Oracle® HRMS for Denmark
Supplement
Release 12.2
Part No. F17842-01

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ORACLE®

Oracle HRMS for Denmark Supplement, Release 12.2

Part No. F17842-01

Contents

2 Workforce Sourcing and Deployment

3 Employment Agreements and Legal Compliance

4 Compensation and Benefits Management

5   Payroll Management

6   Implementing Oracle HRMS

Index

Send Us Your Comments

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

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

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

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

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Preface

Intended Audience

Welcome to Release 12.2 of the *Oracle HRMS for Denmark Supplement.*

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

- The principles and customary practices of your business area.

- Oracle HRMS.

  If you have never used Oracle HRMS, Oracle suggests you attend one or more of the Oracle HRMS training classes available through Oracle University

- Oracle Self-Service Web Applications.

- The Oracle Applications graphical user interface.

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

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

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

Access to Oracle Support

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

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

Structure

1 Organization Structures
2 Workforce Sourcing and Deployment
3 Employment Agreements and Legal Compliance
4 Compensation and Benefits Management
5 Payroll Management
6 Implementing Oracle HRMS

Related Information Sources

Oracle HRMS shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other user guides when you set up and use Oracle HRMS.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle store at http://oraclestore.oracle.com.

Guides Related to All Products

Oracle E-Business Suite User's Guide

This guide explains how to navigate, enter data, query, and run reports using the user interface (UI) of Oracle E-Business Suite. This guide also includes information on setting user profiles, as well as running and reviewing concurrent requests.

Guides Related to This Product

Oracle Daily Business Intelligence for HRMS User Guide

This guide describes the dashboards and reports available for HR Line Managers, Chief HR Officer, Budget Managers, and Benefits Managers using Daily Business Intelligence for HRMS. It includes information on using parameters, how DBI for HRMS derives values, and how to troubleshoot dashboards and reports.

Oracle Daily Business Intelligence for HRMS Implementation Guide

This guide provides basic setup procedures for implementing and maintaining HRMS-related dashboards.

Oracle Daily Business Intelligence Implementation Guide

This guide describes the common concepts for Daily Business Intelligence. It describes the product architecture and provides information on the common dimensions, security considerations, and data summarization flow. It includes a consolidated setup checklist

by page and provides detailed information on how to set up, maintain, and troubleshoot Daily Business Intelligence pages and reports for the following functional areas: Financials, Interaction Center, iStore, Marketing, Product Lifecycle Management, Projects, Procurement, Sales, Service, Service Contracts, and Supply Chain.

Oracle Daily Business Intelligence User Guide

This guide describes the common concepts for Daily Business Intelligence. It describes the product architecture and provides information on the common dimensions, security considerations, and data summarization flow. It includes a consolidated setup checklist by page and provides detailed information on how to set up, maintain, and troubleshoot Daily Business Intelligence pages and reports for the following functional areas: Financials, Interaction Center, iStore, Marketing, Product Lifecycle Management, Projects, Procurement, Sales, Service, Service Contracts, and Supply Chain.

Oracle Application Framework Personalization Guide

Learn about the capabilities of the OA Framework technologies.

Oracle Human Resources Management Systems Enterprise and Workforce Management Guide

Learn how to use Oracle HRMS to represent your enterprise. This includes setting up your organization hierarchy, recording details about jobs and positions within your enterprise, defining person types to represent your workforce, and also how to manage your budgets and costs.

Oracle Human Resources Management Systems Workforce Sourcing, Deployment, and Talent Management Guide

Learn how to use Oracle HRMS to represent your workforce. This includes recruiting new workers, developing their careers, managing contingent workers, and reporting on your workforce.

Oracle Human Resources Management Systems Payroll Processing Management Guide

Learn about wage attachments, taxes and social insurance, the payroll run, and other processes.

Oracle Human Resources Management Systems Compensation and Benefits Management Guide

Learn how to use Oracle HRMS to manage your total compensation package. For example, read how to administer salaries and benefits, set up automated grade/step progression, and allocate salary budgets. You can also learn about setting up earnings and deductions for payroll processing, managing leave and absences, and reporting on compensation across your enterprise.

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

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

Oracle Human Resources Management Systems Implementation Guide

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

Oracle Human Resources Management Systems FastFormula User Guide

Learn about the different uses of Oracle FastFormula, and understand the rules and techniques you should employ when defining and amending formulas for use with Oracle applications.

Oracle Self-Service Human Resources Deploy Self-Service Capability Guide

Set up and use self-service human resources (SSHR) functions for managers, HR Professionals, and employees.

Oracle Performance Management Implementation and User Guide

Learn how to set up and use performance management functions. This includes setting objectives, defining performance management plans, managing appraisals, and administering questionnaires.

Oracle Succession Planning Implementation and User Guide

Learn how to set up and use Succession Planning functions. This includes identifying succession-planning requirements, using talent profile, suitability analyzer, and performance matrices.

Oracle Human Resources Management Systems Deploy Strategic Reporting (HRMSi)

Implement and administer Oracle Human Resources Management Systems Intelligence (HRMSi) in your environment.

Oracle Human Resources Management Systems Strategic Reporting (HRMSi) User Guide

Learn about the workforce intelligence reports included in the HRMSi product, including Daily Business Intelligence reports, Discoverer workbooks, and Performance Management Framework reports.

Oracle Human Resources Management Systems Approvals Management Implementation Guide

Use Oracle Approvals Management (AME) to define the approval rules that determine the approval processes for Oracle applications.

Oracle Human Resources Management Systems Window Navigation and Reports Guide

This guide lists the default navigation paths for all windows and the default reports and processes as they are supplied in Oracle HRMS.

Oracle iRecruitment Implementation and User Guide

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

Oracle Learning Management User Guide

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

Oracle Learning Management Implementation Guide

Implement Oracle Learning Management to accommodate your specific business practices.

Oracle Time and Labor Implementation and User Guide

Learn how to capture work patterns, such as shift hours, so that this information can be used by other applications, such as General Ledger.

Oracle Labor Distribution User Guide

Learn how to maintain employee labor distribution schedules, distribute pay amounts, encumber (commit) labor expenses, distribute labor costs, adjust posted labor distribution, route distribution adjustment for approval, and manage error recovery processes. You also learn how to set up effort reporting for Office of Management and Budget (OMB) compliance.

Other Implementation Documentation

Oracle Workflow Administrator's Guide

This guide explains how to complete the setup steps necessary for any product that includes workflow-enabled processes. It also describes how to manage workflow processes and business events using Oracle Applications Manager, how to monitor the progress of runtime workflow processes, and how to administer notifications sent to workflow users.

Oracle Workflow Developer's Guide

This guide explains how to define new workflow business processes and customize existing Oracle E-Business Suite-embedded workflow processes. It also describes how to define and customize business events and event subscriptions.

Oracle Workflow User's Guide

This guide describes how users can view and respond to workflow notifications and monitor the progress of their workflow processes.

Oracle Workflow API Reference

This guide describes the APIs provided for developers and administrators to access Oracle Workflow.

Oracle E-Business Suite Flexfields Guide

This guide provides flexfields planning, setup, and reference information for the Oracle E-Business Suite implementation team, as well as for users responsible for the ongoing maintenance of Oracle E-Business Suite product data. This guide also provides information on creating custom reports on flexfields data.

Oracle eTechnical Reference Manuals

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on My

Oracle Support.

Integration Repository

The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a complete catalog of Oracle E-Business Suite's business service interfaces. The tool lets users easily discover and deploy the appropriate business service interface for integration with any system, application, or business partner.

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

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

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

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

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

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

1

Organization Structures

Organization Management

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, page 1-4

See: Organization Classifications, page 1-8

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*

Extending the Enterprise Framework

After you or the Configuration Workbench has set up your basic enterprise framework, you can extend it by setting up the additional organization structures that exist for your enterprise. You use internal organizations to represent the internal divisions or departments, and external organizations to represent the organizations outside of your enterprise for reporting or third-party payment purposes. External organizations can appear in your organization hierarchies together with internal organizations, and are defined in the same way.

See: Key Concepts for Representing Enterprises, page 1-2

You use classifications to define the purpose of an organization, see: Organization Classifications, page 1-8

Basic Enterprise Structure

The following diagram demonstrates a basic enterprise structure, based on the multiple operating companies in one country configuration model. You generate the essential framework of your enterprise using the configuration model that suits your enterprise. The Configuration Workbench defines the basic structure of organizations in your enterprise and places them in an organization hierarchy.

See: Key Concepts for Representing Enterprises, page 1-2

Basic Enterprise Structure
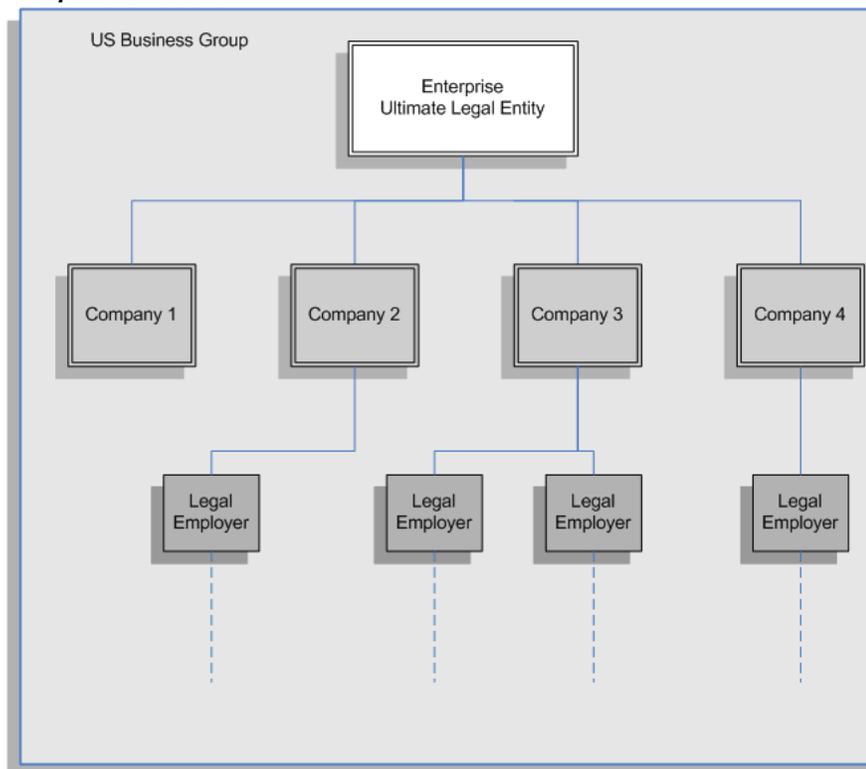
The preceding diagram displays an enterprise based in the U.S. with four separate divisions represented by Companies 1 - 4. The Legal Employers are responsible for employing people and represent the designated employers for all employment-related activities.

The following diagrams are examples of how you can set up and include additional internal and external organizations in your organization hierarchy. Each diagram uses a separate legal employer to explain how you can set up different organizations for different purposes. You can, however, use the same legal employer for each type of setup. You will probably use a combination of the following examples.

Reporting Structures Organization Setup
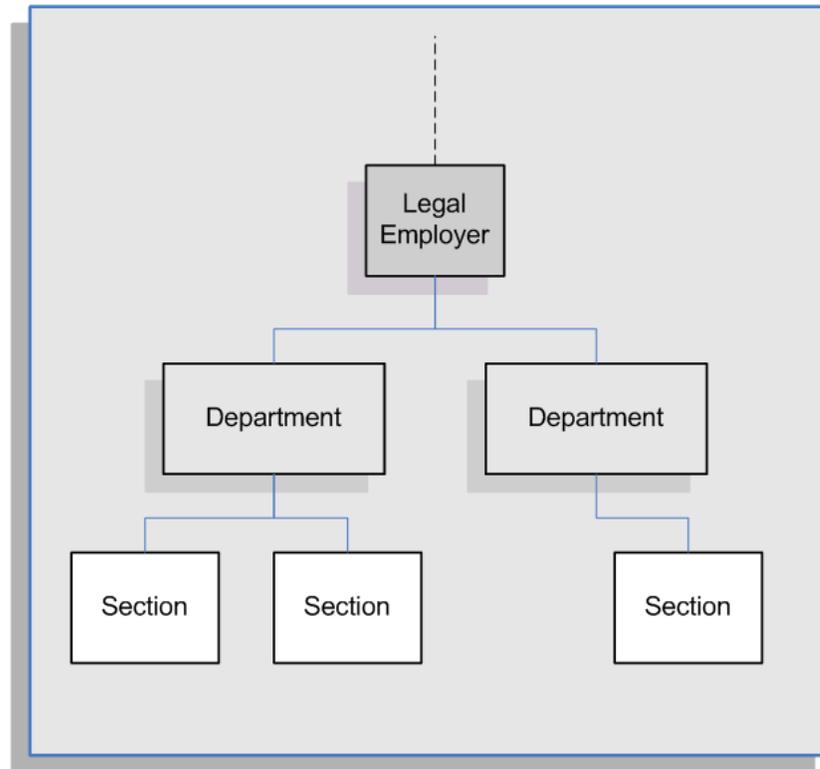
The organization setup in the preceding diagram represents a simplified structure of the different levels of management reporting. If your management reporting structures and your enterprise's costs are the same, then you can use roll-up reporting capabilities. For example, if you associate a cost center to an HR organization, you can record the payroll costs of the employees assigned to that organization, and the organizations below it in the hierarchy.

See: Internal Organizations and Cost Centers, *Oracle HRMS Enterprise and Workforce Management Guide*

You can also represent multiple or matrix reporting relationships by setting up one of more organization hierarchies. The organizations you set up can appear in one or several different hierarchies. The Configuration Workbench enables you to add new organizations on top of the basic enterprise structure using worksheets. You can then use the hierarchy diagrammers in Oracle HR to add or change the reporting lines.

See: Moving Organizations or Positions in a Hierarchy, *Oracle HRMS Enterprise and Workforce Management Guide*

Benefit Providers and Workers Representation Organization Setup
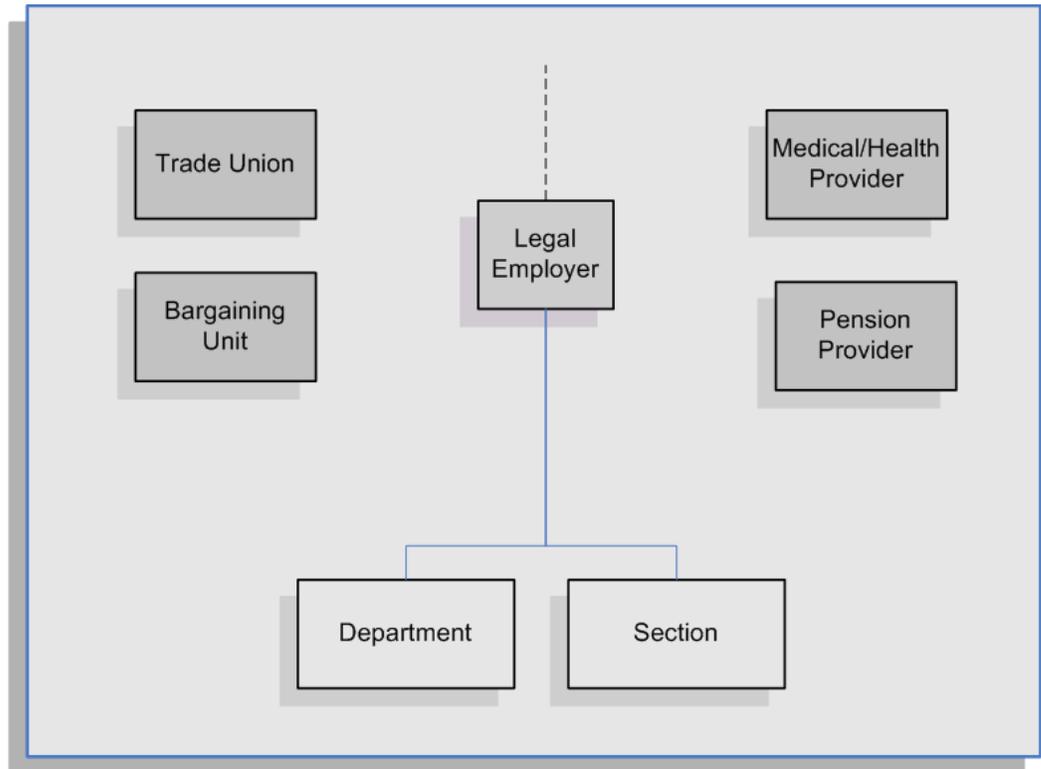
You can set up organizations to represent the benefit providers that supply benefits to the people in your enterprise. For example, in the preceding diagram, a pension provider and a medical/health provider are set up as external organizations in the business group. This set up provides your workforce in the Department and Section organizations with the opportunity to make pension contributions and receive medical cover from the benefit providers.

A trade union and bargaining unit are also set up as external organizations in the business group. These organizations represent the workers' representative bodies.

For more information on the classifications you can choose for your organizations, see: Organization Classifications, page 1-8

Government Reporting Organization Setup
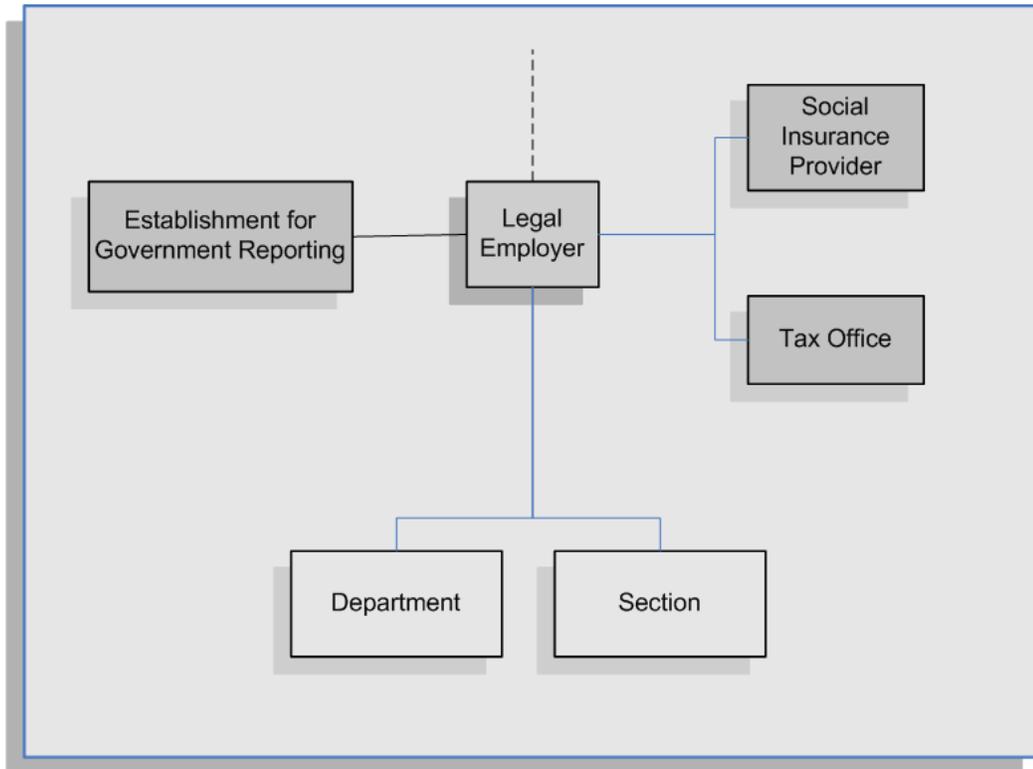
Using the preceding diagram as an example, you use external organizations to represent the government reporting offices outside of your enterprise, such as social insurance providers, tax offices, and establishments. Linking the external organizations to your internal organizations enables:

- Your workforce to inherit the information that the external organizations provide.

- You to efficiently record all of the government reporting details at the legal employer level, rather than at the person level.

- You to meet statutory reporting requirements.

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.

Standard Employment Information

Standard employment information or employment defaults represent the employment information that is applicable for different levels in the enterprise. For example, you can set employment defaults for shift type, employee type, and payroll period, to name a few.

You can enter employment defaults at various organization levels depending on your enterprise's requirements or at the level to which the defaults most apply. For example, if the employment defaults apply to most of the people working for a legal employer, you can enter the information against the legal employer and make the relevant changes at the appropriate lower organization levels. The employment defaults entered at a lower organization level, such as assignment, override any information entered at a higher level, such as business group. It is recommended that you set the employment defaults at the highest level to which they most apply to minimize the maintenance of this information.

You can enter the employment defaults at the following organization levels:

- **Business Group** You enter the employment defaults at the business group level if this information is applicable to most people in your country. For example, if a majority of the people in your country work in the day shift, you can enter the shift information at the business group level.

- **HR Organization** You enter the employment defaults at the HR organization level if this information is applicable at the enterprise level. For example, if a majority of your employees are blue collar workers, you can enter the employee type information at the HR organization level.

- **Legal Employer** You enter the employment defaults at the legal employer level if this information is applicable to most of the employees working for that legal employer. For example, if most of the employees working for a legal employer are paid on a monthly basis, you can enter the payroll period information at the legal employer level.

- **Local Unit** You enter the employment defaults at the local unit level if this information is applicable to most of the employees working in that local unit. For example, if most of the employees working in a local unit are permanent employees, you can enter the employment type information at the local unit level.

  For Norwegian, Finnish, and Swedish users only: The local unit level is only available to Norwegian, Finnish, and Swedish users.

- **Assignment** You enter the employment defaults at the assignment level for various reporting purposes. For example, if there are five employees who have been assigned different shift timings from the rest of the employees, you can change the shift timing information for these five employees at the assignment level.

Setting Up Danish Organizations

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

1. Set up a business group and any other non-Danish specific organizations required by your enterprise. You can enter employment defaults for a business group or HR organization.

   For more information on entering employment defaults, see: Standard Employment Information, page 1-19 and Entering Employment Defaults, page 1-30

2. Create your legal employers and enter statutory information and employment defaults for them.

3. Create the service provider that performs various services for your enterprise. You can create only one service provider for a business group.

4. Create the pension providers to which you transfer the monthly pension amount.

   For more information on how to create the organizations and additional information described in this topic, see: Creating an Organization, page 1-20 and Entering Additional Information, page 1-22

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, page 1-4

To create an organization:

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

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

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

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

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

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

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

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

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

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

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

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

    US only: If you are using Oracle Payroll in the US, every organization to which employees can have assignments, including business groups, must have on record a

location with a complete address. This is because the system uses the location of the organization of the employee's primary assignment to determine employee work locations for tax purposes. This does not apply to GREs, because the assignment to a GRE exists in addition to the assignment to an organization.

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

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

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

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

7. Save the basic organization details.

Entering Additional Information

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

For business group see: Business Group, page 1-23

For HR organization see: HR Organization, page 1-23

For legal employer see: Legal Employer, page 1-24

For service provider see: Service Provider, page 1-25

For pension provider see: Pension Provider, page 1-25

For representative body see: Representative Body, page 1-25

For constituency see: Constituency, page 1-25

For bargaining association see: Bargaining Association, page 1-26

For company cost center see: Company Cost Center, page 1-26

For professional body information see: Professional Body Information, page 1-27

See Classification and Additional Information Types, page 1-8 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*

    *   Employment Defaults, see: Entering Employment Defaults, page 1-30

    *   Identification Codes, see: Entering Identification Codes, page 1-27

    *   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*

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

    *   SOE Information, see: Entering SOE Information, page 1-28

    *   SOE Detail Information, see: Entering SOE Detail Information, page 1-29

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

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

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

   • Employment Defaults, see: Entering Employment Defaults, page 1-30

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

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

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

   • Self Service Preference Information, see Entering Self-Service Preference Information, *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 legal employer information:

1. Click on the appropriate organization classification.

2. Click Others to open the Additional Organization Information window.

3. Select one of the following:

   • DA Office Code, see: Entering DA Office Code, page 1-29

   • Employment Defaults, see: Entering Employment Defaults, page 1-30

   • Holiday Entitlement, see: Entering Holiday Entitlement, page 1-30

- Legal Entity Details, see: Entering Legal Employer Details, page 1-31

- Sick Pay Defaults, see: Entering Sick Pay Defaults, page 1-32

4. Repeat these steps to enter further information.

To enter service provider information:

1. Click on the appropriate organization classification.

2. Click Others to open the Additional Organization Information window.

3. For entering service provider details, see: Entering Service Provider Information, page 1-32

4. Repeat these steps to enter further information.

To enter pension provider information:

1. Click on the appropriate organization classification.

2. Click Others to open the Additional Organization Information window.

3. For entering contact details, see: Entering Pension Provider Information, page 1-33

4. Repeat these steps to enter further information.

To enter representative body additional information:

1. Click on the appropriate organization classification.

2. Click Others to open the Additional Organization Information window.

3. Select one of the following:

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

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

4. Repeat these steps to enter further information.

To enter constituency additional information:

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

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

3. Select one of the following:

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

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

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

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

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

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

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

4. Repeat these steps to enter further information.

To enter bargaining association information:

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

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

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

4. Repeat these steps to enter further information.

To enter company cost center information:

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

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

3. Select one of the following:

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

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

4. Repeat these steps to enter further information.

To enter professional body information:

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

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

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

4. Repeat these steps to enter further information.

Entering Identification Codes

Enter the identification codes from the Additional Organization Information window. You enter identification codes to assist statutory reporting at the business group level and to capture information you require to process third-party payments.

