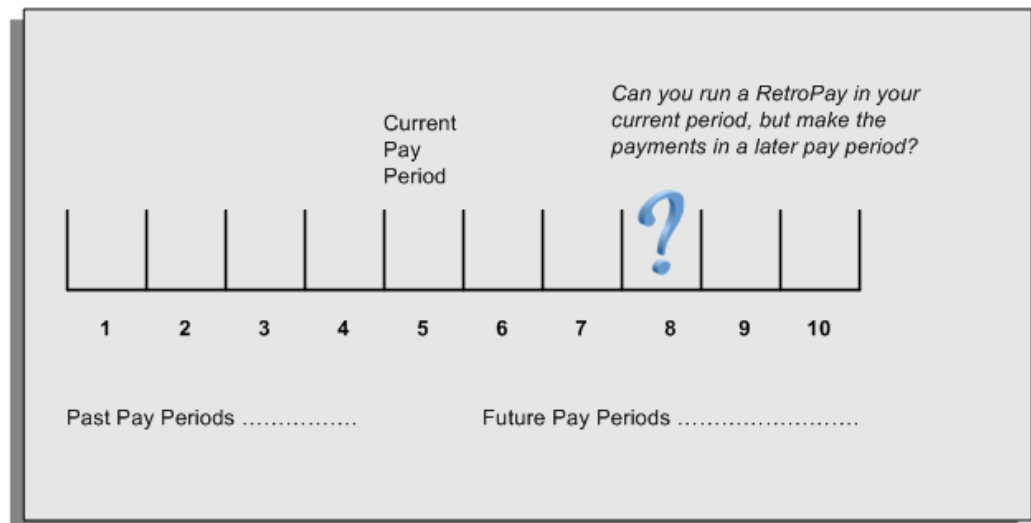
It is important to run your RetroPay process at the correct point in the payroll cycle. Always run RetroPay immediately before you run a payroll, and, for greatest accuracy, as close to the cut-off date as possible. The cut-off date is the point at which all data entry for the payroll is complete.

## The RetroPay Process Always Precedes a Payroll Run



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

## Backdated Adjustments Are Always Paid in the First Open Payroll Period



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

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

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

## Troubleshooting RetroPay

The most common RetroPay problems occur when the RetroPay process completes, but produces unexpected results.

Consult these tables for quick reference on common RetroPay difficulties and their solutions. The problem description links or refers to extra information where you need more details to solve a problem.

- Troubleshooting Enhanced RetroPay and Retro-Notification, page 8-8

## Troubleshooting Enhanced RetroPay and Retro-Notification

Problem Description	What to Do
View RetroPay Status does not display some of my expected choices	<p>Contact your System Administrator. The configuration of View RetroPay Status is determined at setup.</p> <p>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).</p> <p>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).</p>

Problem Description	What to Do
After setting up Enhanced RetroPay, the Enhanced RetroPay run does not produce any results.	In both cases:  Navigate to the Element window and ensure that the Default Component check box is checked.
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.	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 8-10
Unexpected value returned.	Check your RetroPay setup., page 8-11
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: <i>Process Log shows zero employees in error - did not create element entries for processed employees.</i>	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.	<p>Roll back the RetroPay process, remove the unwanted assignments from the assignment set and then rerun RetroPay.</p> <p><b>Note:</b> The RetroPay process does not permit use of the Element Entries window to make these changes. This is expected behavior rather than an error.</p>
RetroPay Error: <i>APP-6370 Cannot create an entry past the termination rule date.</i>	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.
<p>RetroPay Error: US and Canada Payrolls</p> <p><i>Assignment has Negative Net Salary for Date Earned [MM-DDD-YYYY]</i></p> <p><i>Insufficient Earnings to take Pre-Tax Deductions for Date Earned</i></p>	<p>Set the <b>HR: Skip Negative Wage Check in Retropay</b> profile option if you experience recurring issues with the Retropay process ending in error when there are assignments with Negative Net or Insufficient Earnings. See <i>User Profiles, Oracle HRMS Configuring, Reporting, and System Administration Guide</i> for more information.</p> <p><b>Important:</b> This profile option is applicable to the US and Canadian legislations only.</p>

## Detailed Problem Resolutions

This section provides step-by-step solutions for more complex problems.

### Check that the Element Links Exist, and then Check Your RetroPay Setup

If the RetroPay process does not generate a RetroPay element for one or more assignments, follow this sequence to correct the problem,:

1. Check that there is a valid, current element link for each assignment in the RetroPay set. If the links do not exist, the RetroPay process can still calculate a retro-payment but cannot attribute the calculation results to an assignment.

2. Check that RetroPay entries exist for this assignment. Do this by inspecting the log file for the HR\_HRPROC\_EE\_NOT\_CRE message and searching for the text *Warning RetroPay has detected no change*. This text indicates that RetroPay entries do not exist. There are no differences between the original payroll run and the RetroPay run.
3. Check that your RetroPay setup correctly defines all the required balances. The RetroPay process always uses a balance to track the difference between an original entry and a retro entry. If retro-payments do not specifically feed your RetroPay balances, then the RetroPay process cannot identify that a retro-payment has occurred.

#### **Example (from U.K. Payroll)**

If you specify an NI balance in your RetroPay setup and then make changes to element entries that are not subject to tax or NI, your run results will be different when you compare the original run and the retro-paid run. However, the RetroPay element does not include these changes because it can only report on those differences that affect the NI balance.

4. Confirm that your RetroPay element has a classification of Earnings. The Earnings classification ensures that you can pay the amounts identified by the RetroPay process. Other classifications, such as Information, do not allow you to make payments.
5. Find out whether your RetroPay definition includes any Year to Date (\_YTD) balances. If you run a RetroPay process that spans the end of year, you could see unexpected results if you are using \_YTD balances. Errors occur because the payroll run clears the \_YTD balance at the end of year in preparation for the next year.
6. Check that there is a correct end date for the payment of RetroPay entries. Do this by View | Lists | Employees by Element to see whether the entry was created for an unexpected period. If this is the case, set the end date to the first date of the payroll period in which the RetroPay entry should be paid. For example, if you run RetroPay for June to September 2021 to pay back pay in October 2021, your start date should be 01-JUN-2022 and your end date 01-OCT-2022.

### **Check Your RetroPay Setup**

If the RetroPay process returns an unexpected value follow this sequence to correct the problem,;

1. Check the logic of the RetroPay setup to determine that you are feeding the correct balance and confirm that you are not feeding the correct balance more than once.
2. Find out whether your RetroPay definition includes any Year to Date (\_YTD) balances. If you run a RetroPay process that spans the end of year, you may see unexpected results if you are using \_YTD balances. Errors occur because the payroll

run clears the\_YTD balance at the end of year in preparation for the next year.

3. Establish whether there are changes elsewhere in the application that might impact the value of a balance. This can be a difficult area to identify because anything that feeds the balance specified in the RetroPay definition can potentially affect the RetroPay.

In particular:

- Balances like Gross Pay can reflect multiple changes to an assignment. These changes can affect the recalculated value of that assignment.
- Generic changes such as updates to a formula can affect 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_V ALUES_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 retro pay.

**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 retro pay element is covering.
4. Select the retro pay elements you created from the RetroPay Element field.
5. Save your work.

## Setting Up Overlapping RetroPay Using Balance Adjustments

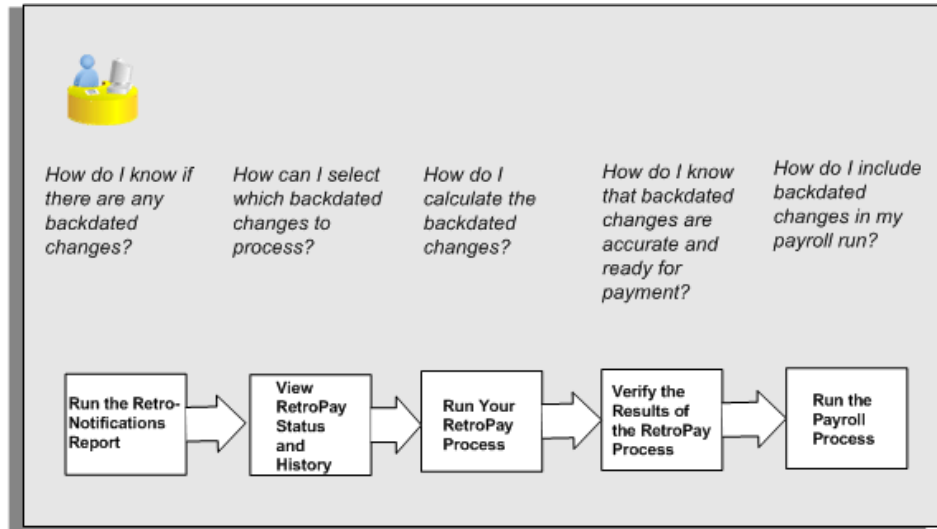
If you have overlapping periods for making retro payments, ensure that the Retro Overlap feature is enabled. This process recalculates from the latest reprocess date and uses Balance Adjustments. Follow these steps to set up the Retro Overlap feature :