To enter identification codes:

1. In the Organization window, query the organization if it does not already appear there. In the Organization Classifications region, select Business Group, click Others, and select Identification Codes.

2. Click in the Identification Codes field to open the Identification Codes window.

3. Enter the DA System Number you require for the statistics office statutory reporting.

4. Enter the Tax Reserve, AMB Reserve, SP Reserve, and Holiday Days Reserve codes

to enable you to process third-party payments.

5. Save your work.

Business Groups: Entering SOE Information

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

To enter SOE information:

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

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

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

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

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

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

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

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

See: Setting Up a Global Statement of Earnings, page 5-16

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

9. Save your work.

Business Groups: Entering SOE Detail Information

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

To enter SOE detail information:

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

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

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

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

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

4. Save your work.

Entering DA Office Code

To enter the DA Office code:

1. In the Organization window, query the organization if it does not already appear there. In the Organization Classifications region, select Legal Employer, click Others, and select DA Office Code.

2. Click in the DA Office Code field to open the DA Office Code window.

3. Enter the DA Society Code you require for the Statistics Office statutory report.

4. Enter the Employer Membership Code (MO code), Code for Collective Agreement (FO code), and E-Holiday Card Code (FH code). The application uses these details while generating the electronic holiday card (EHC) XML file.

5. Specify the Special Holiday Payment and Free Choice Payment types. The application uses these details while generating the EHC XML file.

6. Save your work.

Entering Employment Defaults

Enter the employment defaults from the Additional Organization Information window. You enter employment defaults to assist statutory reporting at the legal employer level.

Enter employment defaults at the level at which the defaults typically apply. For example, enter employment defaults at the business level if these defaults apply to most people in a country. Enter them at lower levels of the organizations if the defaults tend to differ at those levels. The defaults that you enter at a lower level in the organization overrides defaults entered at higher levels.

To enter employment defaults:

1. In the Organization window, query the organization if it does not already appear there. In the Organization Classifications region, select Business Group, HR Organization, or Legal Employer, click Others, and select Employment Defaults.

2. Click in the Employment Defaults field to open the Employment Defaults window.

3. Select the condition of employment to indicate the employee type.

4. Select the employee group.

5. Save your work.

Entering Holiday Entitlement Details

Enter the holiday entitlement details from the Additional Organization Information window. You enter holiday entitlement details that you require for holiday pay calculation. You can override the holiday entitlement details at the legal employer level by entering the details at the assignment level.

To enter holiday entitlement details:

1. In the Organization window, query the organization if it does not already appear there. In the Organization Classifications region, select Legal Employer, click Others, and select Holiday Entitlement.

2. Click in the Holiday Entitlement field to open the Holiday Entitlement window.

3. Select the work pattern.

4. Select the accrual type.

5. Enter the hourly accrual rate to override the statutory percentage for holiday pay calculation of hourly paid employees.

6. Enter the holiday allowance rate to override the statutory percentage for holiday allowance calculation of monthly paid employees.

7. Select Yes if you are using the holiday card.

8. Enter a rate for the public holiday in the SH Payment Rate field.

9. Enter a value in the SH Payment Percentage field.

10. Save your work.

11. Select Yes if you want to reduce holiday accrual calculation.

- You cannot change this option mid-year

- If you have existing payroll runs for this year when you change the EIT option, the application does not calculate or modify the historic runs. You must ensure that you change this option before any payroll runs in the year.

- The Danish payslip and SOE display the reduced holidayable pay amount.

The Holiday Accrual formula ensures that the application reduces the holidayable pay by 4.8% for every paid holiday spent by a salaried employee in a given period. The application then calculates the holiday allowance on this reduced pay. Note that the predefined balance Holidayable Pay holds the unreduced holidayable pay amount while the balance Reduced Holidayable Pay holds the reduction amount of the holidayable pay. The payroll run creates an additional run result of the new element Holidayable Pay Reduction, whenever there is a reduction in the holidayable pay. The run result values of this new element contain the details of the reduction amount, reduced amount, and the number of holidays causing the reduction.

Entering Legal Employer Details

Enter the legal employer details from the Additional Organization Information window. Use the Legal Entity Details window to record information about the legal employer, such as the various identification numbers that your organization uses. You use this information for tax reporting.

To enter legal employer information:

1. In the Organization window, query the organization if it does not already appear there. In the Organization Classifications region, select Legal Employer, click Others, and select Legal Entity Details.

2. Click in the Legal Entity Details field to open the Legal Entity Details window.

3. Enter the legal employer's CVR number. If your enterprise is a data supplier, then you must use the CVR number in communications with the clearinghouse.

4. Enter the workplace code. You use this information for statutory reporting purposes.

5. Indicate whether your enterprise is a data supplier. A data supplier is an organization that manages transactions through the clearinghouse.

6. Save your work.

Entering Sick Pay Defaults

Enter the sick pay defaults from the Additional Organization Information window. You require this information for sick pay calculation. You can override the sick pay defaults at the legal employer level by entering the defaults at the assignment level.

To enter the sick pay defaults:

1. In the Organization window, query the organization if it does not already appear there. In the Organization Classifications region, select Legal Employer, click Others, and select Sick Pay Defaults.

2. Click in the Sick Pay Defaults field to open the Sick Pay Defaults window.

3. Select Yes if the employee is eligible for Section 27 registration.

4. Enter the start and end dates of the Section 27 registration of the employee.

5. Save your work.

Entering Service Provider Information

Enter the service provider information from the Additional Organization Information window. Use the Service Provider window to enter details about the various third-party organization that your enterprise uses, such as a service provider can manage and run the payroll for your enterprise.

To enter service provider details:

1. In the Organization window, query the organization if it does not already appear there. In the Organization Classifications region, select Denmark Service Provider and click Others.

2. Click in the Service Provider field to open the Service Provider window.

3. Enter the service provider's CVR number. If the service provider manages transactions for your enterprise, then the clearinghouse must know the service provider's CVR number.

4. Save your work.

Entering Pension Provider Information

Enter the pension provider details from the Additional Organization Information window. Use the Pension Provider window to record information about the employee's pension provider. You require this information to coordinate the payment of the employee's monthly pension amount through the clearinghouse, to the correct pension provider.

To enter pension provider details:

1. In the Organization window, query the pension provider if it does not already appear there. In the Organization Classifications region, select Denmark Pension Provider and click Others.

2. Click in the Pension Provider field to open the Pension Provider window.

3. Enter the PBS number. The clearinghouse uses the PBS number to identify the correct pension provider when you transfer the employee's monthly pension amount.

4. Enter the information number. The clearinghouse uses the information number to identify whether the transaction is related to payroll, pension, tax, or court order.

5. Enter the pension provider code. You use this information during internal communication.

6. Save your work.

Locations

Locations

In Oracle HRMS, you set up each physical site where your employees work as a separate *location*. If you use the Configuration Workbench to configure your basic enterprise structure, then you only need to create locations for the additional organizations you require.

See: Key Concepts for Representing Enterprises, page 1-2

You can set up:

- **Global locations:** These are available in all Business Groups.

- **Business Group locations**: These can only be used in one Business Group.

- **Business Place locations (Korea only)**: These can only be used in one Business Place.

Similarly, you enter the addresses of external organizations that you want to maintain in your system, such as employment agencies, tax authorities, and insurance or benefits carriers. When setting up internal or external organizations, you select from a list of these locations.

This approach has these advantages:

- You enter information about each location only once, thereby saving data entry time.

- Central maintenance of locations ensures consistency of address standards.

- Your work sites exist as separate structures identifiable for reporting purposes, and for use in the rules that determine employee eligibility for various types of compensation and benefits.

Mexico Only

Oracle HRMS uses the location associated with an assignment to determine its social security affiliation. It is recommended that you associate all locations with one or more appropriate GRE using the Mexico HRMS Statutory Reporting Hierarchy. Oracle HRMS determines the GRE of an assignment based on the hierarchy you have associated the location with.

See: Government Reporting Entities (GREs), *Oracle HRMS Enterprise and Workforce Management Guide (Mexico)*

See: Mexico HRMS Statutory Reporting Generic Hierarchy Type, *Oracle HRMS*

Enterprise and Workforce Management Guide (Mexico)

See: Entering an Assignment (Assignment Window), *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

Location Extra Information Types

You can define as many Extra Information Types as you require to hold information about locations. There is also one predefined location EIT.

- **Denmark Location Details** - this EIT enables you to enter the Production Unit Code.

  If a location is attached to an assignment and a value entered in this EIT, the application retrieves the Production Unit Code from this EIT. If you do not specify a value in this EIT, then the application checks the HR Org and Legal Employer EITs.

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

Setting Up Locations

You can enter addresses in the Location window.

Locations are shared across Business Groups in HRMS and with two other Oracle applications: Inventory and Purchasing. HRMS does not use some of the fields in the Location window. These fields are disabled for HRMS users. For example, the Legal Address check box is read-only and supports future functionality in Oracle Financials.

For information about Oracle Purchasing locations, see: Defining Locations, *Oracle Purchasing User's Guide*.

To enter a work location and its address:

1. Enter the name of the location, and a description if required.

2. Uncheck the Global check box if you want the location to only be available within the default Business Group of your current responsibility. Accept the default if you want the location to be a global location and therefore available to all Business Groups.

   If you are setting up a global location, the location name must be unique across all Business Groups.

   If you are setting up a location for one Business Group, the location name must be unique within that Business Group and all global locations, but does not have to be unique across all Business Groups.

> **Note:** You cannot amend the Global check box once you have set
> up your location.

3. Select a national address style from the list. If a local address style exists for your country, it is displayed as the default. Otherwise, the international style is displayed.

   Australian users: There is a choice of Australia (International) address style and Australia address style. If you want to upgrade from an existing Australia (International) address style to the Australia address style, run the Upgrade Australia Address Style process. This is an optional step. This process enables you to validate and correct any invalid address information for reporting purposes.

   US and Canadian users: The local style is only displayed if you have Vertex geocode data installed.

   > **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*

4. Enter address information in this window.

   US Payroll users: If you change a location address, then you must update the location in the State Tax Rules window for each assignment at that location. If the Address Validation Using Vertex Web Services feature is enabled, then Vertex Web Services validates addresses in the Location window. See: Address Validation Using Vertex Web Services, *Oracle HRMS Implementation Guide (US)*

   US users: In the EEO Exception Report, location addresses are truncated to 115 characters if the combined length of the location code and address lines 1,2, and 3 is greater than 115 characters.

   Canadian Payroll users: You enter Census Metropolitan Area codes here in the Location Address flexfield.

   > **Note:** You must enter the postal code in the following format NNNNAA, for example, 1234AB.

   Irish users: You enter the employer's address here and attach it to the legal employer.

5. If the mailing address of the location differs from the payroll taxation address, you need to enter an overriding address into the Payroll Tax fields.

6. Select a time zone if you want to associate a time zone with the location.

> **Note:** When you select a time zone, ensure that it corresponds to the location's address.

7. Choose OK, and then choose the Extra Information button to enter any additional information required by your enterprise.

   See: Entering Extra Information, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

8. Save your location.

To make locations inactive:

Making a location inactive prevents users from selecting it.

To remove an address from the Location list:

1. Enter an inactive date when the location is no longer in use in your enterprise, and save your changes.

To delete a location:

You can delete locations that have not been used.

> **Note:** If a location is still in use, but you do not want it to be selected today or in the future, enter an inactive date.

1. Query the location you want to delete.

2. Delete the location.

3. Save the changes.

2

Workforce Sourcing and Deployment

Appointment

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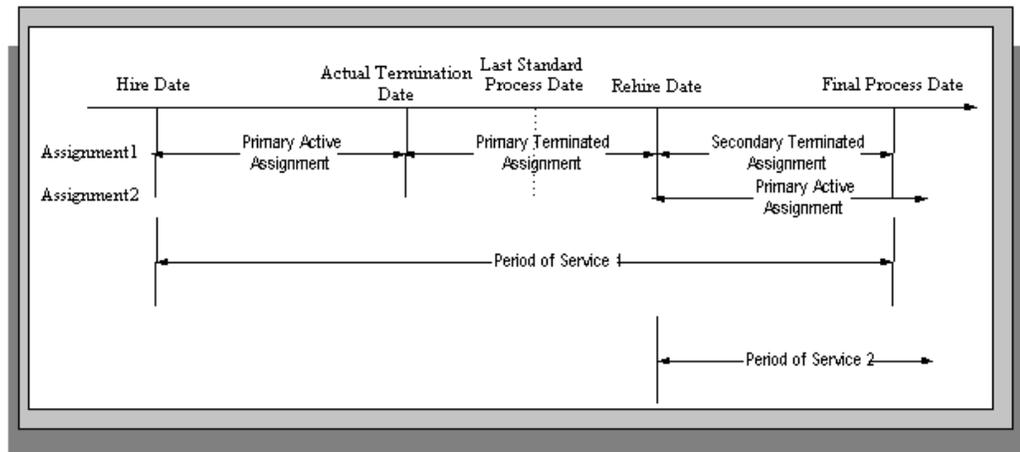
As illustrated in the diagram, when you complete the rehire, the application changes the existing, terminated assignment into a secondary assignment. The new, active assignment becomes the primary. You can then process payments from both assignments during the overlapping periods of service.

> **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.

Hiring an Applicant (People Window and Application Window)

Use the Application and People windows to hire an applicant and to change the applicant's person type to Employee.

To hire an applicant:

If you have the Application window taskflowed from the People window, as in the following procedure, then you should query the person in the People window and then navigate to the Application window from there. This saves you from having to query the person twice. If you do not, then you must first query the person in the Application window, to enable you to update the applicant assignment status, and then requery the person in the People window.

1. Query the applicant in the People window.

2. Navigate to the Application window.

3. Update the applicant assignment status to Accepted and save the change.

4. Set your effective date to the applicant's hire date.

   > **Note:** If future-dated changes exist, the hire date is the date of the last change plus at least one day. If no future-dated changes exist, the minimum hire date is the accepted date, plus one day.

5. Return to the People window.

6. Select a Hire Applicant in the Action Type field, and select a user person type. If only one user person type exists for the action type, it displays automatically.

   • The Latest Hire 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.

     > **Note:** The Date First Hired field is on the Benefits Tab.

7. If the applicant has more than one active applicant assignments, the Active Applicant Assignments window appears. It displays all the accepted and unaccepted assignments for the applicant. You can choose to:

   • Retain all accepted and unaccepted applicant assignments.

- Convert the accepted applicant assignments to secondary assignments.

- End date the unaccepted or other accepted applicant assignments.

- Check the primary check box to indicate which assignment will be the primary employee assignment.

8. Save your work.

9. **Mexico only**: Enter your new employee's previous employment details as defined by their Format 37.

   See: Person Extra Information Types, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide (Mexico)*

Enrolling New Hires in the Compensation Plans:

After you hire iRecruitment applicants, run the iRecruitment Create Enrollment process to enroll new hires in the compensation plans included in their offer letters. For more information, see: Running the iRecruitment Create Enrollment Process, page 2-9

Updating the Assignment:

If you hire an applicant with an existing primary employee assignment, you will be asked if you want to update the primary assignment.

1. If you select Yes, you will be asked: "Do you want to retain the values of the employee primary assignment for the fields that are not defined in the applicant assignment?"

   - If you answer Yes, then only fields that have values entered for them in the applicant assignment will be used to update the primary assignment. Fields that have no value entered in the applicant assignment will remain as they are in the employee assignment. For example, if you have defined Employee A as a supervisor for the employee assignment but not set up a supervisor for the application assignment, when you choose Yes Employee A will remain as the supervisor for the new employee assignment.

     - If you answer No, then all values in the applicant assignment, including the null values, will be used to update the primary assignment. For example, if you have defined Employee A as a supervisor for the employee assignment but not set up a supervisor for the application assignment, when you choose No there will be no supervisor defined for the new employee assignment.

     - If you choose Cancel, the process will be aborted.

   If you choose Yes where there are future dated assignments:

- You will be warned that future dated assignments exist and that if you continue, the information in these assignments will be overwritten by the information in the new primary assignment. You can either select OK to continue, or Cancel to abort the process and review the assignment changes.

If there are no future dated assignment changes, the primary assignment will be overwritten with the new applicant assignment details.

2. If you select No, and future dated assignments exist:

- You will be warned that if you proceed, these assignments will be deleted and replaced with the new primary assignment. You can either select OK to continue, or Cancel to abort the process and review the assignment changes.

  - If you select OK, the applicant assignment is converted into the primary employee assignment, and the existing primary employee assignment is converted into a secondary assignment. Any future dated assignments will be deleted.

If you select No, and no future dated assignments exist, the primary assignment will be converted into a secondary assignment.

Hiring an Ex-Employee or Ex-Contingent Worker

Use the People window to rehire an ex-employee or to hire an ex-contingent worker as an employee.

Oracle HRMS supports back-to-back employment and placements, even when there is a difference in person types. That is:

- An ex-employee can begin a new period of employment on the day following termination of their previous employment.

- An ex-contingent worker can begin employment on the day following the end of their latest placement.

See: Appointments and the Hiring Process, page 2-2

> **Note:** You cannot hire an ex-employee if the final process date for the previous employment is still blank. Enter the final process date in the End Employment window.

US and Russian Payroll Only: You can rehire ex-employees before the final process date for their previous assignment. When you complete the rehire, the application changes the existing, terminated assignment to a secondary assignment, and the new active assignment becomes the primary. You can then process payments from both assignments during the overlapping periods of service.

See: Rehire before the Final Process Date, page 2-3

To rehire an ex-employee or hire an ex-contingent worker:

1. Set your effective date to the new hire date.

2. Query the ex-employee or ex-contingent worker in the People window.

3. In the Action field, select Create Employment.

4. Select a person type. If only one person type is valid for the action, it appears automatically.

5. Save your work.

6. **Mexico only**: Specify the actual date of rehire in the Adjusted Service Date field of the People window (Benefits tab).

    See: Entering Additional Personal Information (People Window), *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide (Mexico)*

Changing the Hire Date

This procedure enables you to alter the effective date in the Hire Date field of the Application Window.

To change the hire date:

1. Query the applicant if it does not already appear there.

2. Change the hire date.

    - It must be within the active period of service.

    - There must be no actual termination date or final payment date for the person.

    - It must be sometime between the last change (person type or attribute change) plus a day, and any future-dated changes (person type or attribute change) minus a day.

    - The change must not break any of the hire or rehire rules.

        Note: Ensure that no Magnetic Tape Report request exists on the current hire date of the employee.

    See: Appointments and the Hiring Process, page 2-2

3. Save your changes.

Cancelling a Hire

Follow this procedure to remove the date entered into the Hire Date field and to change the person type back to Applicant. You cancel a hire using the People window.

> **Note:** You cannot cancel a hire if:

- Oracle Payroll has processed the employee in a payroll run.
  - The person's type has changed since the hire date.

  - New assignments have been created for the person after the hire date.

  - The person was initially entered on the system as an employee and therefore has no previous history as an applicant or contact. In this case you must delete the person's records from the system using the Delete Person window.

    See: Deleting a Person from the System, page 2-19

To cancel a hire:

1. Query the employee in the People window.

2. Select Cancel Hire in the Action field.

3. Save your work.

   The application warns you that any changes made to the person's records after their hire date will be lost. If you continue, all employee records are deleted, and the person type changes to Applicant. The applicant data history is retained.

Running the iRecruitment Create Enrollment Process

In Oracle iRecruitment, when managers or recruiters create offers for applicants they can select the compensation plans for applicants. iRecruitment includes these compensation plans in the offer letters to applicants. As an HR administrator, you can run the iRecruitment Create Enrollment process to automatically enroll new hires in the compensation plans included in their offer letters. This program processes the compensation plans associated with an offer and creates the enrollment records for the employee.

Using this program, you can create enrollment records for:

- An individual person hired for a vacancy.

- All the employees hired for a vacancy.

- All the employees hired in a business group.

You run this process from the Submit Request window.

To run the iRecruitment Create Enrollment process:

1. Select the iRecruitment Create Enrollment Process in the Name field.

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

3. Select the business group for which you want to run the process. iRecruitment processes the compensation plans for the new hires in this business group and enrolls them into the relevant compensation plans. The business group information is mandatory.

4. Optionally, you can run the process for a specific vacancy or an employee in the business group.

    If you leave these fields blank, then the application creates enrollment records for all the new hires in the business group.

5. Click Submit, and then OK.

What's Next

After you run the process, you can view the enrollments in the View Enrollment Results window. For more information, see: Displaying Enrollment Results, *Oracle HRMS Compensation and Benefits Management Guide*

People

Windows for Maintaining Personal Information

Every enterprise must be able to record personal information for its employees, applicants, and contacts. HRMS enables you to enter and update this information using windows based on templates designed for your own working environment. Your system administrator can configure the predefined templates to match your people management processes.

If the template windows are not set up at your site, you can record personal information for all person types on the People and Assignment windows.

> **Note:** The template windows are an efficient way to perform most basic HR management actions, such as hiring, ending an application, and updating assignments. However, the template windows do not support all DateTrack options, so for complex retroactive changes to history, you may have to use the People and Assignment windows.

Your system administrator can set up task flows from the template windows or the People and Assignment windows to give you access to all the windows in which you can record personal and employment information. You can enter information about:

- New employees

- Employment

- Office location

- Applicants

- Background checks

- Re-hire recommendations

- Further names

- Medical details

- Address details

- Telephone numbers

- Picture record

- Dependents, beneficiaries and other contacts

- Contracts

- Supplementary role

- Elections

- Previous Employment

- Documents of Record

- Allocated Checklists

You can also use these windows to update people's statuses, for example, from applicant to employee.

> **Note:** The system administrator can create configured versions of the People window and the template windows so that you use each version for certain person types only or for certain functions only (entering employees, entering applicants, or hiring applicants).

Displaying Personal Information

Oracle HRMS enables you to easily access all the information you enter about people. There are lots of ways to view information about people held in Oracle HRMS. You can select the approach that best fits your needs. For example, you can:

- Use Employee Direct Access to view and update your own personal details using a web browser.

- Use Line Manager Direct Access to view information about people in your organization.

- Use the Find and Summary windows of the People Management templates to display the people who interest you, then 'drill down', by clicking on buttons, to the information you need.

  If the template windows are not set up at your site, you can display the same information using the Find Person window or a People folder.

- Use an inquiry window to view specific information about a person, such as employment or absence history.

  See: Using Inquiry Windows and Folders, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

- Use QuickPaint to design a report incorporating personal, assignment, application, or compensation information.

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

Entering a New Person (People Window)

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

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

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

To enter a new person:

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

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

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

   For Romanian users: First and last names are mandatory.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

   See: Changing Person Type Usage and Deleting OAB Person Type Usage, *Oracle*

Entering Employee Information:

Enter the following information if the person is an employee.

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

   • The Latest Start Date field displays your effective date.

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

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

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

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

Entering Identification Information:

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

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

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

2. Enter the national identifier for your country. For example, enter the National Insurance number in the UK, the Social Security number in the US, the Fiscal Code

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

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

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

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

Entering Personal Details:

Enter personal details in the Personal tabbed region.

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

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

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

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

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

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

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

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

   For Japanese users only:Enter the country of birth.

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

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

7. Select a nationality.

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

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

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

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

    • Registered disabled

    • Not registered disabled

    • Partially disabled

    • Fully disabled

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

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

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

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

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

13. Save your work.

Multiple Person Records:

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

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

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

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

Do one of the following four tasks:

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

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

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

- If the person already exists in TCA, but not in HRMS, then select that person

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

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

What Next?:

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

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

Deleting a Person from the System (People and Delete Person Windows)

If you mistakenly save information in the People window, you can remove the person by selecting Delete Record from the Edit menu. You are prevented from performing this action if you have entered information about that person in other windows.

If you want to remove all records of a person, use the Delete Person window. However, you cannot use this window to remove the records of an employee or ex-employee whom Oracle Payroll processed in any payroll runs.

Contacts

When you delete a person from the system anybody entered as a contact is also deleted if:

- The contact only has basic details set up.

- The contact is not used by another person.

If the contact is used by another person or has other information set up (for example, assignment or applicant information) the contact is not deleted. However, Oracle HRMS removes the record of their relationship to the deleted person.

If you use the Delete Person window to delete a person set up as a contact, Oracle HRMS removes all records of that contact and any relationships.