### **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 retro pay 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.

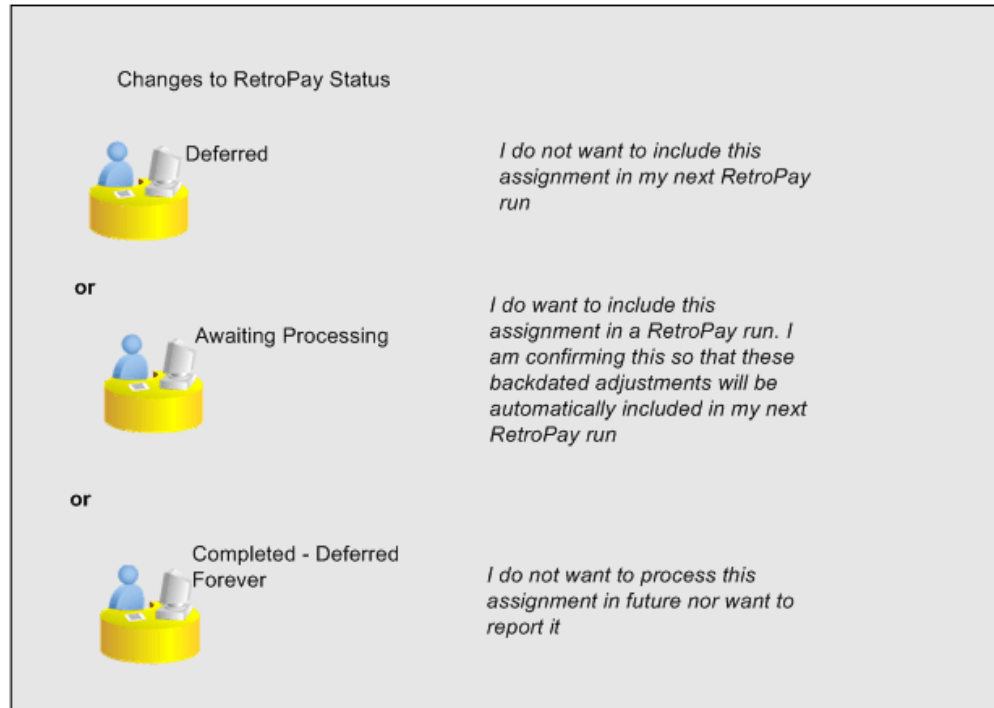
You can save your summary of backdated changes into an event group.

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**

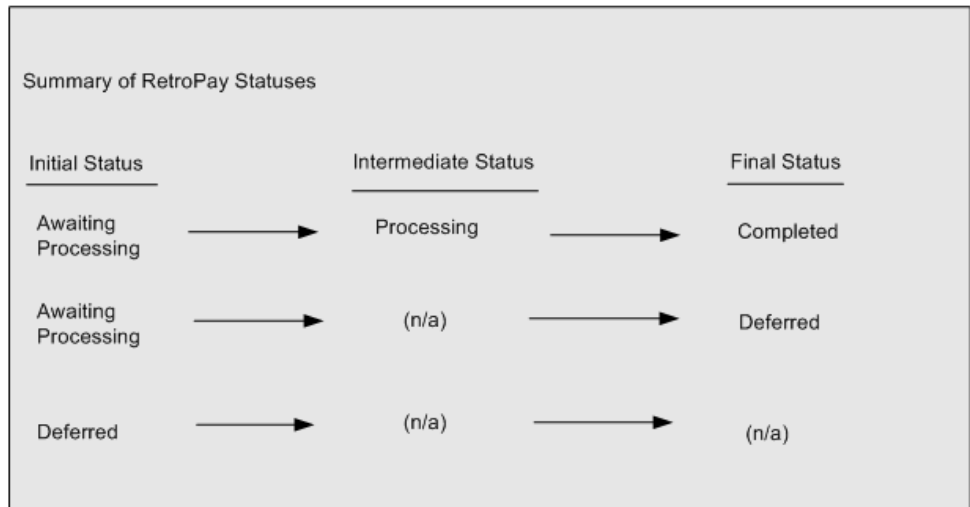
Once you have identified unprocessed retrospective payments, you can determine how you want to process these changes.



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 8-20

### 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 be 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.





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## Total Compensation Elements Setup

# Elements

## Predefined Elements

The following table lists the predefined elements that are specific to Oracle HRMS for Singapore.

Element Name	Description
Community Fund	Initiating element. Uses database item to identify appropriate fund, or "Opted Out" Status and returns results to the appropriate fund element (CDAC, ECF, MBMF, or SINDA).
CDAC Community Fund	Chinese Development and Assistance Community Fund
CDAC Deduction	Chinese Development and Assistance Fund (CDAC)
CPF Contributions	Breakdown of CPF contributions for employer/employee and additional/ordinary earnings
CPF Employee Deduction	Central Provident Fund Statutory Employee Deduction
CPF Employer Liability	Central Provident Fund Statutory Employer Liability
CPF Elig Comp 1984 Frozen Earnings	CPF Elig Comp 1984 Frozen Ordinary Earnings and Non Pensionable Amount
Earnings ineligible for CPF	Earnings ineligible for CPF Calculation
EFC Community Fund	Eurasian Community Fund
ECF Deduction	European Community Fund (ECF)
FWL Employer Liability	Foreign Worker Levy paid by employers

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MBMF Community Fund	Mosque Building and Mendaki Community Fund
MBMF Deduction	Mosque Building and Mendaki Fund (MBMF)
Retro CPF Contributions	Contains Retropay breakdown for CPF contributions.
Retro Nett CPF Employee Deduction	Contains Retropay Nett amount for employee deductions.
Retro Nett CPF Employer Liability	Contains Retropay Nett amount for employer liability.
Retro CPF Employee Deduction	Contains Retropay amount for employee deductions.
Retro CPF Earnings	Contains Method A and B amounts for CPF Retropay.
Retro CPF Employer Liability	Contains Retropay amount for employer liability.
Retro Nett Ordinary Earnings CPF Employee Deduction	Contains the Retro Pay Nett amount for employee deductions On Ordinary Earnings
Retro Nett Ordinary Earnings CPF Employer Liability	Contains the Retro Pay Nett amount for employer liability On Ordinary Earnings
Retro Nett Additional Earnings CPF Employer Liability	Contains the Retro Pay Nett amount for employer Liability On Additional Earnings
Retro Nett Additional Earnings CPF Employee Deduction	Contains the Retro Pay Nett amount for employee deductions On Additional Earnings
Retro Method A When Paid Additional Earnings	Contains retropay amount for additional earnings by method A
Retro Method A When Paid Ordinary Earnings	Contains retropay amount for ordinary earnings by method A
Retro Method B When Earned Additional Earnings	Contains retropay amount for additional earnings by method B

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Retro Method B When Earned Ordinary Earnings	Contains retropay amount for ordinary earnings by method B
S Pass Employer Liability	S Pass Levy Employer Liability
Saver Premium Contribution	Saver Premium Savings Scheme Contribution
Statutory Deductions	The Statutory Deductions element that calculates and initiates the other statutory deductions
SDL Employer Liability	Skills Development Fund Levy paid by employers
SINDA Deduction	Singapore Indian Development Association (SINDA)
SINDA Community Fund	Singapore Indian Development Association Community Fund

## Survey of the Classifications

The survey of classifications identifies:

- The function of elements within each primary classification, page 9-4
- The processing priority range, default priority, and cost type for each classification, page 9-4

Secondary classifications are not used in Singapore versions of Oracle Payroll.