To delete all records of a person:

1. Query the person in the Delete Person window and choose the Delete Person button.

Entering Additional Personal Information (People Window)

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

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

1. Choose the Office Details tabbed region.

2. Enter the office number.

3. Enter the internal location of this office.

4. Enter the office identifier for internal mail.

5. Enter the person's e-mail address.

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

To enter information for an applicant:

1. Choose the Applicant tabbed region.

2. If the applicant's resume is on file, check the Exists check box.

3. If the applicant's resume is on file, select the date indicating when the resume was last updated.

4. Select a final date a file is to be maintained for this applicant.

To enter further name information:

1. Choose the Further Name tabbed region.

2. Enter one or more honors or degrees (BA, MBA, or JD, for example) that the person has earned.

3. Enter the name (perhaps a nickname) by which the person prefers to be known.

4. If the person was previously known by a different name, enter the previous last name.

To enter other information for a person:

1. Choose the Other tabbed region.

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

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

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

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

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

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

    *   In the Terminate window you enter the termination reason of deceased, but

        *   You do not provide the actual termination date, and

        *   You have not yet entered a date of death

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

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

8. Enter the employee's jubilee date to receive alerts when the employee completes a certain number of years in the enterprise. For example, you can record the employee's fifth year anniversary or tenth year anniversary of working in the enterprise.

9. Select Yes to indicate that the employee is a trainee. You use this field for AER calculation and Employee Trainee Reimbursement reporting.

10. Select the On Military Service check box if the person is employed in a military service.

    The value of this field can impact benefits calculations.

11. Select the Second Passport Exists check box if the person possesses multiple passports.

To enter benefits information:

1. Choose the Benefits tabbed region.

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

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

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

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

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

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

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

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

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

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

Entering Additional Assignment Details (Assignment Window)

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

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

To enter salary information for an employee:

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

1. Choose the Salary Information tabbed region.

2. Select a salary basis for the employee.

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

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

For more information about salary administration, see: Salary Administration, *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. Enter supplier IDs for the contingent worker and the assignment, if available. These values identify the worker and the assignment to the supplier.

If you are using Oracle Services Procurement:

1. Choose the Supplier tabbed region.

2. Select a purchase order number for this assignment.

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

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

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

To enter supervisor information for an employee or contingent worker:

1. Choose the Supervisor tabbed region.

2. Select the name and number of the worker's personal supervisor. If your organization uses assignment-based supervisor hierarchies, also enter the assignment number for the supervisor assignment. If you have already entered the supervisor name, the application displays a context-sensitive list of available assignments for the supervisor.

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

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

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

To enter probation period and notice information for an employee:

The probation period defaults from the employee's position.

1. Choose the Probation and Notice Period tabbed region.

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

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

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

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

1. Choose the Standard Conditions tabbed region.

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

3. This step is for employees only. For benefit administration, enter whether the assignment is hourly or salaried.

> **Note:** If you are setting up benefits based on salaried or hourly pay you must set up the Hourly/Salaried field in addition to the Pay Basis. The Pay Basis identifies how pay is quoted within Salary Administration and enables an employee to have their pay quoted as hourly, but be paid a salary. Therefore, for benefits, you need to set up whether your employee is paid hourly or receives a salary.

To enter statutory information:

1. Choose the Statutory Information tabbed region.

2. Select the legal employer. You must assign an employee to a legal employer.

> **Note:** Reassigning the employee to a different legal employer at a later date is a significant change. It may affect your payroll balances.

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

1. Choose the Miscellaneous tabbed region.

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

3. Select a reason for adding or changing the assignment. For example, you can use

the Reason field to record promotions for your employees. You define valid reasons as values for the lookup types Reason for Change to Employee Assignment (EMP_ASSIGN_REASON) for employees and Contingent Worker Assignment Reasons (CWK_ASSIGN_REASON) for contingent workers.

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

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

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

   See: Changing Primary Assignments, *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.

4. Select the employee's union membership. You use this information to arrange payment of the union dues through payroll.

To enter employment terms for an employee:

1. Choose the Employment Terms tabbed region.

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

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

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

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

Grades window is checked.

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

To enter employment information:

You use the employment information for statutory reporting.

1. Choose the Employment Information tabbed region.

2. Select the condition of employment to indicate the employee type.

3. Select the employee group.

To enter assignment termination information:

> **Important:** To terminate an assignment, the employee must have more than one assignment.

1. Choose the End Assignment tabbed region.

2. Select the termination reason.

3. Enter the notified and termination dates. You can use these dates to calculate the notice period.

4. Enter the adjusted seniority date. You use this information in the end-of-year statement.

To enter holiday entitlement information:

You enter holiday entitlement details that you require for holiday pay calculation. The details that you enter here override the holiday entitlement details you may enter at the legal employer level.

1. Select the Holiday Entitlement tabbed region.

2. Select the work pattern.

3. Select the accrual type.

4. Enter the SH Payment Rate to record the public holiday payment rate.

5. Enter the hourly accrual rate to override the statutory percentage for holiday pay calculation of hourly paid employees.

6. Enter the salaried allowance rate to override the statutory percentage for holiday allowance calculation of monthly paid employees.

7. Enter the SH Payment Percentage.

To enter DA office codes:

Using the DA Office Codes tabbed region, you can enter the statutory office codes you require to generate the Statistics Office report.

1. Select the DA Office Codes tabbed region.

2. Select the Job Occupation, Job Status, and Salary Basis codes of the employee.

3. Select Yes to indicate that the employee takes time off.

4. Enter the Employer Membership Code (MO code), Code for Collective Agreement (FO code), and E-Holiday Card Code (FH code). The application uses these details while generating the electronic holiday card (EHC) XML file.

To enter sick pay defaults:

1. Select the Sick Pay Defaults tabbed region.

2. Select Yes in the Section 28 Registration field to process an emergency sickness payment for an employee.

Entering Previous Employment Details

You enter previous employment information in the Previous Employment Information window.

The Previous Employment Information window is divided into three regions with each region recording separate information about an employees previous employment. The three regions in the Previous Employment Information window are:

- Previous Employer

- Previous Job

- Assignment - Previous Job Mappings

To enter previous employment details:

1. Enter the previous employer name.

2. Enter an address.

3. Select a country.

4. Select the type of business.

5. Select a subtype for the business type selected at step 4.

6. Enter a description for the employer.

7. Enter start and end dates for the employee's period of employment. The dates entered automatically calculate the period of service in years, months and days.

8. You can override the period of service calculation by entering your own period of service in the Years, Months and Days fields.

9. Use the Further Information flexfield to enter any additional information defined by your localization team.

   For Hungarian users only If the employee joined your enterprise mid-year, specify the number of sickness days they have already taken with their previous employer. You can use this information in an accrual plan to calculate their sickness entitlement for the rest of the year.

10. Select the All Assignments check box to specify that the service period is taken into account for all assignments.

    > **Note:** The All Assignments check box can only be selected if there are no further previous job usages defined in the Assignment region. Once the All Assignments check box is selected no further previous job usages can be defined.

11. Save your work.

12. **Mexico only**: Specify the employee's previous employment details in the Person EIT.

    See: Person Extra Information Types, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

To enter previous job details:

1. Select an empty row in the Previous Job region or place you cursor within an

existing row and choose the New button to add a new row.

2. Enter start and end dates for the previous job. The job entered must be associated with the employer and period of service entered at steps 1 to 11. The dates entered automatically calculate the period of service in years, months and days.

3. Enter a job title.

4. Select an employee category.

5. You can override the period of service calculation by entering your own period of service in the Years, Months and Days fields.

6. Enter a description for the previous job.

7. Select the All Assignments check box to specify that the previous job period is taken into account for all assignments.

> **Note:** The All Assignments check box can only be selected if there are no further previous job usages defined in the Assignment region. Once the All Assignments check box is selected no further previous job usages can be defined.

8. Use the Further Information flexfield to enter any additional information defined by your localization team.

   See: Entering Further Previous Job Information.

9. Choose the Extra Information button to open the Previous Job Extra Information window.

   See: Entering Extra Information, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

10. Save your work.

To map previous jobs to an assignment:

1. Select an empty row in the Assignment region or place you cursor within an existing row and choose the New button to add a new row.

2. Select an assignment to map to a previous job specified in the To enter previous job details section.

3. Select a job to map to the assignment. Selecting a job automatically displays the Start Date and End Date fields as specified for the job in the Previous Job region.

4. You can override the period of service calculation by entering your own period of service in the Years, Months and Days fields.

5. Use the Further Information flexfield to enter further previous job usage details.

6. Save your work.

Contact Information

Contact Information Overview

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

Entering People as Contacts

You enter people as contact records to identify:

- People to contact in an emergency

- Dependents of the employed person

- Beneficiaries of certain benefits, such as insurance policies or stock purchase plans

- Individuals who receive a wage attachment payment

Entering Contact Information

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

Uploading Postal Code

The postal code in Denmark contains the information of the town. You need to download the postal code information from the government web site.

> **Note:** You can complete the following steps only if you have downloaded the post office file.

To upload the postal code:

1. Convert the post office file that you download to a text file (with extension .txt).

2. Run the meta-mapper process, if you have not already done so, and place the converted file in a directory readable by the database. This is a system administration task.

See: Additional Implementation Steps for Denmark, page 6-1

3. Choose the Single Request option.

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

5. Enter the name of the file that contains all the postal code details.

6. Submit the request.

7. Close the window.

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.

3

Employment Agreements and Legal Compliance

Entering Work Incident Information

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

To enter work incident information:

1. Enter information about the incident:

    - Enter a unique reference number for this incident.

    - Enter the date on which the incident occurred.

    - If the incident occurred over time, enter the date on which the incident was identified or reported.

    - Select the type of incident that occurred.

    - Enter the time at which the incident occurred, if known.

    - Check the check box if the incident occurred over a period of time. For example, check this box if the incident was a gas leak.

    - Select the circumstances of the incident in the Activity field. For example, you can specify if the incident occurred en route to work.

    - Enter the date on which the incident was reported.

    - Enter the reference number for a related work incident. The list is limited to incidents that involved this person and that occurred on or before the date of

this incident.

Incident Description:

1. Choose the Incident Description tab.

2. Enter more detail about the incident:

   • Select the main cause of the incident in the Hazard field.

   • Enter the location of this incident, for example, if the incident occurred in the workplace, identify the room and building.

   • Enter a further description of the incident, if required.

Incident Reporting:

1. Choose the Incident Reporting tab.

2. Enter the reporting details:

   • Select the name of the person who reported this incident. You can only select a person who is on the system and who is in the same Business Group.

   • Select the method used to report this incident, for example, a voicemail.

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

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

   • Enter the organization to whom the incident was reported, for example, the local fire station or police.

   • Enter contact details for anyone who witnessed the incident.

Official Notifications:

1. Choose the Official Notifications tab.

2. Enter the official notification details:

   • Select the name of your organization's health and safety representative and enter the date on which they were notified of the incident

- Describe any remedial action that was taken (or is planned) as a result of this incident.

- Select the organization and person that are the representative body for this person and enter the date on which they were notified of the incident

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

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

Medical Details:

1. Choose the Medical Details tab.

2. Enter any medical details:

   - Select the main diagnosis and, if necessary, the secondary diagnosis.

   - Enter any further description for the main or secondary diagnosis.

   - Select Medical Attention Received if the person received medical attention as a result of this incident. Enter the place of diagnosis and the name and address of the doctor who provided treatment.

Other Information:

1. Choose the Other tab.

2. Enter other information about this incident:

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

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

   - Enter the date on which the compensation was given.

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

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

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

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

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

3. Enter information related to accidents involving glasses and contact lenses through the Further Work Incident Information window. You use this information for reporting purposes.

   You can enter the following information:

   - Enter the main type of work that your enterprise performs.

   - Indicate whether the employee is married to or is a relative of the employer.

   - Indicate whether somebody other than the employer reported the accident.

   - Enter the accident location and the employee's activity at the time of the accident.

   - Indicate whether the employee was wearing glasses or contact lenses at the time of the accident and the reason for wearing glasses or contact lenses.

   - Enter the location of the glasses or contact lenses at the time of the accident.

   - Enter the cause and type of damage to the glasses or contact lenses.

   - Enter the purchase date and price for the glasses or contact lenses.

   - Enter the optician's name.

4. Save your changes.

What Next?

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

4

Compensation and Benefits Management

Elements

Predefined Elements

The following table shows the predefined elements for Denmark. The non-recurring Retro elements hold the difference in value after RetroPay calculation of the respective base elements.

Predefined Elements

Element Name	Description
ATP Override Hours	Enter this non-recurring element to override the calculated ATP hours.
Absences Maternity Element	Enter this element to capture maternity absences including part-time maternity.
Absent Adoption	Adoption leave absence element for tracking allowances
Absent Holiday	Element attached to all assignments to record vacation absence
Absent Maternity	Maternity leave absence element for tracking allowances
Absent Part Time Maternity	Part time maternity leave absence element for tracking allowances
Absent Parental	Parental leave absence element for tracking allowances
Absent Paternity	Paternity leave absence element for tracking allowances
Absent Sick	Absent sick element linked to all assignments
Adoption Override	Adoption Override

Element Name	Description
Board and Lodging	Enter this non-recurring element to initiate the calculation of the taxable value of the boarding and lodging benefit.
Capital Pension	This recurring element holds the employee's contribution towards Capital Pension and deducts it from the employee's salary.
Company Car	Obsolete From January 2010
Company Car 2010	Effective 01-Jan-2010, enter this recurring element to capture all the relevant information (including Green Environment Fee) regarding the employee's car benefit.
Court Order Deduction	This recurring element initiates the main formula that processes the court order deductions.
Employee AMB	This recurring element holds results of the labor market contribution (AMB) calculation and deducts it from the employee's gross salary.
Employee ATP	Enter this recurring element to hold the results of the formula that calculates the employee's contribution towards the Wage Earners Supplementary Pension Foundation (ATP) and deduct it from the employee's gross salary.
Employee Tax	This recurring element holds the tax deduction amount.
Employer ATP	This recurring element holds the results of the formula that calculates the employer's contribution towards the Wage Earners Supplementary Pension Foundation (ATP).
Employer Pension and Retro Employer Pension	This recurring element holds the employer's pension contribution.

Element Name	Description
Free Phone	Effective 01-Jan-2012, enter this recurring element to initiate the calculation of the taxable value of the employee's multi-media items (mobile Phones, PC, Blackberries, etc.) benefit.
G_Dage Pay	Enter this non-recurring element to hold the results of G-Dage pay calculation.
Holiday AMB	Holiday AMB Deduction
Holiday Accrual	Holiday Accrual Element
Holiday Accrual Information	Holiday Accrual Information
Holiday Allowance Override	Element to override default holiday allowance percentage at payroll level
Holiday Allowance Payment	Element to store Holiday Allowance Paid
Holiday Bank Deductions Informat	Holiday Bank Deductions Information element
Holiday Bank Information	Holiday Bank Information
Holiday Carry Over Paid	Element to capture the income resulting from carry overs during termination of Salaried employees
Holiday Entitlement	Holiday Entitlement
Holiday Entitlement Information	Element to trigger DK_HOLIDAY_ENTITLEMENT formula
Holiday SP	This element is used for Holiday Special Pension Deduction
Holiday Tax	Holiday Tax
Holidayable Pay Reduction	This non-recurring element holds the holidayable pay reduction calculation details

Element Name	Description
Maternity Override	Maternity Override Element
Mileage Claim	Enter this non-recurring element to initiate the formula that processes the mileage claim.
Mileage Paid	This non-recurring element holds the payment made towards mileage claims.
Mileage Paid at Flat Amount	This non-recurring element holds the payment made towards mileage claims when flat amount is entered in Mileage Claim element.
Mileage Paid at Higher Rate	This non-recurring element holds the payment made towards mileage claims when higher rate is used in mileage calculation.
Mileage Paid at Lower Rate	This non-recurring element holds the payment made towards mileage claims when lower rate is used in mileage calculation.
Multimedia Tax	Obsolete From January 2012
Override Holiday duration	This non-recurring element holds the holiday calculation details.
Override Sickness Duration	Enter this non-recurring element to override the sickness duration by entering either hours or days sick.
Paternity Override	Paternity Override Element
Parental Leave Override	Parental Leave Override element
Pension and Retro Pension	Enter this recurring element to initiate the employee pension calculation.
Phone	Obsolete From January 2010
Phone Contribution	Obsolete From January 2010
Public Holiday Accrual	Accrual of Public Holiday Value

Element Name	Description
Public Holiday Pay	Payment of Public Holiday Hours
Sick Pay	Sick Pay element for payment and recording detail
Special Pension	This recurring element holds the employee's contribution towards Special Pension.
Statutory Deductions	This element is used to capture Total Statutory Deductions.
Tax	Enter this recurring element for each assignment to indicate whether it is the primary employment and to initiate the tax calculation.
Tax Card	This recurring element for the primary assignment processes the tax information.
Tax Days	Element to override the Tax card deduction amount used
Unpaid Holiday	Unpaid Holiday
Unpaid Holiday Days Brought In	Element to store unpaid days brought in from previous employment

Survey of the Classifications

The survey of the classification identifies:

- The function of elements within each primary classification, page 4-6

- The processing priority range, default priority, and cost type for each classification, page 4-8

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

Primary Element Classifications

The application supplies primary element classifications as startup data and you cannot

delete or update them.

Classification	Meaning
Information	Use Information elements to represent information items that payroll does not process, or to hold information required by formulas attached to other elements.
Absence	Use Absence elements to hold information related to employee absences.
Income	Use Income elements for calculating salary, overtime payments, bonuses, and any other salary-related compensation.
Special Pay	Use Special Pay elements for holding information related to payments that are not subject to tax as long as they are within the limit allowed in a tax year such as special bonus or severance pay.
Benefits in Kind	Use Benefits in Kind elements to calculate the monetary value of non-monetary benefits such as car, phone, and other taxable benefits.
Pre-Tax Deductions	Use Pre-Tax Deductions elements to hold the employees' non-taxable earnings such as Capital Pension and ATP.
Statutory Deductions	Use Statutory Deductions elements to calculate statutory deductions like tax, AMB, and other similar deductions.
Direct Payments	Use Direct Payment elements to hold payments made directly to the employee, which are not taxable.
Employer Charges	Use Employer Charges elements to hold the payments made by the employer to various third party organizations.
Involuntary Deductions	Involuntary Deductions elements are for compulsory deductions, such as court orders.

Voluntary Deductions	Voluntary Deductions elements are for deductions that employees authorize the employer to make on their behalf.
Benefits not Taxed	Use Benefits not Taxed elements to hold benefits for which the payroll does not process the taxable value, such as free paper.

Primary Classification Processing Priorities and Cost Types

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

Primary Classification	Priority Range	Default Priority	Cost Type
Information	0 - 600	300	Debit
Absence	1001 - 2000	1500	Debit
Benefits in Kind	2001 - 3000	2500	Debit
Income	3001 - 4000	3500	Debit
Special Pay	4001 - 5000	4500	Debit
Pre-Tax Deductions	6001 - 7000	6500	Debit
Statutory Deductions	7001 - 8000	7500	Debit
Direct Payments	8001 - 9000	8500	Debit
Involuntary Deductions	9001 - 10000	9500	Debit
Employer Charges	10001 - 11000	10500	Credit
Voluntary Deductions	11001 - 12000	11500	Debit
Benefits Not Taxed	12001 - 13000	12500	Debit

Predefined Secondary Element Classifications

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

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

Primary Classification	Secondary Classifications	Default
Information	(None)	N/A
Absence	Holiday Paid Absence	N/A
	Holiday Unpaid Absence	
Income	Subject to Tax_Income	Yes
	Subject to AMB_Income	Yes
	Subject to Pension_Income	Yes
	Subject to Capital Pension_Income	Yes
	Subject to SP Pension_Income	Yes
	Holiday Pay Income	
Special Pay	(None)	N/A
Benefits in Kind	(None)	N/A
Pre-Tax Deductions	Capital Pension - Pre-Tax Deductions	N/A
	Pension Deduction - Pre-Tax Deductions	
Statutory Deductions	(None)	N/A
Direct Payments	(None)	N/A
Employer Charges	(None)	N/A
Involuntary Deductions	Court Orders_Involuntary Deductions	N/A

Primary Classification	Secondary Classifications	Default
Voluntary Deductions	Pension Voluntary Deduction	N/A
Benefits Not Taxed	(None)	N/A

Defining an Element

Use the Element window to create an element to represent compensation and benefit types or earnings and deductions.

This procedure describes how to define elements using a Payroll responsibility (that is, a responsibility with the HR User Type profile option set to *Payroll User* or *HR with Payroll User*). If you are an HR-only user, you will not see certain fields relating to element processing information. You can just ignore the steps that apply to these fields.

> **Note:** Depending on your localization and the types of element you want to create, you may not need to start from scratch in the Element window. Check which earnings and deductions are available in the template library in the Configuration Workbench. If these template elements do not meet your requirements, you may be able to generate earnings and deductions using Earnings and Deductions windows or the Element Design Wizard. You can use the Element window to further configure template elements and generated elements.

- For the United States and Canada, see: Earnings and Other Payments Overview, *Oracle HRMS Compensation and Benefits Management Guide* and Deductions Overview, *Oracle HRMS Compensation and Benefits Management Guide*

- For Mexico, see: Element Design Wizard, *Oracle HRMS Compensation and Benefits Management Guide*

- For UAE, see: Element Design Wizard, *Oracle HRMS Compensation and Benefits Management Guide*

- For Norway:

  - For each element, you must enter the End of Year codes using the list of values provided in the Further Information field.

  - You must set up an extra information type (EIT) element for a-melding reporting.

To enter dates, names, and a classification for the element:

1. Set your effective date early enough to handle any historical element entries you want to make. Note that an element cannot be linked or entered until its start date.

2. Enter a unique:

    • Name

    • Reporting name

    Start the names with a letter of the alphabet (not a number or symbol). The reporting name is a short identifier for reports and pay advices.

3. Enter a description for the element.

4. Select a Primary Classification.

    This controls an element's processing priority and the balances it feeds. If you are defining a salary element for Salary Administration, you must select the classification Earnings.

Processing Information

To enter processing information for the element:

1. Select the processing type. Select *Recurring* if an entry of this element applies in every period until the entry is ended, or *Nonrecurring* if an entry applies in one pay period only. The dates of the pay period are determined by the payroll to which the employee is assigned.

    > **Note:** If you are defining a salary element for salary administration, you must select the type Recurring. If you are defining a net-to-gross element you must select the type Nonrecurring.

2. Select a termination rule to determine how entries of the element are processed after termination of the employee:

    > **Note: UK only**: Always select Actual Termination for UK proration.

    • *Actual Termination* if you want recurring entries to close down on the date the employee leaves. For a nonrecurring element, select Actual Termination if you want the entries to close down at the end of the pay period in which the

employee leaves, or on the date the assignment ends (the final process date) if this is earlier.

- *Final Close* if you want the entries to stay open beyond the employee's leaving date so that you can continue to pay the employee.

If you are a Payroll user, you can also select:

- *Last Standard Process* for all recurring and nonrecurring elements if you want their entries to close down on the Last Standard Process date or on the date the assignment ends (the final process date) if this is earlier. The Last Standard Process date defaults to the last day of the pay period in which the employee is terminated, but you can set it to a later period when you terminate an employee.

3. Select the Multiple Entries Allowed check box if you want to give an employee more than one entry of the element at the same time. If you are creating a net-to-gross element, you must select Multiple Entries Allowed.

4. Select the Additional Entries Allowed check box if you want to make occasional one-time entries of a recurring element (instead of, or in addition to, a normal recurring entry).

   US and Canada only: The Additional Entry Allowed rule is not applicable for US and Canadian installations.

5. Select the Closed for Entry check box if you want to prevent any new entries being made for the element, either temporarily or permanently. This does not affect any existing entries of the element.

   > **Important:** Use this feature with caution. When you perform certain important tasks in Oracle HRMS, the application may automatically create or delete element entries. These tasks include hiring and terminating people, and updating assignments. Therefore, if you check Closed for Entry on an element, this might prevent users terminating employees and updating assignments. If there are standard links for the element, it will also prevent users hiring people who are eligible for the element.

   HR-only users: Go to Currency.

   Oracle Payroll Users:

6. Select the Process in Run check box if you want the element to process in payroll runs.

7. Select the Once Each Period check box to ensure that only the first payroll run of

each period processes entries of this element.

> **Note:** If this check box is not available for your localization, you can select a ONCE_EACH_PERIOD skip rule for the element instead.

8. Select the Indirect Results check box if you want the element only to accept entries from indirect formula results. Leave the check box unchecked if you want to accept entries both from indirect formula results and from manual entries in the Element Entries window.

9. Select the Adjustment Only check box if you want to use the element only for creating balance adjustments.

10. Select the Third Party Payments check box if you want to use the element only for creating third party payments.

11. Overwrite the default priority number in the Priority field if you want to determine the order in which the element processes within its classification range. Lower numbers process before higher ones.

   If the order of processing within the element classification is not important, you can accept the default priority number, which is the midpoint of the range.

12. Select a formula in the Skip Rule field if you have written a skip rule formula to determine the circumstances in which the element should be processed.