## Primary Classifications

Classification	Meaning
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<b>Information</b>	<p>Information elements can be set up for the following purposes: representing information items that are not used in payroll processing, holding information for use in other elements and triggering the processing of other elements. Information elements in Singapore may include benefits-in-kind.</p> <p>Non-Payroll Payments are for reimbursements, for example, third-party payments by cash or cheque.</p>
<b>Ordinary Earnings</b>	Ordinary Earnings elements represent most payments made to an employee. These payments are usually subject to deductions of CPF contributions and are normally processed in the regular payroll run each period.
<b>Additional Earnings</b>	Additional earnings are for bonuses and allowances.
<b>Statutory Deductions</b>	Statutory deduction elements are for mandatory CPF deductions and Community Fund deductions
<b>Involuntary Deductions</b>	Involuntary Deductions are for Community Fund deductions that are calculated according to the Community Fund Category to which an employee belongs.
<b>Voluntary Deductions</b>	Voluntary Deductions represent deductions such as Community Chest/Share deductions or voluntary CPF deductions, that the employee authorizes the employer to make on their behalf before tax.
<b>Employer Liabilities</b>	Employer Liability elements represent employer payments, such as the Skills Development Fund Levy and the Foreign Workers Levy.
<b>Balance Initialization</b>	Balance initialization elements are used specifically for the loading of initial values into balances. You would mainly use these elements when transferring data from another payroll system.

## Primary Classification Processing Priorities and Cost Types

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

<b>Primary Classification</b>	<b>Priority Range</b>	<b>Default Priority</b>	<b>Cost Type</b>
Information	0 - 500	250	Debit
Non-Payroll Payments	501 - 1000	750	Debit
Ordinary Earnings	2001 - 3000	2250	Debit
Additional Earnings	2001 - 3000	2500	Debit
Statutory Deductions	4001 - 4500	4250	Credit
Involuntary Deductions	5001 - 5500	5250	Credit
Voluntary Deductions	5501 - 6000	5750	Credit
Employer Liabilities	6001 - 7000	6500	Debit

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## Other Payroll Earnings and Deductions

### Payroll Earnings and Deductions Overview

Many earnings and deductions - such as salary, pension deductions, and taxes - are discussed under specific functional headings, such as *Salary and Grade Related Pay*, or *Savings and Retirement*, or *Payroll Statutory Deductions*. In this area, we look at payroll earnings and deductions, such as wage attachments, that have not already been covered under other functional headings.

We also focus on additional setup required by Oracle Payroll for processing earnings and deductions. This setup includes the creation of formulas and balances. In some localizations, and for certain types of earnings and deductions, you can select template elements in the Configuration Workbench, or you can use the Element Design Wizard or template windows to generate all the components required for payroll processing, including elements, formulas, balances, and formula result rules.

Certain types of earnings and deductions require additional setup to enable special processing such as net-to-gross and proration, where this is enabled for your localization. Such setup is also discussed in this section.

**Note: Mexico only:** Oracle HRMS for Mexico does not support net-to-gross processing.

### Key Concepts

To get the most out of the earnings and deductions functionality of Oracle HRMS, you need to understand the following key concepts:

- Pay values
- Formulas
- Frequency rules

- Payroll balances
- Earnings and deductions templates
- Proration
- Net-to-gross processing
- Third-party payments

## **Payroll Earnings and Deductions**

Oracle HRMS provides an integrated solution for Human Resources and Payroll. Therefore your setup of compensation and benefits supports both compensation management and payroll management.

### **Can Oracle Payroll handle complex calculations?**

Yes it can, through its use of formulas to specify calculations for each earnings or deduction. These formulas use values from the HRMS database and can include conditional logic to perform different calculations for different groups of employees. For example, they can check balances or employee status to control how to process the earning or deduction. Many of the formulas you need, for example for tax calculations, are supplied with Oracle Payroll.

### **How do you control when each earning or deduction is processed?**

The sequence of processing in a payroll run is determined by classifications, such as Pre-tax Deductions and Tax Deductions. You can also prioritize the processing for an individual employee, for example to determine the order in which deductions are processed for wage attachments.