   UK only: If you are using different run types, select the ONCE_EACH_PERIOD skip rule for all earnings, to ensure they are not processed by each child run type.

   Currency
   The default currency for element entry values is the currency defined for the Business Group. You can select a different currency for the element if required.

Advanced Processing Information
Oracle Payroll users only: Use the Advanced tab to enter further processing information if you are defining:

• An earnings type, such as a bonus, that is to be taxed separately from the normal payroll run. The element can also be paid separately.

• An earnings type that requires a net-to-gross calculation. For example, this applies to bonus payments that are a fixed net amount. Oracle Payroll calculates the gross amount needed to meet the net pay.

• **UK:** A pre-tax deduction that you want to reduce if there is insufficient pay to cover the deduction along with taxes and court orders. This requires iterative processing.

> **Note:** The Advanced tab may not be available for some localizations.

To define an element as a separate payment:

1. On the Advanced tab, select the Separate Payment check box.

   The Process Separate box is checked automatically.

   UK users: Do not select this check box. This functionality is not currently available for UK Payroll.

To define an element to process separately:

1. On the Advanced tab, select the Process Separate check box.

To define an element for net-to-gross calculation:

1. On the Advanced tab, select the Gross Up check box.

   The Iterative Flag and Process Separate boxes are checked automatically.

2. Select DEFAULT_GROSSUP in the Iterative Formula field. This formula controls the iterative calculation of the pay value, adjusting an input value as necessary to get a result that is defined to be close enough to the required net payment.

   > **Note:** After saving your element, choose the Iterative Rules button to specify how to use the formula results. Also choose the Exclude Balances button to select which balances are grossed up for the element (meaning that these deductions are paid by the employer).

3. Optionally, enter a value in the Iterative Priority field to determine the sequence in which elements are adjusted during iterative calculations. Elements with lower iterative priority values are adjusted first.

4. Select the Separate Payment box if you want the payment to be made separately from the regular payment. **UK Payroll, Irish Payroll**: Do not select this check box.

5. Save your work.

To set up iterative processing for a pre-tax deduction (UK):

1. Check the Iterative Flag box.

2. Select PQP_GB_ITERATIVE_ARREARAGE in the Iterative Formula field.

3. Enter an Iterative Priority number in the range 1 to 1500. The element with the

lowest iterative priority number is reduced first. If this deduction is reduced to zero and net pay is still insufficient to cover taxes and court orders, the element with the next lowest priority number is reduced, and so on.

> **Important:** Iterative priority numbers must be in the reverse sequence of the processing priority numbers. This means that the element that is processed first is reduced last.

4. Choose Iterative Rules, and select the L_stopper rule.

Advance Pay Processing Information

Oracle Payroll Users only except Ireland. If Advance Pay by Element is enabled in your legislation, use the Advance Pay tab to:

- Indicate that an element may be processed as an Advance Pay element

- Establish the processing conditions for your Advance Pay element.

To define an element as an Advance Pay element:

1. On the Advance Pay tab, check the Mark as an Advance Pay Indicator check box.

   This marks the element as an Advance Pay indicator. This means that when you run the Advance Pay by Element process, it will identify this that this element can be potentially processed as an Advance Pay element according to the processing conditions that you define.

To set the processing conditions for an Advance Pay element:

On the Advance Pay tab:

1. Check the Include as an Advance Element check box if you want to process this element as an Advance Pay element.

2. If you want to specify a separate Advance Pay element, select this element from the list of available elements in Use Advance Element. If you leave Use Advance Element blank and do not specify an element, then you do not select a separate advance pay element. You can still process advance payments, but all the entries are held within your current earnings element rather than reported separately in an advance pay element.

3. Check the Deduct Advance Amount check box if you want to show the deduction for the advance in the current payroll period. Every advance payment has a deduction associated with it to bring the overall payroll amounts back into balance. You can use this check box to control the point at which the deduction should be applied.

4. If you want to specify a separate Deduction element, select this element from the list of available elements in Use Deduction Element. If you leave Use Deduction Element blank and do not specify an element, then you do not create a separate deduction element. You can still process deductions for advance payments, but all the entries are held within your current earnings elements rather than reported separately in a deduction element.

Note that when you create either an Advance Pay element, or a Deductions element, you must ensure that it exists for the same period of time as the underlying earnings element, and that the input values match those on the underlying element.

5. Check the Process Advance Entry in Run check box if you want to include this element in a payroll run, If you do not check this box, then the element does not process in a payroll run and is reported as information in your Statement of Earnings report.

Continuous Calculation

For prerequisite steps to set up continuous calculation, see: Setting Up Continuous Calculation, *Oracle HRMS Payroll Processing Management Guide*

To set up an element for continuous calculation:

1. Choose the Recalculation tab and select a RetroPay element. This is an event group that defines the events that trigger proration for this element.

Proration

In some localizations, Oracle Payroll can calculate proportionate earnings amounts whenever payroll-relevant data changes during a payroll period. The Payroll Earnings and Deductions section describes the full setup steps for the relevant localizations. To enable proration for an element, choose the Proration tab.

To set up an element for proration:

1. Choose the Proration tab and select a proration group. This is an event group that defines the events that trigger proration for this element.

2. Optionally, select a proration formula. Alternatively you can edit the element's payroll formula to handle proration.

Further Information

1. Enter the Further Information field if:

   • Your Oracle localization team has set up additional fields for element definition

   • You are in the UK, and you use Oracle SSP/SMP

French Payroll

- Select a group, which is the name by which this element, and the others in the group, appears as one line on the pay advice.

- On the pay advice, most earnings and deductions are shown as a base, a rate, and an amount. Select the base unit if you want this displayed on the pay advice.

South African Payroll

- Enter a clearance number for Statutory Information and Deduction elements, if applicable. This number appears on the tax certificate.

Kuwait Payroll

- Select a deduction type for the Deductions elements. This information is used by the PIFSS report.

New Zealand Payroll:

- If you want to display custom elements with the classification of Employer Charges in the Online Payslip, SOE form, and Statement of Earnings under Employer Superannuation Contribution section, select Yes in the Super Section Display field.

2. Choose Input Values to define input values for the element

   See: Defining an Element's Input Values, page 4-19

   Oracle Payroll Users:

3. Choose Balance Feeds to select balances you want this element to feed

   See: Creating Balance Feeds for Individual Elements, *Oracle HRMS Compensation and Benefits Management Guide*

4. Click Balance Feed Control to add or remove secondary element classifications for this element.

   Mexico only: Click this button to attach sub-classifications to your element.

   See: Creating Classes of Balance Feeds, *Oracle HRMS Compensation and Benefits Management Guide*

5. Choose Frequency Rules to enter frequency rules to determine when the element should be processed.

   See: Defining Frequency Rules, *Oracle HRMS Compensation and Benefits Management Guide*

6. For a net-to-gross element, choose Exclude Balances to select the deductions to be paid by the employer.

7. For a net-to-gross element, or any other element that is processed iteratively, choose Iterative Rules to specify how to use the Iterative Formula results.

Extra Information

Choose the Extra Information button to enter extra attribution for the element. You can link as much attribution as you need to an element.

> **Note:** You can only access Extra Information types if your system administrator has set them up for your responsibility.

If Payslip Modeling feature has been enabled for your localization, you can specify whether to enable the element for payslip modeling. If you select No, the elements will not be available for the users during payslip modeling process.

Payslip Modeler

If Payslip Modeler has been enabled, then you can specify whether to enable the element for payslip modeling. If you select No, the element will not be available for the users during payslip modeling process.

To enable an element to be available for payslip modeling, query the element and select Yes in the Enable Simulation field in the Element Extra Information window. You can select input values of this element which are to be made available for simulation. Only user enterable input values are available for Payslip modeling. Ensure to select all mandatory input values to be made available for simulation, if the element is available for simulation.

If the Multiple Entries checkbox is enabled for an element, then you cannot use this element for payslip modeling. Instead, create a copy of the base element, enter input values, attach the appropriate formulas and balances as the base element and then use this element for payslip modeling. Ensure that this new element is not used for payroll run.

> **Note:** Please note that there is a restriction for predefined elements being used for payslip modeling. For predefined elements, if you setup the details in one business group, then these details will be accessible to other business groups. For example, for predefined element Regular Salary element, if you want to enable Input Value A for one Business Group and Input Value B for another Business group, then this is not possible. This limitation occurs for predefined elements applicable to all localizations. Therefore, if there are multiple business groups, then you must define a single structure for the predefined elements. If there are custom elements, then the custom elements are accessible only for that business group.

> **Additional Resources:** For more information about using the payslip

modeler, see the *Oracle Self-Service Human Resources Deploy Self-Service Capability Guide*, Payslip Modeling (UK).

Usages

To exclude the element from a run type:

1. Choose the Usages button if you want to exclude this element from a run type, or combination of run types.

2. Select the run type or combination of run types from which you want to exclude this element.

> **Note:** For Norway: You must select the Employer Contributions run type to exclude the elements.

3. Select the effective dates for your exclusions.

4. Save your work.

Defining an Element's Input Values

Use the Input Values window to define the input values for the element. You can define up to 15 input values for an element.

Depending on the type of element you have defined, Oracle HRMS may have applied one or more default input values.

North America users: All elements must have the default Jurisdiction input value.

Norway users: All elements that feed the Holiday Pay Base classification must have the Tax Municipality input value. This input value must have the HR_NO_TAX_MUNICIPALITY valueset attached to it.

Payroll users: If you are creating balance feeds for individual elements, ensure you define an input value of the same unit of measure as the balance. Money units must be the same currency.

You can add new input values to a saved element only if you have not entered the element for any employees. To add an input value, you must set your effective date to the element's start date.

To define input values:

1. Set your effective date early enough to handle any historical element entries you want to make.

2. Enter or query the element in the Element or Element Link window and choose the Input Values button.

3. Enter the name of the first input value. Remember that if you want to define a *pay value* to hold run results, you must name it Pay Value.

4. Select the unit type of your input value (money, hours, character, date, number, or time). A Pay Value must have the unit type Money if the element is in a Payments type classification.

5. You can enter numbers in the Sequence field to change the order in which the input values appear in the Entry Values window.

6. Check the Required check box if all entries of the element must have a value for this input.

> **Note:** When you have saved an input value, you cannot change it to be Required. If you have saved it as Not Required by mistake (or you have generated an element that has an input value you want to make required), delete the input value and re-enter it with the correct values. If you are re-entering a generated input value, be careful to enter exactly the same name. You cannot delete the input value if you have made any entries of the element for employees.

7. Check the User Enterable check box if users can enter a value for this input. Uncheck it if you want to ensure that the default value is entered for all employees.

8. Check the Database Item check box if you want the value to be available to formulas or QuickPaint inquiries.

Database Items are simple identifiers that the system uses to find specific items of information in the human resources database. Any spaces in the input value name are converted to underscores in the Database Item name.

Entering Element-Level Defaults

If you enter defaults at the element link level, these override the defaults at element level. If you update an element-level default, remember to check the values on the element links too.

To enter a default for an input value:

1. Enter the value in the Default field.

2. If you want existing entries to be updated whenever the default is changed, check the Hot Default check box. The input value must be required if you want to use this option.

A hot default appears in the Entry Values window in quotation marks.

> **Important:** If a user overrides a hot default in the Entry Values
> window, subsequent changes to the default will *not* affect the entry.
> For this reason, you may prefer to use BEE to change defaults for
> large groups of employees, rather than the hot default feature.

Defining Entry Validation

To enter validation for an input value:

1. Do *one* of the following:

   - Enter maximum and minimum values for the input.

   - Select a Lookup Type to act as a lookup supplying a list of valid values.

   - Select a formula to validate entries for this input value. Formulas can return
     messages to users about the success or failure of the validation.

2. Select Warning or Error to determine whether the system warns users that an entry
   is invalid or prevents them from saving an invalid entry. You cannot select a value
   if you chose a Lookup because a user cannot enter an invalid value for an input
   value validated by lookup.

Defining Element Links

Use the Element Link window to define groups of assignments that are eligible for an
element.

> **Note:** When you define a link for a benefit or for an entitlement item in
> a collective agreement, do not select any eligibility criteria. Instead use
> participation eligibility profiles to restrict eligibility for the benefit or
> entitlement item.

> **Note:** When querying data the Element Link window returns values for
> Payroll, Location and Position and Organizations, irrespective of the
> security profile restrictions set, enabling you to view the links already
> created. You cannot create links for data outside your security profile.

To define an element link:

1. Set your effective date to the date you want the eligibility criteria to come into

effect.

2. In the Element Name field, select the Element for which you are defining a link.

3. Check the Standard check box if you want all employees who are made eligible by the link to receive the element automatically.

   You can only create a standard link if the element is recurring and multiple entries are *not* allowed by the element definition.

4. In the Eligibility Criteria region, select the assignment components that constitute this eligibility rule. If you want to link to all employees, do not enter any eligibility criteria.

   You can link to all payrolls or to a specific payroll. Do one of the following:

   • Leave the Payroll field blank and check the Link to all Payrolls check box if you want employees assigned to *any* payroll to be eligible. This rule excludes employees who are not assigned to a payroll.

   • Select the name of a specific payroll if you want only employees on that payroll to be eligible for the element. Do not check the Link to all Payrolls check box.

   • Leave both fields blank if assignment to a payroll is irrelevant to eligibility for the element.

Costing

To enter costing information for the link:

1. Select the Costable Type. The default is *Not Costed*, meaning that the system maintains no costing information for the element.

   • To allow entry of costing information at all levels, including the assignment and element entry levels, select *Costed* This is the appropriate selection for most elements representing earnings types.

   • If you do not need to cost the element at organization and assignment levels, select *Fixed Costed*. This is appropriate for some deductions, which are irrelevant to labor distribution analyses.

   • If you want to distribute overhead costs (such as employer contributions to a pension plan) over other elements, select *Distributed*.Then select a Distribution Set.

      Note: Some element classifications for your legislation may be predefined as Not Costed and you cannot override this.

2. Check the Transfer to GL check box if the payroll run results from this link should be transferred to the general ledger.

3. Use the Costing field to select a GL account code and, if present, account codes of labor distribution or other systems in which to collect the run results of this element. Then use the Balancing field to select the GL account that balances this one.

For deductions elements:

- Select the code for the GL account to credit in the Costing field, and the code for the account to debit in the Balancing field.

For elements in all other classifications:

- Select the code for the GL account code to debit in the Costing field, and the code for the account to credit in the Balancing field.

   Note: Depending on your set up of the Cost Allocation flexfield, the Balancing field may not be enabled.

Batch Creation of Element Links

You can use a batch process to create multiple links more efficiently than creating each link individually.

To create element links in a batch operation

1. Check the Create in Batch Mode check box to specify that you want to defer creation of this element link until later when you run the Generate Element Links process. Alternatively, leave the box unchecked if you want to create this element link immediately.

2. View the Link Status to confirm the status of your link:

- Unprocessed - you have selected this element link for creation as part of a batch, but the Generate Element Links process has not started yet.

- Processing - the Generate Element Links process is now attempting to create this link.

- Complete - the Generate Element Links process has completed, and you have successfully created this element link.

- Incomplete - the Generate Element Links process has completed, but this element link was not included in the processing and you have not yet created the element link. Correct the link definition before rerunning the Generate Element Links process.

- Error - the Generate Element Links process failed to complete, and you have not yet created the element link. Correct the link definition before rerunning the Generate Element Links process.

3. Run the Generate Element Links process to complete the creation of those links that you selected for batch processing.

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

Qualifying Conditions

To enter qualifying conditions for the link:

1. Go to the Qualifying Conditions region. Here you can add or change age or length of service requirements for this particular eligibility rule.

   The system checks these conditions when you make an entry of the element. If the employee does not meet the qualifying conditions, you receive a warning.

Input Values

To adjust input values for the link:

1. Save your link definition and choose the Input Values button to display the Link Input Values window.

   Use this window to:

   - Enter a new default or change one entered at the element level

   - Check the Costed box to maintain costing information for an input value.

   - Change the maximum, minimum or both for an input value. Logically, the new values should be within the range you defined for the element as a whole. However the system does not enforce this.

Making Manual Element Entries

You enter compensation and basic benefits for employee assignments in the **Element Entries** window. If employees are assigned to a salary basis, you enter their salaries in the Salary page.

You can use the **Element Entries** window to make entries or to query existing entries. Use the **Period** field, **Classification** field, and **Processing Types** option buttons to restrict the entries you see when making inquiries.

Several Oracle HRMS features, such as Absence Management, RetroPay, and Salary Administration, create element entries automatically. You cannot update these element

entries on the Element Entries window. You must update the source record (such as the absence or salary record) to change the element entry.

The **Processed** check box shows if Oracle Payroll has processed the entry in the current pay period. Notice that you can change an entry that has been processed. This enables you to correct entries for retropay processing. Changing the entry does not alter the payroll run results so you can consult these for a complete record of payroll processing and payments.

See: Setting Up RetroPay, *Oracle HRMS Payroll Processing Management Guide*

> **Note:** Your system administrator might have restricted the elements you can enter in this window by element set, classification or processing type.

To enter an element for an employee assignment:

1. If necessary, change your effective date to:

    • The correct start date for a recurring element entry

    • Any date in the correct pay period for a nonrecurring element entry

    If the pay period is closed at your effective date, you cannot enter any nonrecurring elements that process in payroll runs. If a current or future pay period is closed, you cannot enter any recurring elements that process in payroll runs.

2. To reduce the list of elements to choose from, select a classification, a processing type, or both in the first region.

3. In the **Element Name** field, select an element.

    > **Note:** Elements this employee is eligible for by means of a standard link appear automatically.

    The system displays a warning message if the employee fails to meet any qualifying conditions of age or length of service.

4. If the Costing field is enterable, you can enter cost codes, for example to indicate the cost center the employee's time should be charged to.

5. You can select a reason for an element entry you make or update. As part of your system setup, you can enter valid reasons for the Lookup Type ELE_ENTRY_REASON.

6. You can check the Override check box to create an entry that overrides all other entries of this element in the current period. You cannot create an override entry if

one already exists, or if any of the entries of this element have been adjusted.

7. If you want to create a one-time entry of a recurring element, check the **Additional** check box.

   An Additional entry is valid only for the current pay period, shown in the **Effective Dates** fields.

   You can only check Additional if:

   - The element definition allows additional entries, and

   - An additional entry does not already exist for the assignment in this period, and

   - The employee is assigned to a payroll

   - There is a payroll period defined at your effective date

8. Choose the **Entry Values** button to open the **Entry Values** window.

9. Enter values in the **Entry Values** fields. Notice that:

   - Entry to some fields may not be permitted.

   - Some fields may be required.

   - Some fields may have a list of values; others may be validated as you leave the field. You will receive a message if your entry is not a valid value.

   - Some fields may contain default values. If the default value is in quotation marks, it is a "hot default".

        > **Important:** You should consider carefully before overriding a hot default. If you override it, then any subsequent changes to the default value on the element or element link definition will *not*affect the element entry. However, you can clear your entry if you want the default value to come back into effect.

   For Kuwait users only: To enter information about the elements with deduction classification, click on Further Entry Information and enter the following:

   - Reference number, which is the sequence number used while setting up the deduction type

   - Authority for the deduction account

   - Select the type of deduction

- Total deduction amount for the element

- Start and end date for the deduction. The deduction process depends on the start and end dates that you select for the element. Oracle HRMS uses these dates for reporting purpose.

10. **For Mexico users only**: To report disability subsidy payments for applicable employees in the CFDI payslip, enter the disability information for Earnings and Supplemental Earnings elements. For these elements, click **Further Entry Information** and select an appropriate value in the **Disability Registration ID** field.

    See Setting Up Information for the CFDI Payroll Payslip XML Interface, *Oracle HRMS Payroll Processing Management Guide (Mexico)* and Running the CFDI Payroll Payslip XML Extract, *Oracle HRMS Payroll Processing Management Guide (Mexico)* for more information.

11. For a non-recurring element, optionally select a date within the current payroll period in the Date Earned field. The entry will not be processed until this date (that is, the Date Earned of the Payroll Run must be on or after this date).

12. To enter information about a third party recipient of a payment resulting from a deduction element, use the **Payee Details** field. Select the name of the third party payment method set up for this payment.

13. To determine the processing sequence of multiple entries in the payroll run, enter a subpriority number in the Processing Priority field. Lower priority numbers process first.

    > **Note:** The Processing Priority field is not available to HR-only users. For more information on user types and the HR:User Type profile option, see: User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*.

14. Save your work.

Pensions

Pension Contributions Overview

Pension contributions receive favorable tax treatment and special rules are applicable to such deductions. You set up these deductions within the Pre-tax or Voluntary Deduction element classifications.

Oracle HRMS supports the calculation of the following types of pension contributions:

- Wage Earners Supplementary Pension Foundation (ATP)

- Labor Market Pension (Collective Agreements)

- Capital Pension

ATP

All employees and employers must contribute to the Wage Earners Supplementary Pension Foundation. The contribution to the pension fund depends on the employee's work hours and on the payroll frequency, which can be monthly, bi-weekly, weekly, or hourly.

Labor Market Pension (Collective Agreements)

Labor market pension is very common in Denmark and many collective agreements include rules and terms for governing the pension contributions. The rules and terms for calculating the labor market pension contributions can vary. Normally the employee pays a percentage of the net salary as pension contribution and the employer contributes double the amount.

Capital Pension

Contributions to Capital Pension are only for employees who have an agreement with a bank or insurance company. By law, there is a maximum amount that the employee can pay to the Capital Pension during the tax year. This maximum amount can change for every tax year.

If an employee contributes to the Capital Pension, then the contribution reduces the taxable income and the income subject to labor market contributions (AMB). When the contribution reaches the maximum limit and the employee chooses to contribute an

additional amount to the Capital Pension fund, the additional amount does not affect the tax and AMB deductions. Instead, the additional contribution is handled like an after-tax deduction.

See: Setting Up Other Pension Contributions, page 4-29

Setting Up Wage Earners Supplementary Pension Foundation (ATP) Contributions

Oracle HRMS enables you to transfer the ATP contributions to the correct legal authority.

1. Link the Employee ATP and Employer ATP elements to your payroll.

    See: Defining Element Links, page 4-21

2. Enter the Employee ATP element for each employee's assignment.

    See: Making Manual Element Entries, page 4-24

Setting Up Other Pension Contributions

Oracle HRMS captures the pension provider information to enable you to transfer the labor market pension and capital pension contributions to the correct pension provider.

1. Create your pension providers.

    See: Setting Up Danish Organizations, page 1-20

2. Enter additional information for the pension providers.

    See: Entering Pension Provider Information, page 1-33

3. Enter the pension provider information at the assignment level.

    See: Entering Additional Assignment Details (Assignment Window), page 2-23

4. Link the appropriate pension elements to your payroll:

    • Pension and Employer Pension elements for Labor Market Pension.

    • Capital Pension element for Capital Pension

    See: Defining Element Links, page 4-21

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

    See: Making Manual Element Entries, page 4-24

Additional Element Setup for Payroll

Other Statutory and Involuntary Deductions

In Denmark, you process several deductions along with payroll. You set up these deductions within the Involuntary Deductions or Statutory Deductions element classifications.

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

- Labor Market Contribution (AMB)

- Court Orders

AMB

All employees in Denmark have to pay a fixed percentage of the gross salary as labor market contribution. You calculate the AMB contribution before deducting tax, which reduces the taxable income. You require this information for sending the end-of-year statement to the tax authorities.

See: Setting Up Labor Market Contributions (AMB), page 4-32

Court Orders

Court orders are typically for unpaid debts or fines. Oracle HRMS supports the requirement that a person can have only one active court order deduction at a time and enables you to increase the existing court order amount, if there is a new court order deduction.

Oracle HRMS provides you with Court Order Deduction element to capture of the court order deduction amount that you pay to the Central Court Order Administration Organization. After deducting the full court order amount, you must specify an end date for the element entry.

See: Additional Implementation Steps for Denmark, page 6-1

Benefits in Kind and G-Dage Pay

In Denmark, there are many non-monetary benefits that are treated as part of the total remuneration. These benefits can be either taxable or non-taxable.

G-Dage pay, which you pay in the event of suspension of employee contract, follows Danish labor agreements and special rules as per collective agreements.

Benefits in Kind

Taxable benefits in kind are taxable income, but are not paid as part of the salary. If a benefit in kind is taxable then the value of that benefit will increase the following incomes:

• Income subject to Labor Market Contribution (AMB)

• Taxable income

If the benefit in kind is not taxable, there is no calculation. However, it is normal to display the benefit and the equivalent amount on the payslip.

See: Setting Up Benefits in Kind, page 4-32

G-Dage Pay

Typically, if you suspend an employee's contract, you follow the G-Dage rule, and pay the employee for the first two days of the suspension period.

Oracle HRMS captures the G-Dage payment details through the predefined G-Dage Pay element so that the employee's payslip displays the number of G-Dage days and the G-Dage amount paid-to-date.

See: Additional Implementation Steps for Denmark, page 6-1

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 Labor Market Contributions (AMB)

Oracle HRMS captures the employee's contribution towards the labor market to enable the employer to send an accurate end-of-year statement to the tax authorities.

1. Create your legal employers and service providers.

   See: Setting Up Danish Organizations, page 1-20

2. Link the Employee AMB element to your payroll.

   See: Defining Element Links, page 4-21

3. Enter the Employee AMB element for each employee's assignment.

   See: Making Manual Element Entries, page 4-24

Setting Up Benefits in Kind

You must consider taxable benefits in kind as taxable income that you do not pay along with the employee's salary. Oracle HRMS supports the calculation of benefits in kind.

1. Create the necessary legal employers.

   See: Setting Up Danish Organizations, page 1-20

2. Enter the company car benefit information through the Vehicle Repository self-service page. If you do not enter the vehicle allocation information here, then you can enter it in the Company Car element.

3. Ensure that all benefits in kind elements have the primary classification as Benefits in Kind.

    See: Defining an Element, page 4-10

4. Select the benefit type through the Further Element Information descriptive flexfield, if you are entering information for other employee benefits. Define these elements with Termination as Actual Termination. You use this information to report on benefits that have no tax implications.

5. Link the necessary elements to your payroll.

    See: Defining Element Links, page 4-21

6. Enter the required elements for the employee's assignment.

    See: Making Manual Element Entries, page 4-24

Setting Up Proration or Retro-Notification

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

To complete basic setup for proration or retro-notification:

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

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

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

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

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

    • PER_ALL_ASSIGNMENTS_F

- PER_ALL_PEOPLE_F

- PAY_ELEMENT_ENTRIES_F

- PAY_ELEMENT_ENTRY_VALUES_F

- PER_SPINAL_POINT_PLACEMENTS_F

- PER_GRADE_RULES_F

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

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

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

See: Defining Event Groups, *Oracle HRMS Compensation and Benefits Management Guide*

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

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

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

See: Running the Retro-Notifications Report, page 5-49

To set up the elements for proration:

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

- Make sure that you select a proration group for each element

- Select a proration formula if you are using a separate proration formula to handle proration events (rather than enabling your payroll formula to handle proration)

- Select Actual Termination as the termination processing rule

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

- Amount for a salary management element

- Date Worked for a spinal point/pay scale element

- Annual Deduction for a deduction or allowance

See: Defining an Element's Input Values, page 4-19

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

See: Defining Element Links, page 4-21

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*

Vehicle and Mileage Processing

Vehicle Repository

In the vehicle repository, you can store details of company vehicles and private vehicles used for business purposes. This information is datetracked so that you can record changes to the vehicle - such as its status (active or inactive) - over time. Storing this data in a repository removes the need for repetitive and error-prone data entry.

Use Oracle SSHR to record the following information in the Vehicle Repository Page:

- Registration number

- Make and model

- Buying date

- Engine capacity

- Buying price and value of optional accessories fitted initially and added later

- Fiscal rating

- Status, and reason for Inactive status

- Whether the vehicle can be allocated to multiple users

You can import company vehicle information from a car fleet management system, storing a fleet identifier and date transferred on each vehicle record.

Vehicle Allocation

Use Oracle SSHR to allocate vehicles to your employees so they can be used in employee mileage claims or Benefit in Kind processing. You can allocate two types of vehicles : company and private.

- You can allocate one primary company vehicle to each employee, and as many additional company vehicles as your business rules allow.

- You can allocate as many private vehicles as your business rules allow. You mark one vehicle as the default.

Business rules are held in the PQP_CONFIGURATION_VALUES table. See: Configuration Settings for Vehicle Repository and Mileage Claims, *Oracle HRMS Compensation and Benefits Management Guide*

When you allocate a vehicle, you can override some of the configuration settings for

your business group.

You can record a vehicle against a single assignment, or against all of an employee's assignments.

You can allocate vehicles from the Vehicle Repository page.

Leave and Absence Management

Absence Categories and Types

Oracle HRMS provides a convenient way to maintain information about the various absence types your enterprise recognizes. To facilitate reporting and analysis of employee absences, you can distinguish between *absence types* and *absence categories*. An absence category is a group of related absence types.

Some absence categories may be predefined for your legislation. The table below contains examples of absence categories and types, for illustration purposes only. You can extend the list of predefined categories and define your own absence types, as required.

Example Absence Categories and Types:

Absence Category	Absence Type
Medical Leave	Illness or Injury
	Work-related Injury
	Work-related Illness
	Medical Appointment
Family Leave	Paid Maternity/Paternity
	Unpaid Maternity/Paternity
	Dependent Care
Personal Leave	Compassionate Leave
	Personal Business
Professional Leave	Certification Classes
	Meeting Attendance

Also, to assist with absence reporting and analysis, you can provide *reasons* to select from when recording employees' time taken for an absence type. For example, if you

need information to analyze the particular family-related responsibilities that cause employees to miss work, you can define reasons for absence types as follows:

Example Absence Category, Types and Reasons:

Absence Category	Absence Type	Absence Reasons
Family Leave	Paid Maternity/Paternity	Birth of a child
		Adoption of a child
	Dependent Care	Child Care
		Elder Care
		Disabled Care

Setup of Absence Types

Setting up each absence type is essentially a two-step process. One step involves defining the type, that is, entering its name, and optionally selecting a category and reasons for it. The other step involves defining an element to associate with the type. This element serves two important purposes:

- It provides a way to *maintain a running total* of time taken for the absence type. The Absence Detail window shows the running total of absences with an end date before the effective date, and with an absence duration on record. Each absence can add to, or subtract from, the running total, depending on how you define the absence type.

- It provides a way to *restrict employee eligibility* for the absence type. The links you build for the element establish which employees are eligible to use the type.

  For example, if the absence type compassionate leave is available only to full time employees, you link its element to the assignment category Full Time.

To hold a single running total of time taken for two or more absence types, you associate all the types with the same absence element. For example, your absence category Personal Leave may include two absence types you need for certain reporting purposes, Compassionate Leave and Personal Business. However, you require just one running total to be kept of employees' time taken for both types of personal leave. In this case you simply associate both absence types with the same absence element.

> **Note:** If you want to use absence types without recording accrued totals or eligibility rules, you can define the type with no associated element.

Absence Elements

You can associate each absence type with a recurring or nonrecurring absence element. Each element has an input value with either hours or days as its unit of measure.

Using a Nonrecurring Element

Nonrecurring element entries are valid for one payroll period. When you enter an absence of a type associated with a nonrecurring element, the application creates an element entry for the period in which the absence start date falls. For example, if you enter an absence that starts on 4 May for someone on a monthly payroll, the entry is dated 01 May to 31 May.

The entry is only created when you enter the absence end date, and you must enter the absence duration at the same time. The duration can be defaulted if you set up an absence duration formula. The full value of the absence duration is recorded in the absence element entry, even if the end date falls outside of the payroll period.

Using a Recurring Element

> **Important:** This option is only available if you use Oracle Payroll and the Proration functionality is enabled in your localization.

UK Users: If you use the Statutory Absence Payments feature you must continue to use nonrecurring elements to record long term sick leave.

Use this approach if you want to begin processing absences before end dates are recorded. You do not enter absence duration on the recurring element entry. Instead, you use a payroll formula to calculate the absence duration to be processed in each payroll period. Use the absence duration formula to calculate the duration displayed on the Absence Detail window. This value is deducted from the current PTO accrual when you enter an end date for an absence type that is associated with a PTO accrual plan.

Recurring element entries start on the absence start date and end on the absence end date (if there is an end date). If the absence ends in the middle of a payroll period, the payroll run detects and processes the absence using the proration functionality.

Absence Balance Information

When you define an absence type, you specify whether the application should maintain an increasing balance, a decreasing balance, or no balance of time off. The balance isa running total of the hours or days an employee has taken for the absence type, as recorded in the Duration field.

Increasing Balances of Time Taken

As you would expect, an increasing balance for an absence type starts with no time entered, and increases as you enter employees' hours or days absent. For example, if the absence type Compassionate Leave has an increasing balance, the balance starts from zero for each employee and increases by the number of hours entered for each absence of this type.

Increasing balances are appropriate for most absence types. For absence types for which your enterprise sets a maximum time allowed, the system issues a message when an entry of time absent exceeds this maximum, or Oracle Alert can notify you when an employee reaches the maximum time or takes excess time.

See: *Oracle Alert User's Guide*

When defining an absence type for a PTO accrual plan, you give it an increasing balance that shows the employee's accrued time taken. When you record an absence using the Absence Detail window, you can see the amount of accrued time a plan participant has available for use as vacation or sick leave.

Decreasing Balances of Time Remaining

If your enterprise sets a maximum time allowed for an absence type, you have the option of setting up a *decreasing balance* for this type, instead of an increasing balance. (If the absence type is used for a PTO accrual plan, it is simpler to use an increasing balance and an accrual formula that records an up-front accrual amount.)

For example, suppose your enterprise allows certain employees 32 hours leave per year for professional development. The Professional Leave absence type can have a decreasing balance, and an initial entry of 32 hours.

If you record an employee absence of 4 hours for this absence type, the decreasing balance shows 28 hours still available to be taken.

Decreasing absence balances require more maintenance than increasing balances. They need a prorated initial balance entry for all eligible new hires throughout the year, and require resetting each year for all eligible employees.

Notice that an absence type cannot have both a decreasing and an increasing balance; it has one or the other.

Initializing an Absence Balance

You can initialize or adjust an absence balance using the Element Entries window, or the Element Entry API. You can also initialize a decreasing balance by entering a negative value using BEE. For example, if you enter -16 hours using BEE, a decreasing balance starts at 16 hours. However, be aware that using BEE creates an absence record that will show on employees' absence history.

Referencing Absent Time in Payroll Runs

You can define an absence element as an Information element or an Earnings element.

Using an Information Absence Element

If you define an Information absence element, you can use a recurring Earnings element to manage the calculation and payment of vacation and sick pay. When you define the absence element, you check the Database Item box for the input value that holds the absence balance. Entries to this input value then become database items that formulas for payroll calculations can access.

US Users: You will typically set up your absence elements in the Information classification for employees who do not submit timecards (Timecard Required = No on the Statutory Information tab of the Assignment window). If you are using the seeded Regular Salary or Regular Wages elements, the payroll run creates indirect results for the seeded Vacation Pay or Sick Pay elements when it finds absence entries in the Vacation or Sickness categories. These elements appear on the Statement of Earnings, but the Information elements do not. You do not need to set up any additional absence Earnings elements for these employees.

Other localizations: Typically, you define an Earnings element to have a skip rule that triggers processing when it finds an entry for the absence element. The element's payroll formula uses the database item for the entry value so that it automatically gets the sum of all the entries in the pay period. Then, using the salary database item to get the salary or hourly rate, it calculates the total absence pay for the period. You can also use the formula to reduce regular earnings for the period so employees do not get paid twice.

The advantage of this approach is that it simplifies the processing of absence payments into one calculation.

Using an Earnings Absence Element

Select the Earnings classification for absence elements if you want to process absences individually in each payroll period. You can use these elements with Oracle Time and Labor. This approach creates a one-line entry on the statement of earnings for each absence type. Typically, you would create nonrecurring Sick and Vacation Pay earnings elements. You can also create different absence elements for each rate or multiple of pay if the element must appear on the statement of earnings as a different line item.

US Users: For employees who *do* submit timecards (making entries in BEE to the Time Entry Wages element), you can create your absence elements as Earnings. This also applies if you do not use the seeded Regular Salary and Regular Wages elements, and you want your absence payment to show on the Statement of Earnings. Use the Earnings window to initiate the element. Select the Category *Regular* and check the Reduce Regular box.

Retrospective Entries and Adjustments

Oracle Payroll users: If you enter or update an absence retrospectively, or you delete an absence that started in the past, these changes are listed in the Retro Notification report the next time you run this report. This enables you to use RetroPay to correct any payroll processing.

Defining an Absence Type

Use the Absence Attendance Type window to define an absence type and associate it with an element.

To define an absence type:

1. Enter a name and category for the absence type.

> **Tip:** Give the absence type and its associated element the same name, or coordinate the type name with its element name. For example, name the absence type for a PTO accrual plan Salaried Sick PTO Plan, and its associated element, Salaried Sick PTO Absence.

2. Select Allow Absence Overlaps if absences of this type can overlap other absences. If you deselect this option, the application warns you if you enter an absence that overlaps another absence of any type.

3. In the Associated Element region, select the element defined for this absence type. Select the element's input value that holds days or hours. The unit of measure for the input value appears in the Units region.

4. In the Balance region, select *Increasing* if you want each absence entry to add to a running total of time taken to date. The running total covers all absence types associated with the selected element. Select increasing balances for absence types for PTO accrual plans, and for most other absence types.

   For absence types that have a set maximum amount of hours or days allowed, you may select *Decreasing*. In this case, each absence recorded reduces an initial balance to show time remaining to be taken for the type.

   > **Note:** Decreasing balances require more maintenance. You must enter an initial balance amount for each new hire eligible for the absence type, and must initialize the balance for all eligible employees at the start of each year.

5. Optionally, select reasons that are valid for entries of this type of absence.

6. Save the absence type.

Setting Up Absences

Oracle HRMS enables you to record the absence information for employees to receive the various absence benefits for maternity, paternity, parental absence, part-time maternity, and adoption. This process ensures that you report the absence information and the related social security deductions accurately on the social security contribution reports.

1. You must use the predefined elements for absence such as Maternity Detail, Paternity Detail, Part-time Maternity Detail, and Adoption Details.

    See Predefined Elements, page 4-2

2. Record the absence information for an employee using the Absence window.

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

3. Enter the additional information for each of these absences using the Further Information field:

    1. Entering Maternity Absence, page 4-46

    2. Entering Adoption Absence, page 4-47

    3. Entering Part-time Maternity, page 4-46

    4. Entering Parental Absence, page 4-49

    5. Entering Paternity Absence, page 4-49

Setting Up Holiday Pay

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

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

See: Defining a Payroll, page 5-4

To set up holiday pay:

1. Assign a work schedule to the employee.

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

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

   > **Note:** If an employee is attached to a monthly or hourly payroll, then as you process the payroll, Oracle HRMS calculates the holiday accrual days and holiday allowance (holiday pay for the hourly payroll) based on the definitions at the legal employer or assignment level. For example, a five-day work pattern results in 2.08 days per month of holiday accrual and a six-day work pattern results in 2.5 days per month.

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

   > Sse: Entering Additional Assignment Details (Assignment Window), page 2-23

   See: Defining Element Links, page 4-21

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

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

4. Run the payroll.

   See: Starting a Payroll Run, page 5-37

Setting Up Sick Pay

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

To set up sick pay:

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

   See: n

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

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

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

   See: Entering Additional Assignment Details (Assignment Window), page 2-23

4. Run the payroll.

   See: Starting a Payroll Run, page 5-37

Running the Sickness Pay Reports

You can generate and submit reports to statutory authorities that list reimbursements of sickness pay. These reports include the DP201 and DP202 reports. Run these reports from the Submit Request window.

To run the sickness report:

1. Select the Single Request option.

2. Query the relevant sickness report request in the Name field.

3. Complete the request parameters.

   > **Note:** Oracle HRMS generates the report only for those sickness absences that have an end date between the start and end dates you enter in the parameter. You can generate the report for a particular assignment by entering the Assignment Number parameter. If you leave the field blank, the report includes all the assignments of the employee.

4. Submit the request.

Entering Maternity Absence

You use the Absence window to record the maternity absence for employees. You can

enter additional information relating to an employee's maternity absence as required for processing the maternity benefit.

To enter maternity absence:

1. Click in the Further Information field to display the Additional Absence Detail Information window.

2. Enter the date when notification was received for maternity leave.

3. Enter the expected and the actual date of birth of the child.

4. Select whether the absence is the employees' first absence.

5. Select the linked absence.

6. Select whether the employee is eligible for holiday accrual.

7. Select the type of payment applicable for the leave.

8. Enter the override values if any, for the pre-birth duration.

9. Enter the override values if any, for the post-birth duration.

10. Enter the number of maternity weeks that were transferred to the employee.

11. Enter the return to work date notified by the employee.

12. Enter the expected return to work date.

13. Enter the right of leave notification date.

Entering Adoption Absence

You can use the Absence window to record the adoption absence for employees. You can enter additional information relating to an employee's adoption absence. This information is required for processing the adoption benefit.

To enter adoption absence:

1. Click in the Further Information field to display the Additional Absence Detail Information window.

2. Enter the date when notification was received for adoption leave.

3. Enter the expected and the actual date of adoption.

4. Select whether the absence is the employee's first absence.

5. Select whether the employee is eligible for holiday accrual.

6. Select the type of payment applicable for the leave.

7. Enter the override values if any, for the pre-adoption duration.

8. Enter the override values if any, for the post-adoption duration.

9. Enter the number of adoption weeks that were transferred to the employee.

10. Enter the return to work date notified by the employee.

11. Enter the expected return to work date.

12. Enter the right of leave notification date.

13. Enter the notification date of 32 weeks absence right.

Entering Part-time Maternity Absence

You can use the Absence window to record the part-time maternity absence for employees. You can enter additional information relating to an employee's part-time maternity absence. This information is required for processing the part-time maternity benefit provided to employees.

You must record a minimum of six weeks of maternity leave for the employee before you enter the part-time maternity leave.

To enter part-time maternity absence:

1. Click in the Further Information field to display the Additional Absence Detail Information window.

2. Enter the date on which notification was received for maternal leave.

3. Enter the date of child birth of the child.

4. Select whether the absence is the employee's first absence.

5. Select whether the employee is eligible for holiday accrual.

6. Select the type of payment applicable for the absence.

7. Enter the number of part-time hours that the employee opts for.

8. Select the frequency at which you need to calculate the part-time hours.

Entering Parental Absence

You can use the Absence window to record the parental absence for employees. You can enter additional information relating to an employee's parental absence. This information is required for processing the parental benefit.

To enter parental absence:

1. Click in the Further Information field to display the Additional Absence Detail Information window.

2. Enter the date on which notification was received for paternal leave.

3. Enter the date of childbirth or adoption.

4. Select if the absence is the employee's first absence.

5. Select whether the absence is the employee's first absence.

6. Select whether the employee is eligible for holiday accrual.

7. Select the type of payment applicable for the leave.

8. Enter the override values if any, for the duration information.

9. Select whether the absence right is for more than one period.

10. Select the reason of absence.

Entering Paternity Absence

You can use the Absence window to record the paternity absence for employees. You can enter additional information relating to an employee's paternity absence. This information is required for processing the paternity benefit provided to employees.

To enter paternity absence:

1. Click in the Further Information field to display the Additional Absence Detail Information window.

2. Enter the date on which notification was received for maternal leave.

3. Enter the date of birth of the child.

4. Select whether the absence is the employee's first absence.

5. Select whether the employee is eligible for holiday accrual.

6. Select the type of payment applicable for the leave.

7. Enter the number of part-time hours.

8. Select the frequency of the part-time hours.

5

Payroll Management

Payroll Definition

Consolidation Sets

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

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

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

Changes to a Consolidation Set

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

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

Period Types and Calendars

Since a payroll has only one pay frequency, you must define at least one payroll for each pay frequency you use. The following table shows the valid period types for pay frequency.

Period types and pay frequency table:

Payroll Period Types	Periods per Year
Semi-Year	2
Quarter	4
Bi-Month	6
Calendar Month	12
Lunar Month	13
Semi-Month (not available for UK users)	24
Bi-Week	26
Ten-Day	36
Week	52

> **Note:** For Norway and Swedish users: Only Bi-Month, Calendar Month, Bi-Week, and Week payroll period types are available.
>
> For Spanish users: Only Calendar Month payroll period is available.

Assignment Sets

There are three uses of assignment sets in Oracle HRMS:

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

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

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

There are three ways to define the set:

- You can enter selection criteria, which the system generates into a formula. When

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

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

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

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

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

  See: Defining an Assignment Set by Including or Excluding Assignments, *Oracle HRMS Enterprise and Workforce Management Guide*

Defining a Payroll

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

To define a new payroll:

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

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

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

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

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

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

4. In the Date Offset region, you can change the zero default to a negative or positive number of days before or after the period end date. For example, for a semi-monthly payroll, the Cut Off date can be 3 days before the period end date (-3), while the Scheduled Run and Check dates can be 5 and 7 days after this date, respectively. You can also set the Payslip offset to determine when employees can view payslip information.

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

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

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

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

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

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

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

5. Select a default payment method for employees who have no valid personal payment method. You cannot select a method using magnetic tape because this

requires information about employees' bank accounts.

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

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

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

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

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

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

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

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

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

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

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

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

localization.

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

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

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

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

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

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

    For Japan users only:

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

    - income tax dependent reference type

    - social insurance premium collection type

    - user defined year end adjustment formula

    - Hi Wp Monthly Remuneration Synchronous

    - Geppen Santei Process Date (MMDD)

    - Print Personal Number

15. Save your work.

16. Save your work.

17. Choose the Period Dates button to view the calendar generated for your payroll. In the Period Dates window:

- You can view the default offset dates for every period, and you can manually override any of these dates in any record.

- You can change the payroll's default *Open* status in any period to *Closed* to prevent further element entries. You can also reopen the period if necessary.

  > **Important:** Use this feature with caution. When you perform certain important tasks in Oracle HRMS, the system may automatically create or delete element entries. These tasks include hiring and terminating people, and updating assignments. You cannot change any element entries that span a closed payroll period, and so you may be prevented from performing these tasks.

18. Choose the Valid Payment Methods button to add valid payment methods for this payroll.

    In the Valid Payment Methods window, the default payment method for the payroll appears automatically. You can add other methods. First set your effective date to the date you want the method to become valid.

    > **Note:** An employee assigned to this payroll can have any number of personal payment methods chosen from those you enter here for the payroll.

    See: Entering Payment Methods for an Employee Assignment in *Oracle HRMS Workforce, Sourcing, Deployment, and Talent Management Guide*

Related Topics

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

Payments and Distribution

Cash Management and Oracle Payroll

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

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

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

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

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

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

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

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

Defining a Payment Method

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

From this window, you:

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

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

payment.

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

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

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

To define a payment method:

Supply a name and start date for your payment method

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

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

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

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

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

Enter the source bank details for your payment method

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

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

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

   - Account Name

   - Account Type

   - Account Number

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

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

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

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

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

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

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

Specify what type of payments to cost for this payment method

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

- Cost Payment: Check this box to specify that you want to cost only uncleared payments for this payment method.

- Cost Cleared Payment: Check this box to specify that you want to cost only cleared payments for this payment method. If you check this box, the Cost Payment box is also checked by default.

- Cost Cleared Voided Payment only: Check this box to specify that you want to

cost any voided payments that have also been cleared by Oracle Cash Management. If you check this box, the Cost Payment and Cost Cleared Payment boxes are also checked by default.

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

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

Specify the GL accounts for this payment method

8. Navigate to the General Ledger tab.

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

10. Select the GL Control Account.

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

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

12. Select the Cash Clearing Account.

13. Select the Error Account.

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

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

Confirm that you can reconcile payments in Cash Management

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

15. To confirm that Oracle Cash Management is operating with the same source bank

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

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

Map the Payee organization to make third party payments

16. Click the Payees button.

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

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

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

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

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

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

Enter further information for the payment method

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

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

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

Field	Description
Initiating Party Name	Enter the name of the known party.
Sender ID	Enter the initiating party ID. This unique organization identification is assigned by an institution using an identification scheme. Typically, this is the customer-ID in the debtor bank based on the *Brønnøysundregistrene* and their Central Coordinating Register of Legal Entities, or other identification arranged with the bank.
Scheme Name	Enter the code for the identification scheme as published in an external list. The options are BANK and CUST: • BANK: Debtor/creditor relates to a sub-level agreement under the main agreement (a bilateral agreement between a customer and a bank) regarding a special service or subsidiaries or divisions. When the scheme name is BANK, the Sender ID should have a Customer Service ID assigned by the bank. • CUST: Debtor/creditor relates to the main-agreement with the financial institution. When the scheme name is CUST, the sender ID should be the organization number of the initiating party.
Batch Booking	Indicate whether [the requestor] has requested a single entry per individual transaction or a batch entry for the sum of the amounts of all transactions within the group of a message. The options are: • No: Single Booking requested. • Yes: Batch Booking requested. This default value is Yes. **Note:** The Yes and No values are reflected in XML as true and false.

Field	Description
Service Level Code	The service level code specifies a pre-agreed upon service or level of service between the parties as published in an external service level code list. Select one of the following options: • NURG (Non-urgent Payment): Select as the default. • SDVA (Same Day Value): Intercompany only (not for salaries). • SEPA (Single Euro Payments Area) • URGP (Urgent Payment): Only suppliers (SUPP) but not for salaries.
Payment File Format	This field indicates which supported payment file format and process are in use. The supported processes are Telepay and ISO 20022. • Telepay: Indicates that the older file format and process, the Norwegian Payment Process, are in use. This is the default value if the field is blank. If this value is set, and you run the newer ISO20022 process, then an error occurs. • ISO20022: Indicates that the ISO 20022 file format and process are in use. If this value is set and you run the older Telepay process, the following error message appears: *Bank file format processed is not according to specified set up on Payment method*. **Note:** If you see this message, you must roll back the error process before running the new process.
Payment Identification ID	The payment identification ID is a reference assigned by a sending party to identify the payment information block within a message.