You control whether any value is processed just once, in every payroll run, or periodically (such as once a quarter). Your formulas can also change or stop the processing of an earning or deduction during a run, based on employee status.

### **How do you accumulate and review balances?**

The system can accumulate balances of payroll run results or values entered before the run. You can accumulate a balance over different time dimensions such as current run, month, and year to date. You can review balances after payroll processing and use balances to control the processing performed in the payroll run.

### **Can I set up new balances, for the values that are important to my company?**

Yes, you can define whatever additional balances your enterprise requires. For example,



you may require a Pensionable Earnings balance for a defined benefit pension plan your enterprise offers employees.

## How do you enter compensation values for the payroll run?

Some values, such as salary, can be entered once and used in every payroll run (or periodic runs) until you need to update them. Other values, such as hours worked, need to be entered or calculated fresh for each run.

You can do one of the following:

- Use default values (which may be different for groups of employees)
- Enter values employee-by-employee
- Enter values in a batch
- Leave it to the system to enter values based on calculations performed during the payroll run

You can define validation rules to minimize data entry errors.

## Wage Attachments

### What wage attachments can I process using Oracle Payroll?

The wage attachments that you can process depend on the specific payments that apply to your legislation. Examples of payments include child support payments, educational loans, taxes to local authorities, alimony, and bankruptcy orders.

See: *Third-Party Payments Overview, Oracle HRMS Compensation and Benefits Management Guide*

#### **US Only:**

When the court issues a release notice for a wage attachment, or if you receive a Form 668-D for a federal tax levy, you must end the employee's wage attachment. Oracle Payroll also stops processing wage attachments when the total owed is reached.

Oracle Payroll supports electronic funds transfer (EFT) of state child support garnishments for the state of Illinois. However, all states accept the Oracle EFT format, but normally require different data dependent upon individual state requirements. You can use the Illinois EFT format to send support payments electronically to all states. You need to include only the information required by the state in the file. You create a separate file for each state containing different routing and account numbers, so you need to set up a separate third-party payment method for each state.

### Can I recoup my enterprise's costs automatically?

Yes, if you operate in the US, you can use the Wage Attachment Fee Administration

process to recoup costs. This process recoups costs in administering alimony, bankruptcy orders, employee requested attachments, and tax levies.

## **Can I determine the earnings types and amounts that are liable for wage attachment deductions?**

Using Wage Attachment Earnings Rules you can determine which earnings types are considered disposable income and liable for wage attachment deductions.

## **Can I prioritize payment of wage attachments?**

You can determine the overall priority of a wage attachment compared to other deductions, and you can also determine sub priorities. For example, if an employee has multiple court orders against them, you can ensure that Oracle Payroll deducts the most important order first.

The standard processing priority order for processing the various categories of attachment is the following:

- Alimony
- Child Support Orders
- Spousal Support Order
- Tax Levy
- State Tax Levy
- Bankruptcy Order
- Credit debt
- Debt Collection Improvement Act orders
- Educational Loan
- Garnishments
- Employee Requested Payment

## **Once deducted from an employee's wages, how is the wage attachment made?**

If enabled for your localization, you can use Oracle Payroll's Third Party Cheque Writer features to produce cheques for either organizations or individuals. Localizations that do not have Oracle Payroll's Cheque Writer features available can make payments by credit transfer.

### **Can I use another system to manage the wage attachments?**

You can use an external system to manage your wage attachments. If you want to make entries from that system into Oracle Payroll for payroll processing, you can use predefined deductions that come with Oracle Payroll.

### **Can Oracle properly calculate overtime according to FLSA guidelines?**

Oracle Payroll fully supports the federal overtime calculation rule. The new functionality performs calculations for periods that are longer than a single workweek. You can configure the product to handle either Federal FLSA or State FLSA. You can also configure alternative overtime calculations as specified by selected states or by union contract.

Oracle Payroll uses the term *Augments* to refer to amounts paid which are in addition to the employee's regular rate of pay and which are considered to be non-discretionary, such as a commission or bonus. The new functionality prorates the augment across all periods during which it was earned.