Field	Description
Payment Method	Select one of the following values to specify the payment type to use for transferring the funds: • CHK: Cheque • TRF: Credit Transfer. This default value is TRF.
Debtor Name	Enter the name of the debtor party.
Debtor ID	The debtor ID is a unique identifier assigned to a debtor organization by an institution using an identification scheme.

Setting Up a Global Statement of Earnings

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

To set up the global statement of earnings:

1. Create a user category through the lookup SOE_USER_CATEGORY.

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

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

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

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

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

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

   See: Business Group: Entering SOE Information, page 1-28

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

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

   The South African localization does not use balance attribution.

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

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

   See: Business Group: Entering SOE Detail Information, page 1-29

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

7. Define the attributes for your SOE balances.

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

Viewing Statement of Earnings

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

You do this using the Statement of Earnings window.

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

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

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

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

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

- Separate Check SOE only if employee has an element with Separate Check input

value set to Yes

- Tax Separate Run SOE if employee has an element(s) with any of the following input values:

  - Separate Check set to Yes

  - Tax Separately set to Yes

  - Deduction Processing is set to other then All

Canada only: The Payroll Run SOE displays one "Master Assignment Action" master record and multiple records with second and third layer run types.

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

To view the last payroll with PrePayments run against it:

Perform one of the following:

- Select View | Statement of Earnings.

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

- Choose the Statement of Earnings window in Fastpath.

To view the most recently run QuickPay results:

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

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

To view the statement of earnings information without running PrePayments:

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

Payroll Statutory Deductions and Reporting

Denmark Tax Overview

Oracle HRMS supports the deduction of employee tax. Employers have a statutory duty to deduct tax from employee pay. The withholding tax calculation depends on the employee tax card and earned taxable income in the pay period. The Danish tax card indicates four ways to calculate withholding tax:

- Main (H) Tax Card

- Secondary (B) Tax Card

- Tax Free Income (F) Tax Card

- No Tax Card

You can process taxation for some specific pay components such as bonus and benefits in kind. Typically, you calculate withholding tax for every employee assignment, even if an employee has multiple assignments within a legal entity. If you terminate an assignment during the tax year, you do not transfer the tax balances to a new assignment.

See: Uploading the Tax Card, page 5-21

See: Setting Up Withholding Tax, page 5-19

You process all employee payments electronically through the employer's bank. The most widely used standard is through bank transfer (PBS). The PBS file format consists of different record types, and the usage varies with the payment type. Oracle HRMS supports the generation of a payment file. Send this file to the employer's bank for electronic transfer of funds from the employer's bank account to the employee accounts.

See: Setting Up Electronic File Transfer (EFT), page 5-39

Setting Up Withholding Tax

Oracle HRMS enables you to request and upload employee tax information from the tax administration. The application will extract the withholding tax information for each employee assignment.

1. Link the Tax element to your payroll.

    See: Defining Element Links, page 4-21

2. You need to attach the Tax Card element to the employee's primary assignment.

    You enter the Tax Card details using Oracle Self-Service HR (SSHR).

3. Upload the tax card details into your application.

> **Note:** Once you upload the tax card information correctly, the application extracts the employee tax information and stores it in the available elements.

See: Uploading the Tax Card, page 5-21

Uploading the Tax Card

1. Oracle HRMS enables you to request the employees' tax cards for the new tax year. You send the tax card request to the tax administration in the form of a flat file that contains the employee details. Every employee assignment appears as a separate row in the generated flat file.

   The tax administration sends back a file, which is the same request file with the tax information added to every employee assignment record. The tax administration sends the electronic tax cards in a fixed file format. You upload the tax card information into the application.

   If an employee's tax card changes during the tax year and if the tax administration issues a new tax card, you will have to update the new tax card manually into the application.

2. **To send the tax card request:**

   1. Choose the Single Request option.

   2. Query the Danish E-Income Tax Card Requisition request in the Submit Request window.

   3. Enter the information for the following parameters:
      - Legal Employer - Select the legal employer for whom you want to run the report. This is a mandatory parameter.

      - Start Date - Enter the date after which the Danish E-Income Tax Card Requisition concurrent program must pick new employees. This is a mandatory parameter.

      - Test Submission - The default value for this parameter is No. Select Yes for a test run of the report.

   4. Submit the request.

   5. Close the window.

Uploading the Tax Card - Pre 01-Jun-08

Oracle HRMS enables you to request the employees' tax cards for the new tax year. You send the tax card request to the tax administration in the form of a flat file that contains the employee details. Every employee assignment appears as a separate row in the generated flat file.

The tax administration sends back a file, which is the same request file with the tax information added to every employee assignment record. The tax administration sends the electronic tax cards in a fixed file format. You upload the tax card information into the application.

If an employee's tax card changes during the tax year and if the tax administration issues a new tax card, you will have to update the new tax card manually into the application.

1. **To send the tax card request - pre 01-Jun-08:**

   1. Choose the Single Request option.

   2. Query the Danish Tax Card Requisition request in the Submit Request window.

   3. Enter the information for the following parameters:

      - Effective Date

      - Magnetic Filename

      - Legal Employer's Name

   4. Submit the request.

   5. Close the window.

2. **To upload the tax card:**

   1. Convert the flat file that you receive from the Danish authorities to a text file (with extension .txt).

   2. Run the meta-mapper process, if you have not already done so, and place the converted file in a directory readable by the database. This is a system administration task.

      See: Additional Implementation Steps for Denmark, page 6-1

   3. Choose the Single Request option.

   4. Query the Danish Tax Card Upload request in the Submit Request window.

5. Enter the information for the following parameters:

   • File Name

   • Batch Name

   • Batch Reference

6. Submit the request.

7. Close the window.

8. Choose the Single Request option again.

9. Query the Data Pump Engine request in the Submit Request window.

10. Enter the information for the following parameters:

    • Batch Name

    • Validate

    • Action Parameter Group

11. Submit the request.

12. Close the window.

Processing and Reporting Electronic Holiday Card Data

Electronic Holiday Card Data Overview

Oracle HRMS enables you to process and report the holiday information on accrual, entitlements, and payments for all hourly paid staff and any terminated salaried employee on holiday cards. You can use the holiday card if you belong to the Danish Employer Organization (DA) and have a collective agreement that indicates that you use holiday cards for reporting the holiday information. You can generate and submit the holiday card data electronically to the Danish Employer Organization (DA) using the XML report specified by the DA.

> **Note:** If you do not belong to the DA or do not use the electronic holiday card system, then you can continue to send the employee information via PBS to the holiday bank as you do currently. The electronic holiday card system affects the employers who choose to use the holiday card. You cannot use holiday bank transfer if you have indicated the use of holiday card system as you can only use the Electronic Holiday Card (EHC) extract.

Processing and reporting EHC data involves the following steps:

- Generating the EHC XML file for submission to the electronic holiday card system. See Generating EHC XML File, page 5-23

- Submitting EHC data electronically to the DA using your organization's method.

- Uploading the EHC XML file received from the electronic holiday card system to Oracle Payroll. See Uploading EHC XML File to Oracle Payroll, page 5-24

- Running the payroll for processing and paying holiday pay. See Starting a Payroll Run, page 5-37

Generating Electronic Holiday Card XML File

To generate the Electronic Holiday Card (EHC) XML file for submission to the EHC system, complete the following:

1. Enter the Denmark DA Office Code details at the organization level. See Entering DA Office Code, page 1-29

2. Enter the DA Office Codes as additional assignment information. See Entering

Additional Assignment Details (Assignment Window), page 2-23

3. Enter the holiday period and the holiday pay percentage in the Denmark E-Holiday Card Information assignment extra information type. The application uses these details while generating the electronic holiday card XML file.

4. Ensure that the Use Holiday Card option is set to Yes in the Further Payroll Information or Statutory Information window that opens from the Payroll window. See Defining a Payroll, page 5-4.

5. Query the user table, DK_PBS_Data in the Table Values window and end date the Holiday Bank user row on correct date. You cannot use holiday bank transfer if you have indicated the use of holiday card system.

6. Run the following concurrent programs using the Submit Request window:

   • Danish E-Holiday Card Periodic Report Archiver - This report archives all the assignments terminated (hourly, salaried) within the date range passed to the concurrent program.

   • Danish E-Holiday Card Periodic Report – This report generates the periodic report of the specific archive request ID of the archive program.

   • Danish E-Holiday Card Annual Report Archiver - This report archives all the active hourly assignments within the year range. For example, if year passed is 2011, then date range will be 01-JAN-2011 to 31-DEC-2011.

   • Danish E-Holiday Card Annual Report - This report generates the annual report of the specific archive request ID of the archive program.

   • Danish E-Holiday Card Maintain Information Archiver - This report archives all the active hourly assignments and all the assignments terminated (Hourly, Salaried) within the date range passed to the concurrent program.

   • Danish E-Holiday Card Maintain Information Report - This report generates the information report of the specific archive request ID of the archive program. You must submit this report to the DA electronically.

     Note: The application uses the predefined balances, Special Holiday Union Agreement Accrual and Profit From Free Choice Account Accrual, to report the total payment for that period.

Uploading EHC XML File to Oracle Payroll

To upload the EHC XML file coming from the electronic holiday card system, which has

requests from individual employees for holiday pay to be paid, complete the following:

1. Specify a location for the EHC XML file in the HR: Data Exchange Directory profile.

2. Ensure to create an absence type with Holiday Card Request absence category. You must select this absence type while running the Danish E-Holiday Card Request Holiday Pay Upload concurrent program. See Defining an Absence Type, page 4-43

3. Ensure that the Use Holiday Card option is set to Yes at Legal Employer. See Entering Holiday Entitlement Details, page 1-30

4. Ensure that the Use Holiday Card option is set to Yes in the Further Payroll Information or Statutory Information window that opens from the Payroll window. See Defining a Payroll, page 5-4.

5. Create element links for the following elements:

   • Absent Holiday Card Request

   • Holiday Card Payment Request

   • Override Holiday Duration

   See Defining Element Links, page 4-21

6. Place the XML file at a location set by the HR: Data Exchange Directory profile to upload it to Oracle Payroll.

7. Run the Danish E-Holiday Card Request Holiday Pay Upload prior to the payroll process to upload the EHC XML file to Oracle Payroll. See Running the Danish E-Holiday Card Request Holiday Pay Upload Program, page 5-26

   The application uses the following predefined elements to record related information, to store incoming holiday request information, and pay the holiday pay as follows:

   • Holiday Card Holiday Pay: To pay holiday pay and record relevant information.

   • Holiday Card Payment Request: To record incoming information from the electronic holiday card system and time-stamp it.

   • Absent Holiday Card Request: Attached to the new absence type created for use by the electronic holiday card system.

   Additionally, the application uses the following predefined balances to specify holiday pay details while uploading the EHC data XML file:

   • Holiday Pay Paid

- Holiday Days Paid

- Holiday Paid Days

Running the Danish E-Holiday Card Request Holiday Pay Upload Program

Ensure to run this concurrent program prior to the payroll process for the holiday pay to be paid. This program enables you to upload the file received from the electronic holiday card system, which has requests from individual employees for holiday pay to be paid, to Oracle Payroll.

You run this concurrent program from the Submit Requests window.

To run the Danish E-Holiday Card Request Holiday Pay Upload program:

1. In the Name field, select Danish E-Holiday Card Request Holiday Pay Upload.

2. In the Parameters window, enter the following parameters:

   - File Name: Ensure to place the EHC XML file at a location set by the HR: Data Exchange directory profile.

   - Absent Type: Select the applicable absence type created with absence category as Holiday Card Request.

   - Test Submission: If you select Yes, then the concurrent program just validates the file.

3. Choose Ok.

4. Choose Submit.

   > **Note:** The concurrent program creates an absence for the employee as follows:
   >
   > - Start Date: Start date of absence from the inbound file.
   >
   > - Absence Type: As passed in the parameter of the absence data processed in the upload program.
   >
   > - End Date: The application calculates the end date using the Danish Absence Duration function that also used the Work Schedule and the Danish Holiday Work Pattern (5 or 6 days as defined in the Holiday entitlement EIT for Assignment / Legal Employer)

Payroll Processing and Analysis

Process Part of a Payroll

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

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

Assignment Sets

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

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

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

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

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

- Include all assignments

- Include or exclude individually identified assignments

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

Consolidation Sets

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

Element and Distribution Sets

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

You can select element sets as follows:

- Include all elements

- Include or exclude individually identified elements

- Include or exclude classifications of elements.

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

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

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

QuickPay

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

QuickPay: Two Options for PrePayments:

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

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

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

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

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

Troubleshooting QuickPay: Concurrent Manager

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

You may receive one of the following error messages:

- **The process has not started**

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

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

  Ask your system administrator to investigate the reason for this.

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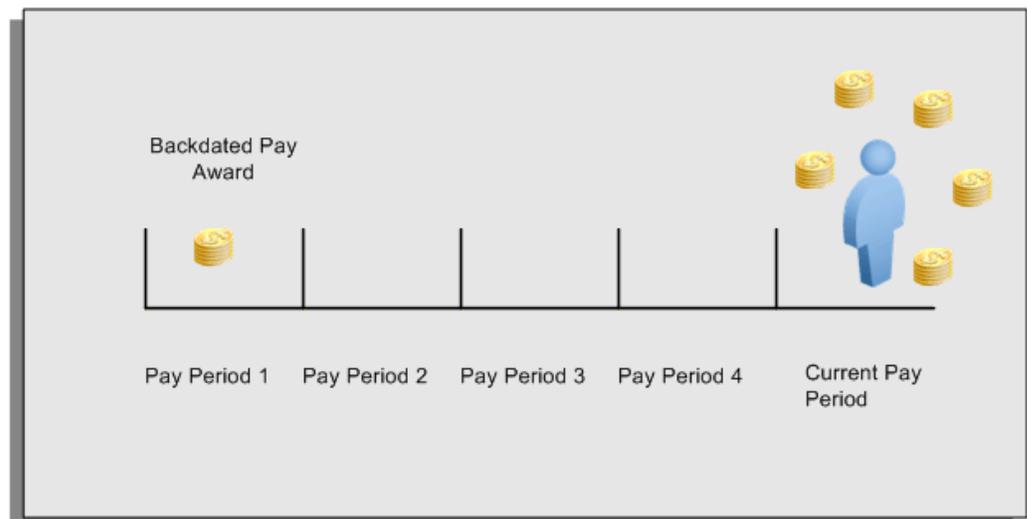
For example, at the start of the current pay period, this employee has a pay award backdated to pay period 1. The employee has not yet received any payments for this award. In the current pay period the employee is entitled to payments that represent the backdated amounts for:

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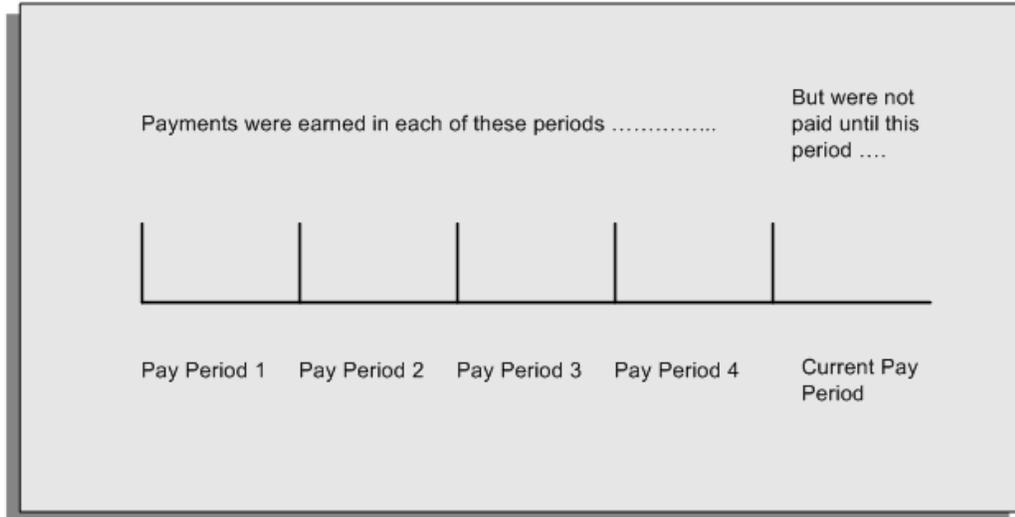
When backdated payments occur, the accuracy of your subsequent payroll processing depends on distinguishing between:

- The period in which the payment was earned

- The period in which the payment was made
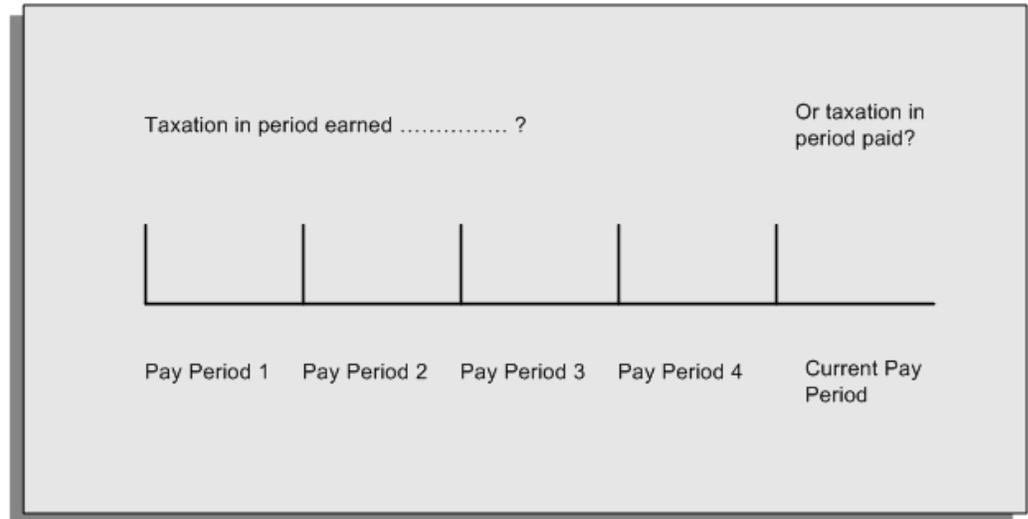
For example, the taxation implications are different for:

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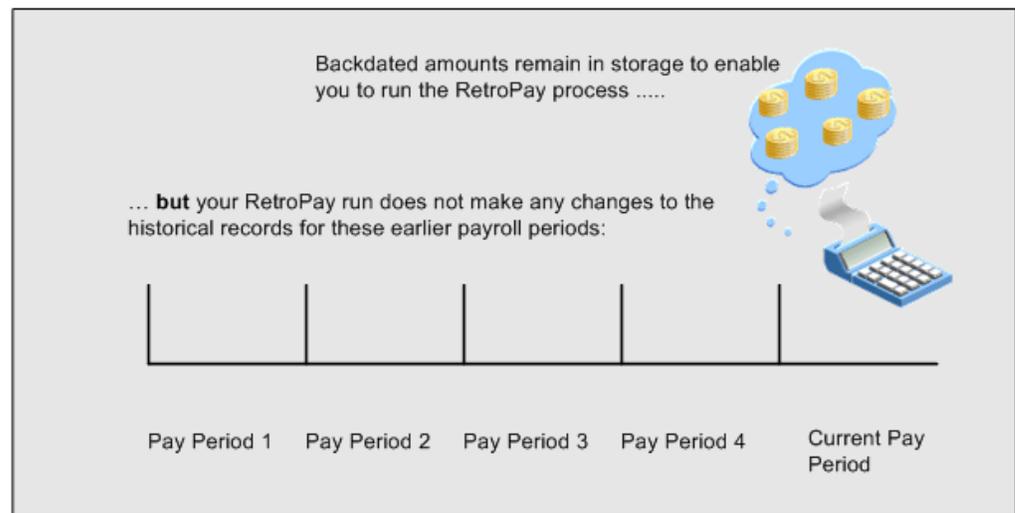
You never overwrite historical payroll data when you run RetroPay. Although you recalculate all periods that have retroactive changes whenever you run a RetroPay, you never modify the stored results for these periods. Instead, you create one or more

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 White Paper Note ID 842307.1 on My Oracle Support

RetroPay process from Pay Period 1 to Pay Period 3

RetroPay process from Pay Period 3 to Pay Period 5

Pay Period 1 Pay Period 2 Pay Period 3 Pay Period 4 Pay Period 5

RetroPay 1

RetroPay 2

RetroPay

RetroPay process from Pay Period 1 to Pay Period 5 for overlapping pay periods
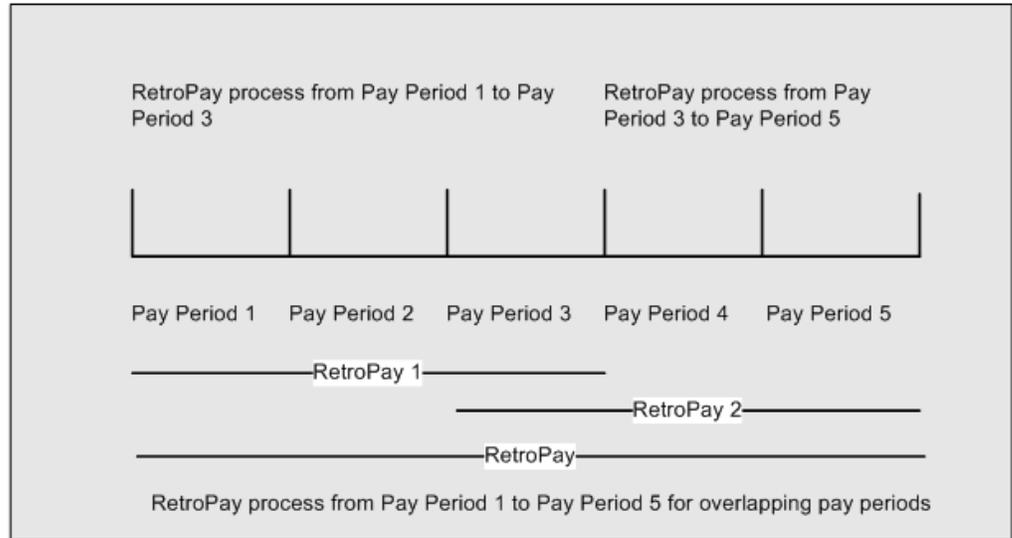
RetroPay Processes Available in Oracle Payroll

Oracle Payroll provides several versions of RetroPay, for example Enhanced RetroPay, RetroPay by Element, and so on. However, in most situations, you only have access to a single version of RetroPay.

How To Identify Your Version of RetroPay

Navigate to the Submit Requests window, and search for RetroPay. Your search returns the name of the single version of RetroPay enabled for your use, for example, Enhanced RetroPay.

An exception occurs in transitional situations. If you are replacing RetroPay by Element with Enhanced RetroPay, the Submit Requests window enables you to select each version of RetroPay so that you can complete the transition.

Summary of Available RetroPay Processes

We recommend Enhanced RetroPay as the standard version of RetroPay for new customers to adopt. Older RetroPay versions do exist, and this table exists as reference so that you can distinguish between each version. In practice however, your System Administrator determines which version of RetroPay you can use, and you are unlikely to see any reference to RetroPay versions that are unavailable to you .

RetroPay Process	Distinguishing Features
Enhanced RetroPay	Enables you to • Identify the reasons for backdated changes to individual elements, • Reprocess an assignment from the exact point at which a change occurred rather than reprocessing the entire pay period because it contains a backdated change.
RetroPay by Element	Enables you to identify the value of backdated changes for individual elements
RetroPay by Run	Only for use with Oracle HRMS (Japan)
RetroPay (by Aggregate)	Does not differentiate backdated payments at element entry level. Produces a single aggregated RetroPay This is the original version of RetroPay. You can continue to use RetroPay (by Aggregate) but we recommend that new customers should implement Enhanced RetroPay rather than RetroPay (by Aggregate)

Implications of Migrating Between RetroPay Processes

You cannot run one category of RetroPay with data that you have already run on a different category of RetroPay. For example, if your localization has moved from RetroPay by Run to Enhanced RetroPay, you cannot use Enhanced RetroPay on data previously processed in RetroPay by Run.

When to Run the RetroPay Process

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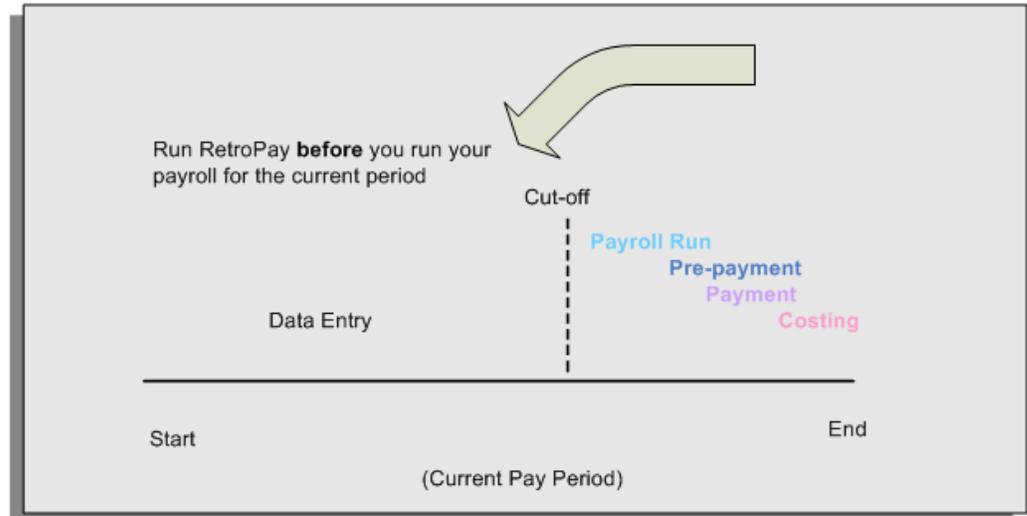
It is important to run your RetroPay process at the correct point in the payroll cycle. Always run RetroPay immediately before you run a payroll, and, for greatest accuracy, as close to the cut-off date as possible. The cut-off date is the point at which all data entry for the payroll is complete.

The RetroPay Process Always Precedes a Payroll Run

Can you run RetroPay **after** you have run your payroll ?

Cut-off

Payroll Run   (No)

Start

Current Pay Period

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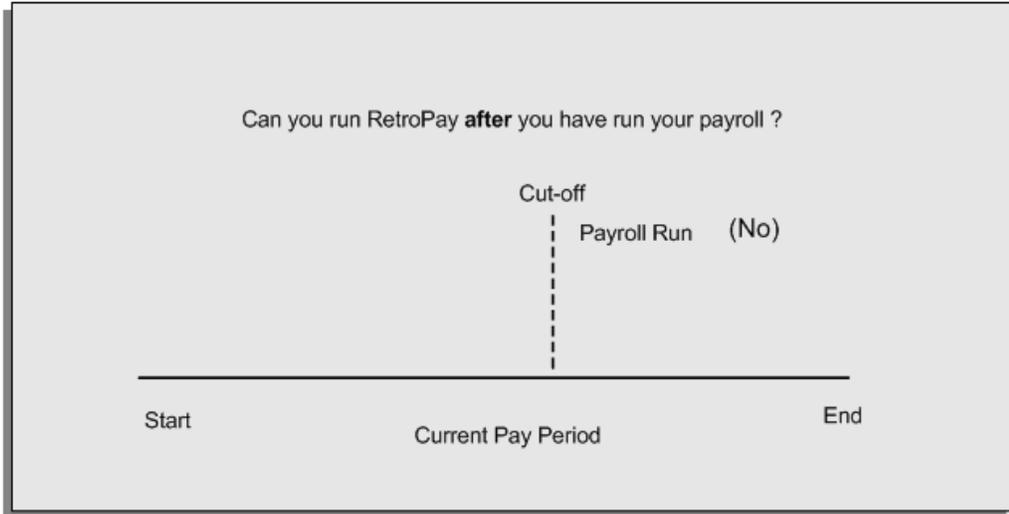
The RetroPay process cannot occur after your payroll run. If you run your payroll and then discover further backdated adjustments you must hold them over until a later payroll period and run the RetroPay process in that subsequent payroll period.

Backdated Adjustments Are Always Paid in the First Open Payroll Period

Current
Pay
Period

Can you run a RetroPay in your
current period, but make the
payments in a later pay period?

?

1   2   3   4   5   6   7   8   9   10

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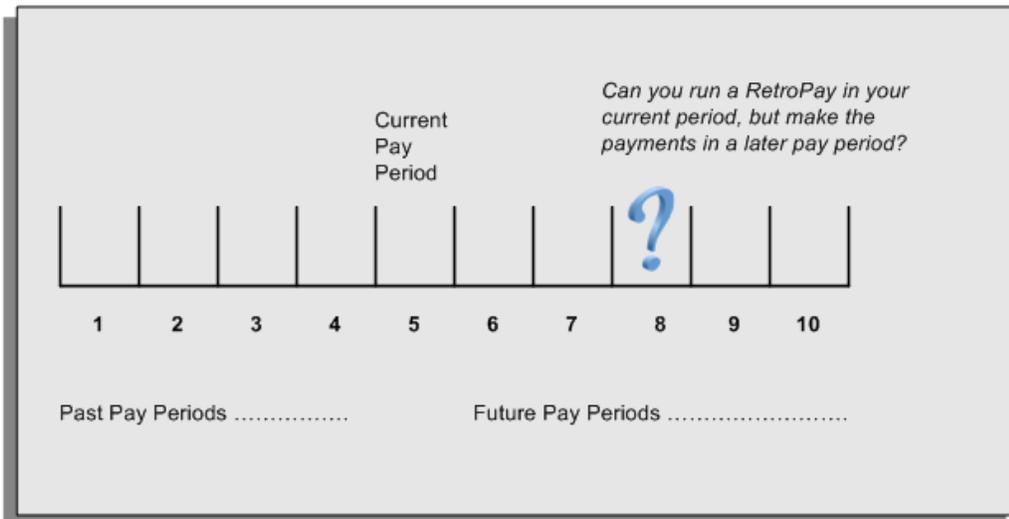
When you run a RetroPay process in your current payroll period, any backdated adjustments are always paid in your current payroll period. So, a RetroPay process in period 5 calculates any backdated adjustments from periods 1 to 4, and marks them for payment in period 5.

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.

Starting a Payroll Run

You start a payroll run in the Submit Requests window.

To run a payroll:

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

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

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

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

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

5. Select the payroll period for the run.

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

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

7. Select a run type.

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

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

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

10. Choose Submit.

Running the PrePayments Process

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

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

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

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

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

    Additional Information: You cannot delete personal payment methods if a PrePayment process is run.

Canada only: The PrePayments process creates different results depending on the setting of the Payroll Archiver Level option, which is set at the business group level. If you set it to "Tax Group," PrePayments consolidates the payment for all GREs of an assignment (which must belong to the same tax group), and Cheque Writer/Deposit Advice generates only one cheque or deposit (this can happen only at the beginning of the year, after running the last payroll for the previous year and before running the first payroll of the current year). If you set it to "GRE," PrePayments creates separate payments for each GRE, and Cheque Writer/Deposit Advice generates a cheque or deposit advice for each GRE.

See: Entering Payroll Archiver Level Information, *Oracle HRMS Enterprise and Workforce Management Guide*

You run this process from the Submit Requests window.

To run the PrePayments process:

1. In the Name field, select PrePayments.

2. In the Parameters window, select the name of the payroll or consolidation set to run

the process for.

When you select a payroll, the default consolidation set is displayed.

3. Enter the start and end dates of the time span for the prepayments processing to cover.

> **Note:** If you specify the end date and not a start date, the process automatically uses the start date of the period for the end date you specified.

4. If required, enter an override payment method. The method you select overrides all other payment methods for this processing.

5. Choose OK.

6. Choose Submit

Setting Up Electronic File Transfer (EFT)

Oracle HRMS enables you to submit employee and payment details to the bank in the form of a bank transfer file (PBS).

1. Create a personal payment method of payment type, DK Payment Type.

See: Defining a Payment Method, page 5-9

2. Run the payroll process.

See: Starting a Payroll Run, page 5-37

3. Run the pre-payment process.

See: Running the Pre-payment Process, page 5-37

4. Submit the EFT request using the Submit Request window.

See: Running the EFT Process, page 5-39

5. View the output of the EFT file.

Running the EFT Process

Oracle HRMS provides the concurrent program, Danish Payment Output File, to run the Electronic File Transfer process.

You run Danish Payment Output File from the Submit Request window.

To run the Payment Output File:

1. Select Danish Payment Output File in the Name field.

2. In the Parameters window, optionally enter the payroll name.

    > **Note:** You can restrict the processing of assignments to the
    > specified payroll on the effective date.

3. Select the consolidation set.

4. Enter a start date for any prepayments to the employee.

5. Enter the effective date.

6. Select a payment method.

7. Enter the delivery check digit.

8. Enter the data supplier name and data supplier identification.

9. Enter the effective date.

10. Click Submit.

Setting Up Retro-Notification and RetroPay

Follow this process to set up the Retro-Notifications report, and the correct RetroPay
process for your payroll.

1. **Set Up the RetroPay Component**
    The RetroPay component determines the default style of RetroPay processing for
    your localization. For example, you can specify that your default style is Tax When
    Paid, rather than Tax When Earned.

    You can use either of the following methods to set up your RetroPay component:

Method	How To	Advantages
Set Up the Organization DFF	From the Additional Organizational Information window: 1. Select Retro Component Usages. 2. Select the Tax Area. 3. Enter a Retro Style, for example, Tax When Paid. 4. Enter an Effective Start Date. 5. Enter an Effective Date. 6. Choose OK to confirm your choices.	Processing the retrospective payments for all employees in the same style is a faster alternative than setting up details at the element level for each assignment. This method does not prevent you from making changes for individual assignments when you view RetroPay status.

Method	How To	Advantages
Set Up Retro Components and Spans at Element Level	From the Element window: 1. Query the element. 2. Choose the Recalculation tab. 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. Choose the Retro Components button. **Important:** Do not enable the Retro Component of the elements that are themselves being used to process retropay for another element. 4. Select a Recalculation Reason. 5. Select a Reprocess Type. 6. Select an Element Span to indicate the start date and end date on which you want to report.	You can modify entries at element level to make exceptions for particular assignments.

Note: Your localization may advocate one of these as the preferred method.

2. **Set Up the Retro-Notifications Report**

   Determine whether a retrospective change in Oracle Payroll will appear in the Retro-Notifications report. Set up an event group to contain all the retrospective change events that you want to record.

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

3. **Set Up Your RetroPay Process**

   Although Enhanced RetroPay is the recommended RetroPay process for most localizations, your System Administrator can also set up these earlier versions of RetroPay.

   See: Setting Up RetroPay by Element, *Oracle HRMS Payroll Processing Management Guide*

   See: Setting Up RetroPay by Run and RetroPay (by Aggregate), *Oracle HRMS Payroll Processing Management Guide*

Understanding the Sequence of Your RetroPay Activities

Given below is the sequence of retropay activities.
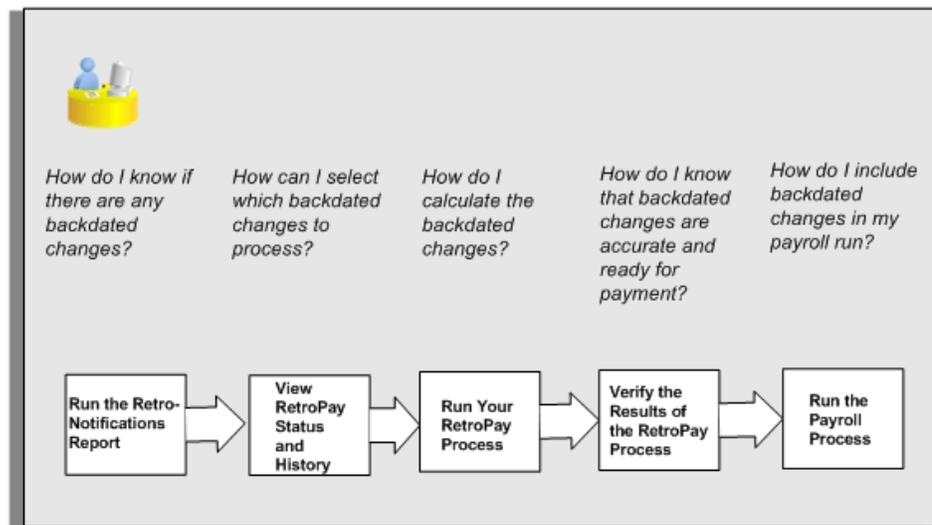
Follow this sequence to:

1. Identify outstanding backdated adjustments

2. Monitor and control the processing of backdated adjustments

3. Include backdated adjustments in your next payroll run.

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

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

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

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

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

2. **View RetroPay Status and History**

   Once you have identified unprocessed retrospective payments, you can determine how you want to process these changes.
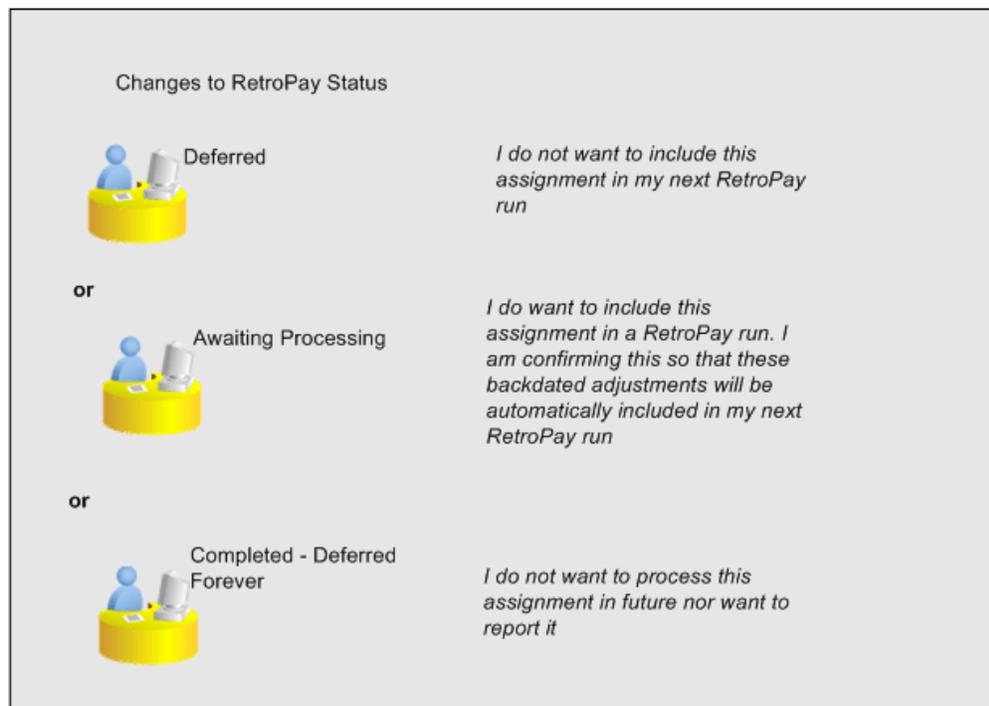
The Retro-Notifications report identifies the assignments with backdated adjustments. If you defer, then the assignment is not included when you next run RetroPay.

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

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

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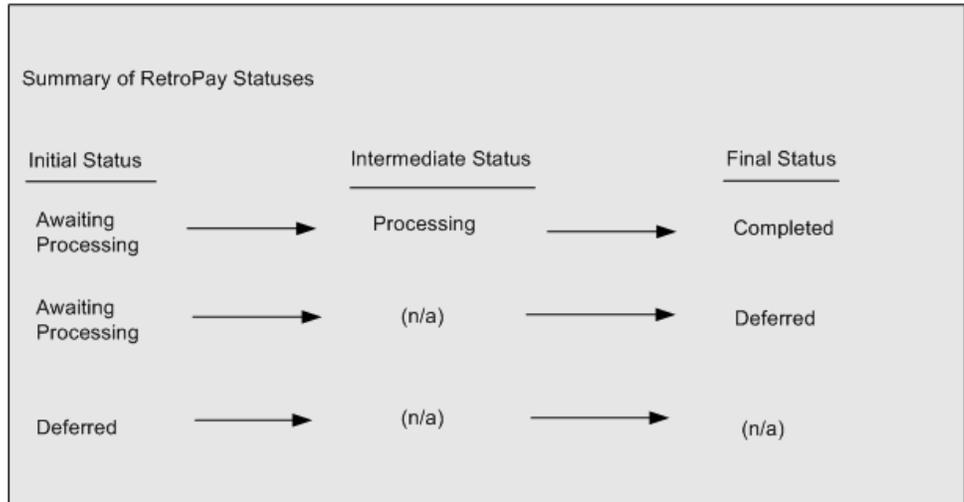
Once RetroPay processing begins, the initial status changes to an intermediate status of Processing.

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

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

Outstanding and Completed Categories for RetroPay Statuses

See: Viewing RetroPay Status and History, page 5-46

3. **Run the RetroPay Process**

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

4. **Verify Your RetroPay Results**

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

5. **Run Your Payroll**

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

Viewing RetroPay Status and History

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

Use the RetroPay Status window to:

- Identify any assignments that have changes implying retrospective processing.

- Specify how you would like to process any outstanding retrospective changes.

- Confirm that your application has processed the specified requests.

- Create or update multiple retro assignments for status as Awaiting Processing or Deferred.

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

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

To search for assignments that have retrospective changes:

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

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

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

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

   Status: Select the status that you want to identify.

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

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

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

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

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

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

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

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

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

To change the status of an assignment:

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

1. Select the assignment that you want to change.

2. Select the new status for the assignment from the Change Status list of values.

3. Click Change Status.

To view the elements included on each assignment:

1. Select the assignment name in the Name column.

2. View the elements for this assignment, and the Recalculation Reason for each element.

To update or delete elements for each assignment:

1. Select the assignment name.

2. Click Update to add an element to the assignment.

3. Click Delete to remove an element from the assignment.

To confirm that your specified requests have been processed:

1. Query the individual assignment, but leave the status field blank.

2. Alternatively, query all assignments with a status of All Completed or All Outstanding and check the details for your individual assignment.

To create multiple retro lines:

1. Select the Create Retro Lines button.

2. A spreadsheet opens.

3. In the spreadsheet that appears, enter new records with a status of Awaiting Processing or Deferred.

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

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

To update the multiple retro lines:

1. Query the assignments with Awaiting Processing or Deferred.

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

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

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

4. Click on Upload. You can select Commit All Rows or Each Row option, if you want

the application to validate all records and commit or validate each record prior to uploading the details to the database. If you select the Each Row option, then all successful records will be uploaded and error records will not be uploaded. Only on successful validation, the application makes changes to the database.

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

Running the Retro-Notifications Report

Use the Retro-Notifications report to

- Identify all retrospective changes that have occurred since the last payroll run.

- Automatically save these changes into an assignment set or as an event, depending on which Retro-Notifications report that you use in your localization.

- Produce a report that lists the employees included in the assignment set and the trigger event that included them. You can view this output through Concurrent Manager by clicking the View Output button. Your reporting output is stored under the title Retro-Notifications Report (Internal).

Retro-Notification information is particularly useful when changes with retrospective impact are entered in Self Service HRMS independently of the Payroll department.

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. When you produce the assignment set, or event group, you can decide whether to:

- Run your RetroPay process on all assignments in this assignment set.

- Edit the assignment set or event group to remove or add assignments, and then run your RetroPay process.

- Take no retrospective action on any of the assignments in the assignment set.

You can use the RetroPay Status window to schedule automatic processing.

You run the Retro-Notifications report from the Submit Processes and Reports window.

To run the Retro-Notifications report:

1. Select Retro-Notifications report in the Name field. If the parameters window does not open automatically, click in the Parameters field to open it.

2. Select the payroll. You can only run this report for a single payroll.

3. Select the last Report Period that you want to run the report for. The List of Values

contains all periods for your selected payroll. The report runs for all periods up to and including the one you select.

4. Select an Event Group for the report to use. You can only run this report for a single event group. A default event group captures changes made at element level, but you can override the default, if, for example, you are testing your initial setup.

5. Enter the name of the Assignment Set that you want the report to generate. You can use this assignment set as a starting point for further processing of the assignments identified in the report.

> **Note:** The assignment set name generated by the report will include what you enter in the Generated Assignment Set field followed by the Report ID.

6. If you want to produce this report in Portable Document Format, (PDF), select a template.

7. Select OK and Submit.

When you have generated the assignment set remember to run your RetroPay process for those retrospective changes that you want to process. You can either run your RetroPay process directly or, if your RetroPay process is RetroPay by Element, or Enhanced RetroPay you can use the RetroPay Status window to schedule your processing.

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

Payroll Dashboard

Using Payroll Dashboard

Payroll Dashboard enables administrators to monitor different payroll-related processes in a dashboard. Payroll Dashboard uses the existing payroll functionality to collate the different process-related data. With this feature, a new capability of Payroll Readiness is incorporated. Payroll Readiness checks the prerequisite conditions required for processing payroll as configured by the administrator. From the dashboard, administrators can also run payroll, retry, or rollback processes.

Payroll Dashboard provides easy to read statistics for quick reference and to view the status of payrolls running and calculation-related information during a pay cycle. With this dashboard, the need to run and review numerous processes is eliminated. Users can focus on the key areas to ensure appropriate action and highlight the exceptions during payroll processing.

Payroll Dashboard displays the different components of a payroll application within a single page to ensure that a payroll manager or administrator can monitor the progress. The dashboard enables reconciling the payroll easily, efficiently, and more importantly, to the appropriate people.

Payroll Dashboard is enabled for Payroll Professional or Payroll Administrator. Payroll Professional user can :

- Access using the Payroll Dashboard and Configuration functions

- Configure processes for Payroll Dashboard

When a payroll profession user accesses the payroll dashboard, the Payroll Readiness and Process Monitor tabs are available.

Using the Payroll Readiness

Viewing Current Assignment Activity

In the Payroll Readiness tab, you can view the assignment activity for all the payrolls in the current payroll period for the current business group. You can search by filter criteria such as payroll, primary assignments and then selecting the appropriate check box.

By default, the Current Assignment Activity region displays the assignment information for all the payrolls in that business group.

When you enter the Search criteria and query, the assignment activity information is displayed. The table displays all the payrolls and the count of each assignment. You can click on each hyperlink to view the employee details such as name, date of hire, position, organization, and e-mail address. You can also view this information as a

graph for a quick reference.

Viewing the Payroll Readiness

You can view the readiness status for the current payroll period by selecting a specific payroll or leaving blank for all payrolls in the current business group. The application displays the readiness information for the selected payroll with the details as indicated below:

- Payroll name – select the payroll to check the readiness.

- Last Performed - displays the date on which the last readiness check has been performed in the current payroll period.

- Check Readiness - select this check box if you want to perform readiness check.

- Process Payroll – select if you want to process payroll for the current period.

Clicking on the Check Readiness check box displays the readiness details for the selected payroll. You can view the process name, payroll period, status whether complete or incomplete. You can also view the message depending on the type of processes selected. Oracle supports the following processes for their readiness: - Batch Element Entry, OTL Time Entries, and Retropay. You can configure these processes against any payroll according to the business need in the Readiness Configuration page.

Running a Payroll Run

Besides running a payroll process using the forms interface, you can also process a payroll run by entering the payroll details in this region and submitting it.

Using Process Monitor

When you click the Process Monitor tab, the Payroll Snapshot region provides a quick snapshot of the payroll processes. You can view the count of the processes that have been run for the period specified in the Readiness Configuration page.

You can select the payroll and any of the following processes such as quickpay, quickpay pre-payments, payroll run, prepayments, cheque writer, magnetic transfer and view the process count.

For the selected process that has been run, you can view period for which it has been run, and the status. The Process Info link for the selected payroll enables you to view the time taken for this process to complete such as start time, estimated completion time and percentage of completion. You can view this information in a graphical format too.

You can also perform the retry, rollback or export actions for a selected payroll.

> **Note:** You can retry and rollback only if there are no future processes run for that payroll.

If any errors were encountered while running the processes, then you can view this

assignment with errors using the Assignment Process icon. The Messages option provides the messages generated by the run results while processing the assignment.

If any process has been configured for your localization in the extensible lookup PAY_DB_MONITOR_PROCESSES, then you can view this list of processes in the Other Process Details section.

Australia users only: You can monitor the details of the payment summary and end of year reconciliation reports for the period specified.

UK users only: You can monitor the details of the predefined RTI processes from Other Payroll Related Processes section for the period specified.

Mexico users only: You can monitor the details of the Social Security Archiver, Social Security Affiliation Report, and SUA Interface Extract processes from the Other Process Details region for the period specified.

Payment Distribution

You can view Payment Distribution information, including Prepayment, Payment Method and Third Party Payment Method details for the selected payroll and period.

Viewing the Payroll Analysis

The Payroll Analysis tabbed region is enabled by default for the Australia, US, Canada, Mexico, International Payroll localizations only.

In the Payroll Analysis tabbed region, users can view details of earnings and deductions, such as the current amount, previous amount, and the variance in amounts by comparing the values between a selected Current Payroll Period and a selected Previous Payroll Period.