# 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.

## Singapore 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
----------	------------------------

---

### 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).

---

_ASG_RUN	since the start of this month
_ASG_PTD	since the start of this payroll processing period
ASG_QTD	since the start of tax year, reset every three months
ASG_YTD	since the start of the payroll processing year
_ASG_LTD	since the start of the assignment to date
_ASG_FQTD	since the start of the fiscal year, reset each fiscal quarter
_ASG_FYTD	since the start of the fiscal year, reset each fiscal year
_ASG_LE_MONTH	since the start of this calendar month

---

---

_ASG_LE_PTD	since the start of this payroll processing period
_ASG_LE_QTD	since the start of the tax year, reset every three months
_ASG_LE_RUN	for this payroll run
_ASG_LE_YTD	since the start of the payroll processing year
_ASG_LE_LTD	since the start of the assignment to date
_ASG_LE_FQTD	since the start of the fiscal year, reset each fiscal quarter
_ASG_LE_FYTD	since the start of the fiscal year, reset each fiscal year

---

## Statutory Dimensions - Multiple Assignments

These statutory dimensions are usually associated with predefined balances for summing balance feeds for an employee's multiple assignments, known as person level balances. You can also use these dimensions to show total contributions per person to a specific legal entity, irrespective of the number of assignments held by the employee.

---

_PER_MONTH	since the start of this calendar month
_PER_PTD	since the start of this payroll period
_PER_QTD	since the start of this tax year, reset every three months
_PER_RUN	during one payroll period
PER_YTD	since the start of the clendar year, reset each year
_PER_LTD	since the start of the assignemnts to date
_PER_FQTD	since the start of the fiscal year, reset each quarter

---

_PER_LE_MONTH	since the start of this calendar month
_PER_LE_PTD	since the start of this payroll period
_PER_LE_QTD	since the start of this tax year, reset every three months
_PER_LE_RUN	during one payroll period
_PER_LE_YTD	since the start of the calendar year, reset each year
_PER_LE_LTD	since the start of the assignment to date
_PER_LE_FQTD	since the start of the fiscal year, reset each fiscal quarter
_PER_LE_FYTD	since the start of the fiscal year, reset each fiscal year

## 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
-----------	---------------------------

## PTO Accrual Dimensions

You can select these dimensions in the Accrual Plan window to determine the date for resetting the payroll balance that stores gross accruals.

Dimensions for business groups that use Date Paid as the PTO Balance Type:

_ASG_PTO_YTD	since the start of the calendar year
_ASG_PTO_SM_YTD	since 1 June
_ASG_PTO_HD_YTD	since the anniversary of the assignment's hire date



Dimensions for business groups that use Date Earned as the PTO Balance Type:

---

_ASG_PTO_DE_YTD	since the start of the calendar year
_ASG_PTO_DE_SM_YTD	since 1 June
_ASG_PTO_DE_HD_YTD	since the anniversary of the assignment's hire date

---

## 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.

To calculate Voluntary CPF Contribution, feed the Voluntary CPF Contribution element to the following balances:

- Employer Vol CPF Contributions Ordinary Earnings
- Employee Vol CPF Contributions Ordinary Earnings

- Employer Vol CPF Contributions Additional Earnings
- Employee Vol CPF Contributions Additional Earnings

For 1984 Frozen CPF Calculation, feed the CPF Elig Comp 1984 Frozen Earnings element to the following balances:

- CPF Elig Comp 1984 Frozen Salary and Other Earnings
- CPF Elig Comp 1984 Frozen NPVP
- CPF Elig Comp 1984 Frozen NPC

5. Select Add or Subtract for the balance feed.

## 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

## Singapore Statutory Deductions

Oracle Payroll enables employers to calculate and deduct the statutory contributions paid by employees and employers. Oracle HRMS for Singapore supports the following deductions:

### Employer Deductions

- Central Provident Fund (CPF)
- Foreign Workers Levy (FWL)
- Skills Development Fund Levy (SDL)

### Employee Deductions

- Central Provident Fund (CPF)
- Community Funds
- Community Chest/SHARE

## 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 CPF Board and other legislative deductions, including FWL. Payments are made in the monthly CPF report.

It also provides legislative upgrades to keep your payroll processing up to date with current legislation.

## Processing Tax and Deductions

Oracle HRMS provides a Statutory Deductions element that is used to process all employee and employer deductions. SG\_STAT, a formula that is attached to the Statutory Deductions element, is used to calculate and initiate the various statutory deductions, except for Community Fund, which uses the SG\_COMM\_FUND formula. This approach 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 9-2 for a list of the elements provided with Oracle HRMS for Singapore.

## **Community Chest/SHARE**

Community Chest/SHARE deductions are the voluntary monthly donations made to the Community Chest (ComChest) fund-raising organization.

## **Community Funds**

Community Fund deductions are employee involuntary and voluntary deductions that are paid to one or more community funds, for example, the Chinese Development and Assistance Fund, on a monthly basis.

The amount that is deducted from an employee is determined using the Community Fund rates tables.

## **CPF**

Monthly employer and employee CPF deductions (both mandatory and voluntary), are paid to the CPF Board for all employees who are Singapore citizens or permanent residents. CPF deductions are based on eligible employees' total earnings, including additional earnings, such as bonuses or overtime payments. The amount of CPF payable is calculated using the 13 CPF rate tables.

## **Foreign Workers Levy (FWL)**

The monthly employer FWL deduction is paid to the Ministry of Manpower for all foreign national employees holding a valid work permit. Oracle HRMS identifies non-Singaporean employees holding valid work permits, and then uses the FWL rates table to calculate the amount payable, either using a daily rate if the work permit was not valid for the entire month, otherwise using a flat monthly rate.

## **Skills Development Fund Levy (SDL)**

The monthly employer SDL deduction is payable for each employee whose basic monthly salary is less than a predefined amount.

# Additional Element Setup for Payroll

## Proration

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

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

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

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

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

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

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



## 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 10-21

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.

---

## Additional Implementation Steps

### Additional Implementation Steps for Singapore

#### Additional Implementation Steps

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

For information on the validations required to process IRAS processes accurately, see: *Oracle HRMS Process to Report Employees' Yearly Remuneration*, Note ID 2297490.1 on My Oracle Support.

#### Step 1: Set Up the National Service In-Camp Training Computation Report

This report enables you to calculate the pay amount that can be claimed for an employee who is attending mandatory National Service In-Camp Training.

See: Setting up the National Service In-Camp Training Computation Report, page 6-19.

#### Step 2: Create Balance Feed for Community Chest/SHARE Contributions

In order to process voluntary Community Chest/SHARE contributions, you must create a balance feed for the Community Chest Withheld balance.

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

#### Step 3: Create Balance Feed for CPF and SDL Contributions

A number of balances have been predefined, known collectively as Eligible Compensation Balances. These balances enable you to control which payments are considered for certain statutory deductions. When creating a new earnings element, you must manually enter the new element into the feeds of the appropriate Eligible Compensation balance.

Two Eligible Compensation balances are predefined for CPF contributions:

- CPF Additional Earnings Eligible Comp
- CPF Ordinary Earnings Eligible Comp

One Eligible Compensation balance is predefined for SDL contributions:

- SDL Eligible Comp

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

#### **Step 4: Personalize the Address Region to Use Formatted Address Style within the SSHR Pages *Optional Step***

The SSHR Personal Information page supports the Singapore International address style. In order to use the Singapore Formatted Address Style, you can personalize the address region in the Person Information page as follows:

1. Navigate to Personal Information.
2. Click Add/Modify/Update of Main Address and/or Other Address.
3. Click Personalize Main Address or Personalize Other Address.
4. Scroll down to HrAddressFlex and click the pencil icon for personalization.
5. Navigate to the Segment List at the bottom of the page.
6. Update the Segment List field under the responsibility level with Singapore Formatted address style using the following segment list

SG|Block Number or Address Number|Apartment Unit Floor-  
Number|Street|Postal Code|Country|Telephone|Telephone2|Telephone3

**Note:** The Singapore Formatted address style context SG is followed by the segment list separated by pipe.

**Tip:** Refer the structure defined for SG context for Personal Address Information Developer Flexfield.

7. Click Apply.
8. You can now enter the Main Address and Other Address in Singapore Formatted address style.
9. You can also personalize Segment List in Personal Information (Overview) Page and Personal Information Review Page for Main Address and Other Address to view the address in Singapore local format.

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