Australia Users:

User can view the variances in amounts for each selected earnings or deductions under the primary element classification and select any one of the following values:Direct Payments, Earnings, Employer Charges, Foreign Tax Deductions, Foreign Total Adjustment, Information, Involuntary Deductions, Pre Tax Deductions, Tax Deductions, Termination Deductions, Termination Information, Termination Payments, and Voluntary Deductions.

Users can select the balance and then select from any of the following values: Gross Earnings, Non Taxable Earnings, Pre Tax Deductions, Taxable Gross, Tax Deductions, Post Tax Deductions, Direct Payments, Net Payment, Employer Chargers to view the balance amounts processed in the selected payroll periods.

US, Canadian, and Mexico Users: In the Payroll Analysis tabbed region, users can view details of earnings and deductions, such as the current amount, previous amount, and the variance in amounts by comparing the values between a selected Current Payroll Period and a selected Previous Payroll Period. In the Analysis by field, Mexico users can select from any one of the following values: Employee State Tax, ISR, and Social Security Quota to view the balance amounts processed towards each individual employer state tax, ISR or social security quota balance in the selected payroll periods.

US and Mexico Users: In addition, users can view variances in amounts for each selected earnings or deductions category (similar to secondary classification) under a classification level. Payroll administrators can drill down into the category to view the variance in amounts at each element level in that category for the selected classification.

International Payroll Users: In the Payroll Analysis tabbed region, users can view details of earnings and deductions, such as the current amount, previous amount, and the variance in amounts by comparing the values between a selected Current Payroll Period and a selected Previous Payroll Period.

6

Implementing Oracle HRMS

Additional Implementation Steps for Denmark

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

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

Additional Implementation Steps

Step 1: Set Up Danish Organizations

Set up additional organizations to meet statutory Danish requirements.

See: Setting up Danish Organizations, page 1-20

Step 2: Run Meta-Mapper

Run the meta-mapper process to support the uploading of postal codes and tax cards. You run this process only once during implementation.

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

Step 3: Set Up Withholding Tax

You need to set up your tax information to calculate tax correctly.

See: Setting Up Withholding Tax, page 5-19

Step 4: Upload Tax Card

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

See: Uploading the Tax Card, page 5-21

Step 5: Set Up Proration

You need to set up proration to process these payments correctly.

See: Setting Up Proration or Retro-Notification, page 4-33

Step 6: Set Up RetroPay

You need to set up the RetroPay information to process these payments correctly.

See: Setting Up Enhanced RetroPay with Component Usages and Element Time Spans, page 5-40

Step 7: Setting Up Pension Information

You need to set up your pension contribution information to calculate the pre-tax deductions.

See: Setting Up Wage Earners Supplementary Pension Foundation (ATP) Contributions, page 4-29

See: Setting Up Other Pension Contributions, page 4-29

Step 8: Set Up Labor Market Contributions

You need to set up labor market contribution information to calculate the pre-tax deduction.

See: Setting Up Labor Market Contributions (AMB), page 4-32

Step 9: Set Up Court Order Information

Link the Court Order Deduction element, which you enter on employee assignments, to your payroll.

See: Defining Element Links, page 4-21

See: Making Manual Element Entries, page 4-24

Step 10: Set Up Benefits in Kind Information

You need to set up benefits in kind information to capture and calculate the applicable benefits information.

See: Setting Up Benefits in Kind, page 4-32

Step 11: Set Up G-Dage Pay Information

Link the Court Order Deduction element, which you enter on employee assignments, to your payroll.

See: Defining Element Links, page 4-21

See: Making Manual Element Entries, page 4-24

Step 12: Set Up Electronic File Transfer

You need to set up the electronic file transfer information to make payments.

See: Setting Up Electronic File Transfer (EFT), page 5-39

Step 13: Set Up Statement of Earnings

You need to set up the online statement of earnings before you can see the values correctly.

The predefined element sets are:

- DK_SOE_EARNINGS_ELEMENTS

- DK_SOE_DEDUCTIONS_ELEMENTS

- DK_SOE_EMPLOYER_CHARGES_ELEMENTS

- DK_SOE_INFORMATION_ELEMENTS

The predefined balance attribute is DK_SOE_BALANCE_ATTRIBUTES.

See: Setting Up a Global Statement of Earnings (SOE), page 5-16

Step 14: Upload Postal Code

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

See: Uploading Postal Code, page 2-33

Step 15: Set Up Holiday Pay

To calculate holiday pay, you must set up Holiday Pay before processing the payroll.

See: Setting Up Holiday Pay, page 4-44

Step 16: Set Up Sick Pay

To calculate sickness pay, you must set up Sick Pay before processing the payroll.

See: Setting Up Sick Pay, page 4-45

Technical Essays

Payroll Processes

Balances in Oracle Payroll

This essay deals with the definition and use of balances and balance dimensions in Oracle Payroll. It also explains how to deal with the issue of loading initial balances.

This essay does not provide any detail on how to add balance dimensions to the system.

Terms

This essay assumes that you are already familiar with the database design diagrams and tables contained in the Oracle HRMS *Technical Reference Manual*.

If you are not already familiar with the setup and use of balances, or the concepts of employee assignment, assignment actions, database items, or payroll processing in Oracle FastFormula you should refer to your Oracle HRMS user guides for more information.

For additional information on how the Payroll Run processes balances, see also: Payroll Run Process - Create and Maintain Balances, *Oracle HRMS Implementation Guide*.

Overview of Balances

In Oracle Payroll a balance is defined as the accumulation of the results of a payroll calculation. The balance has a name, feeds and dimensions.

For example, the balance GROSS PAY is the accumulation of the results of processing all `Earnings'. However, the idea of a dimension is unique to Oracle Payroll. Dimensions enable you to view the value of a balance using a combination of different criteria. So, you might want to view the value of Gross Pay for one employee for the current pay period, or for the year to date. The actual balance and dimension you would use in a formula or a report would be the GROSS_PAY_ASG_PTD or the GROSS_PAY_ASG_YTD.

In general, balances in Oracle Payroll can be thought of as the `calculation rules' for obtaining the balance value. Most values are not held explicitly in the database. This approach has many advantages: New balances can be defined and used at any time with any feeds and dimensions; balance values do not need to be stored explicitly in the database, taking up valuable storage space and causing problems with data archiving and purging.

Balance Types

These are the balance names, for example Gross Pay and Net Pay. Balance types always have a numeric Unit Of Measure, and in some instances a currency code.

Balance Feeds

Balance feeds define the input values that contribute to a balance. For example the pay values of all earnings types contribute to the Gross Pay balance. Feeds can add to (+) or subtract from (-) a balance

Balance Dimensions

The balance dimension is identified by the database item suffix for the balance. For example, '_YTD' indicates the balance value is for the year to date. Balance dimensions are predefined in Oracle Payroll.

Defined Balances

The defined balance is the name used to identify the combination of Balance Type and Balance Dimension. For example, GROSS_PAY_ASG_YTD. When you use the Balance

window to define a new balance, Oracle Payroll automatically generates database items for every balance dimension you select. You can then access the value directly within any formula. In any detailed calculation or report on balances you always refer to the `defined balance' to return a value.

Latest Balances

To optimize the performance of payroll processing, some balance values are held explicitly in the database and these are referred to as **Latest Balance Values**. The payroll process accesses and updates latest balance values as it runs. In some cases it clears and then resets values, for example when you do a rollback. All of this is invisible to the user and is managed by the payroll process.

> **Note:** If you need to return the value of a balance in a report you should use the balance function pay_balance_pkg.get_value. See: Including Balance Values in Reports, page 6-24.

Expiry

An important concept for latest balances is that of `expiry'. For example, consider the GROSS_PAY_YTD balance. When you cross the tax year boundary you would expect the value to return to zero. This `expiry' of a balance is maintained internally by Oracle Payroll and there is code to work out if we have crossed such a boundary.

> **Important:** Even if a defined balance has expired in theory for a payroll run, it is not actually zeroed on the database unless it is subsequently updated by the same payroll run. Thus, following a Payroll Run, you may well see balances that you would have expected to have expired, but have their old values.

Balance Contexts

There is occasionally a requirement to report balances where the combination of ASSIGNMENT_ACTION_ID and BALANCE_TYPE_ID does not uniquely identify the individual balance values that should be reported. For example in the US legislation you need to maintain balance dimensions for particular states, while in the UK legislation you need to maintain balance dimensions for distinct tax offices.

Both of these requirements are met by the definition of special balance contexts. These are legislative specific 'C' code and appear to you as part of the balance dimensions.

User definition of additional balance contexts is not yet supported because of the major impact these may have on the overall performance of the payroll process. Bad code in the definition of these contexts can run exceptionally slowly, especially when you accumulate a large number of run results.

Context Balances - a UK Example

To report on context balances, we must define the relevant balances with the ELEMENT_PTD and ELEMENT_ITD dimensions. The further context that is required to identify the values is taken from the PAY_RUN_RESULTS.SOURCE_ID. This is

obtained from the balance feed joining to the PAY_RUN_RESULT_VALUES table, then to PAY_RUN_RESULTS.

Using this value, we can select via the PAY_ASSIGNMENT_LATEST_BALANCES -> PAY_BALANCE_CONTEXT_VALUES method. Or, if there is no latest balance, by the route code call, which in the UK can be done with a function call:

```
hr_gbbal.calc_element_ptd_bal(ASSIGNMENT_ACTION_ID,

                              BALANCE_TYPE_ID,

                              SOURCE_ID);
```
(or calc_element_itd_bal with the same parameters).

Balance Dimensions

This essay describes what a balance dimension is and what it does, and how the various parts interact with formulas and the Payroll Run.

A balance dimension defines how the value of a specific balance should be calculated. The balance dimension is also an entity with its own attributes that are associated with balance calculations.

Database Item Suffix

The database item suffix identifies the specific dimension for any named balance. The `defined balance' name is the combination of the balance and the suffix. For example, the suffix '_ASG_YTD' in 'GROSS_SALARY_ASG_YTD' identifies that the value for the gross salary balance is calculated for one assignment, for the year to date.

Routes

The balance dimension route is a foreign key to the FF_ROUTES table. A route is a fragment of SQL code that defines the value to be returned when you access a balance. As with other database items, the text is held in the DEFINITION_TEXT column of the FF_DATABASE_ITEMS table.

The select clause of the statement is always:

```
select nvl(sum(fnd_number.canonical_to_number(TARGET.result_value) *
FEED.scale), 0)
```

Thus, a balance could be defined as the sum of those run result values that feed the balance type (`Gross Salary' in our example), across a certain span of time (in our example, this is since the start of the current tax year).

The SQL statement itself must follow a number of rules, and an example appears below:

```
 pay_balance_feeds_f       FEED
,pay_run_result_values    TARGET
,pay_run_results          RR
,pay_payroll_actions      PACT
,pay_assignment_actions   ASSACT
,pay_payroll_actions      BACT
,pay_assignment_actions   BAL_ASSACT
where   BAL_ASSACT.assignment_action_id = \&B1
and     BAL_ASSACT.payroll_action_id    = BACT.payroll_action_id
and     FEED.balance_type_id             = \&U1
and     FEED.input_value_id              = TARGET.input_value_id
and     TARGET.run_result_id             = RR.run_result_id
and     RR.assignment_action_id          = ASSACT.assign_action_id
and     ASSACT.payroll_action_id         = PACT.payroll_action_id
and     PACT.effective_date between
          FEED.effective_start_date and FEED.effective_end_date
and     RR.status in ('P','PA')
and     PACT.effective_date >=
          (select to_date('06-04-' || to_char( to_number(
                 to_char( BACT.effective_date,'YYYY'))
            + decode(sign( BACT.effective_date - to_date('06-04-'
                 || to_char(BACT.effective_date,'YYYY'),'DD-MM-YYYY')),-1,
-1,0)),'DD-MM-YYYY')
          from dual)
and     ASSACT.action_sequence <= BAL_ASSACT.action_sequence
and     ASSACT.assignment_id = BAL_ASSACT.assignment_id');
```

This example is the route for a UK based assignment level year to date balance that uses the 6th of April as the start of the tax year.

Comments

The route is made up of the following parts:

1. Return all possible actions for the assignment

2. Identify the possible feeds to the balance

3. - feed checking

4. Restrict the period for which you sum the balance

   - expiry checking

   > **Note:** The expiry and feed checking parts have a special significance
   > that will become obvious later.

Specific table aliases should be used as they have a particular meaning.

• The BAL_ASSACT table is the `source' assignment action, that is, the current action for this assignment.

• The ASSACT table is the `target' assignment action, that is, the action for those results that feed the balance.

• The PACT table is the `target' payroll action, that is, used to define the date of the ASSACT assignment actions.

- We join to the BACT table, getting all the Payroll Actions in which the assignment appears.

- We join to the FEED table for the balance type and get all the TARGET input values that could possibly feed this balance.

- The run results that feed must be processed ('P' or 'PA').

- The complicated looking sub-query returns the start of the current tax year, which is from when we are summing the balance. That is, the results that feed the balance will be between the start of the current tax year and the current action sequence.

Dimension Type

Dimension type determines how a balance is treated by the Payroll Run, and for predefined dimensions this is optimized for performance of the payroll run.

The dimension type can take one of the following values:

- **N** - Not fed and not stored. This dimension type does not create a latest balance at any time. A balance with this dimension will always have its SQL re-executed whenever that balance is executed.

- **F** - Fed but not stored. This dimension type creates a balance `in memory' during the Payroll Run. This balance is fed by the run code but it does not store a latest balance on the database.

- **R** - Run Level balance. This dimension type is used specifically for those balances that total for the current run and must be used with the appropriate route. No latest balance value is stored on the database.

- **A** - Fed and stored at assignment level. This dimension type creates an assignment level latest balance and stores it in the PAY_ASSIGNMENT_LATEST_BALANCES table.

- **P** - Fed and stored at person level. This dimension type creates a person level latest balance and stores it in the PAY_PERSON_LATEST_BALANCES table.

Feed Checking Type

The feed checking type controls the feed checking strategy used during the payroll run. This type is used to keep the in memory balance up to date by deciding whether a run result should feed the balance. It can have the following values:

- **Null** This is the default value, and means that all the run result values included by the existing balance feeds will feed the balance.

- **P** Payroll Run executes the package procedure defined in the expiry_checking_code column on the dimension. An expiry flag parameter indicates whether feeding should occur or not.

- **E** Equality feed checking is done. That is, feeding occurs if there is a match between the in memory balance context values and the contexts held in the UDCA (User Defined Context Area).

The following additional types are for US and Canadian legislative balances only:

- **J** Jurisdiction checking is done.

- **S** Subject Feed Checking is done.

- **T** A combination of 'E' and 'S' feed checking types.

- **M** A combination of feed checking types 'S', 'J' and 'E'.

Expiry Checking Type

Latest balances should expire (that is, return to zero) at a time determined by their dimension. For example, a YTD (Year to Date) balance expires at the end of the year.

All loaded balances are checked for expiry by the Payroll Run, according to their expiry checking type:

- N - Never expires: balances are never set to zero.

- P - Payroll Action Level: for these types, a list of the expiry check results for each owning action/balance dimension are kept.

  Once expiry checking code has been called for such a combination, it does not need to be checked again for other balances that have the same combination, thus avoiding multiple calls to the database.

  The expiry checking is balance context independent - the list of balance contexts is not passed to the expiry checking code.

- A - Assignment Action Level: no assumptions can be made, expiry checking code is always called. The expiry checking is balance context dependent - the list of the balance contexts is passed to the expiry checking code.

- D - Date Expiry: the date expiry checking mechanism looks at the balance dimension/balance contexts combination of the balance being expiry checked, and scans the in-memory list to see if a balance with the same combination has already been expiry checked.

  If so, the expiry date is taken from that stored on the in-memory balance.

  The expiry checking is balance context dependent-the list of the balance contexts is passed to the expiry checking code.

Initial Balance Loading for Oracle Payroll

This essay describes the functionality available with Oracle Payroll to assist in the loading of initial balance values from an existing payroll system.

Introduction

Whether you are implementing Oracle Payroll for the first time, or upgrading from an earlier release you will need to set initial values for your legislative balances. It is essential for the accurate calculation of legislated deductions in Oracle Payroll that the initial values for these balances are correct.

This section shows you how to set up and load these initial balance values before you begin to process payrolls. After you have begun processing payrolls you may need to repeat this process for additional user balances you define in the future.

> **Warning:** The steps you follow to load initial balances are completely different from the steps an end user follows to adjust a balance. You must not use the balance loading method to make balance adjustments.

Balances and Balance Adjustments in Oracle Payroll

In Oracle Payroll a balance is the accumulation of the results of a payroll calculation. The balance has a name, feeds and dimensions. The results that feed a specific balance are known as the `balance feeds' and these can add or subtract from the total. The balance loading process calculates and inserts the correct run results to set the initial values with effect from the upload date.

Balances are calculated directly from the run results that are designated as feeding the balance. This approach ensures run results and balance values are always in step and it removes the need to store and maintain extra information in the database. In effect, the definition of a balance is really the definition of the `calculation' that is performed to return the balance value.

The run results that feed a defined balance are usually the results of processing elements during a payroll run. However, there may be times when balance values have to be adjusted manually. You do this by making an entry of an element as a `balance adjustment'. When you make a balance adjustment online, the effect is to create a single processed run result for the element. This run result automatically feeds, or adjusts, all the balances that are normally fed by the element. In this way, you are able to cascade the adjustment to all affected balances.

> **Important:** When performing an online balance adjustment you must be careful to choose the right element and input value. However, if you make a mistake you can always go back and delete and re-enter the adjustment. You delete balance adjustments from the Payroll or Assignment Actions windows.

Steps

There are three basic steps involved in loading initial balance values:

1. Define an element and input value to feed each specific balance

2. Set up the initial balance values in the tables

    PAY_BALANCE_BATCH_HEADERS

    PAY_BALANCE_BATCH_LINES

3. Run the *Initial Balance Upload* process

    • Use the SRS window.

    • Use Validate, Transfer, Undo and Purge modes as needed.

Balance Loading Process

When you run the initial balance loading process you set values for each balance relative to a specific date - the **Upload Date**. The process creates run results, to ensure your legislative balances are correct from the upload date. Maintenance of balance information after this date is managed by the system, or by using the balance adjustments.

The upload date represents the effective date of the initial balance load. For example, you run the first payroll on 01-March, with wages of 5,000 and taxes of 1,000. The salary PTD, MTD, QTD and YTD are all 5,000. The taxes PTD, MTD, QTD, and YTD are all 1,000. If you require YTD balances for Jan and Feb, run the balance initialization for a date other than 01-March. If you want values of PTD = 0, MTD = 0, YTD 200 on 01-March, you need to run the Initial Balance Upload with a date of 28- February or 01-February, and with a dimension of YTD, and a value of 200. At 01-March the values are PTD = 0, MTD = 0, YTD 200.

Consider the following example of three dimensions for gross pay balance values for one employee.

• Gross Pay Ptd 1000.00

• Gross Pay Qtd 3250.00

• Gross Pay Ytd 6250.00

The balance loading process must calculate the actual values required for each entry and the effective date for these entries. The result of the calculation is the creation of 3 balance entries.

• _PTD balance entry value is 1000.00

• _QTD balance entry value is 2250.00

• _YTD balance entry value is 3000.00

Balance Loading
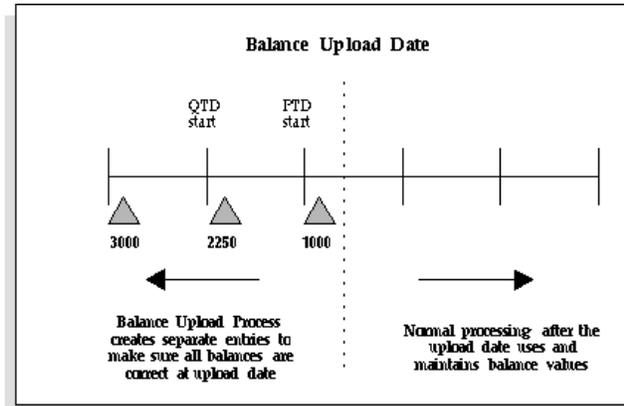
The result is that the cumulative values of the individual entries match the initial requirement for each balance.

*   Gross Pay Ptd = 1000.00

*   Gross Pay Qtd = 1000.00 + 2250.00 = 3250.00

*   Gross Pay Ytd = 1000.00 + 2250.00 + 3000.00 = 6250.00

Latest Balances

To improve payroll run performance Oracle Payroll sets and maintains 'Latest Balance Values'. If these values are not set, the balance value is created by summing the run results for the balance. If a large number of assignments have no value then there could be a significant impact on the first payroll run. Therefore, loading the latest balances prior to the first payroll run has significant implications for performance.

> **Note:** Some balances cannot have latest balances, such as those that are used in-memory but not stored.

When you are deciding which balances and dimensions you should include in the initial loading process, consider the balances that are used in the payroll run. For example, if the payroll run uses the balance bal_YTD, but the upload process loads bal_PTD only, then the latest balance value for bal_PTD exists but not for bal_YTD. The first payroll run would have to evaluate bal_YTD.

In the normal payroll run the latest balance value is associated with the last assignment action that uses the defined balance. The balance upload process attempts to simulate this action by creating a number of balance adjustment entries prior to the upload date.

> **Important:** If the defined balance includes contexts then the latest balance can only be created on a balance adjustment payroll action that has context values that do not contradict the latest balance that is to be

created.

In Oracle Payroll, each balance adjustment entry is considered to be a separate assignment action. These adjustments are performed in date order - earliest first. The last balance adjustment, with the highest assignment action number, is used to create the latest balance.

Setting Up an Element to Feed Initial Balances

Because of the complex web of feeds that can exist for any specific balance there is a simple mechanism to let you set the initial value for any specific balance. The basic principle is that you require a special element input value to feed each specific balance; and you set each balance separately.

Elements to Initialize Legislative Balances

Oracle Payroll comes with the predefined elements and input values you need to set initial values for all your legislative balances.

> **Important:** US and Canadian users should run a special PL/SQL script (paybalup.pkb) to create the elements and inputs needed to feed the predefined legislative balances. This script has been registered as an SRS process - *Initial Balance Structure Creation*. You will need to create batch lines for each of these elements.

Users in other legislations need only link the predefined elements that feed the legislative balances that must be initialized.

Elements to Initialize User-defined Balances

For all other balances you need to set up the elements that will provide the entry values for each of your initial balances. There are some rules for setting up elements for initial balance feeds.

Element

- Must have a start date 01-JAN-0001

  This rule simplifies the validation by making sure that the element and input value to feed the balance are always available.

- Must have a classification of 'Initial Balance Feed'

  This classification is excluded from the list of classifications available when you define a balance. You can only set up manual balance feeds for this type of element.

- Must be `Adjustment Only'

- Must be a nonrecurring type

- Must be processable in a payroll run

Input Values

- Must have a start date 01-JAN-0001

- Each input value must feed only one balance

    If you need to set initial values for a large number of balances you can define multiple input values for a single element with each input value feeding a different balance.

Element Link

- Must have a start date 01-JAN-0001

- Criteria must be only Link To All Payrolls - 'Yes'

Supported Balances

All the balances supported by the initialization process are set at the assignment level. Balances at the person level are set indirectly by accumulating the values from all the assignments.

Setting Up the Initial Balance Values

There can be many different sources for the initial balance value to be loaded. For example, you may be migrating from a previous version of Oracle Payroll, or from another payroll system, or you may hold this information in another system.

Two batch interface tables are supplied with Oracle HRMS to standardize the process of loading the initial balance values. You can load information directly into these tables and you can also review, update and insert values manually. This gives you total flexibility for setting values. It also enables you to define and manage the loading of separate batches as logical groups.

PAY_BALANCE_BATCH_HEADERS

Name	Null?	Type
BUSINESS_GROUP_ID		NUMBER(15)
PAYROLL_ID		NUMBER(9)
BATCH_ID	NOT NULL	NUMBER(9)
BATCH_NAME	NOT NULL	VARCHAR2(30)
BATCH_STATUS	NOT NULL	VARCHAR2(30)
UPLOAD_DATE	NOT NULL	DATE

Name	Null?	Type
BATCH_REFERENCE		VARCHAR2(30)
BATCH_SOURCE		VARCHAR2(30)
BUSINESS_GROUP_NAME		VARCHAR2(60)
PAYROLL_NAME		VARCHAR2(80)

Each batch identifies the payroll that is being uploaded and the date of the upload. Other identifiers can be set to identify uniquely each batch as shown, for example, in the following table.

Batch Name	Batch Ref	Batch Source	Payroll	Upload Date
Weekly Payroll	0001	SQL*Loader	Pay1	01-Jan-1995
Weekly Payroll	0002	SQL*Loader	Pay1	01-Jan-1995
Monthly Payroll	0003	SQL*Loader	Pay2	01-Jan-1995
Semi Monthly Payroll	0001	Screen	Pay3	01-Aug-1995

> **Tip:** Truncate the table PAY_BALANCE_BATCH_HEADERS after you complete the first Year End process to avoid any constraint violations on the table.

PAY_BALANCE_BATCH_LINES

Name	Null?	Type
ASSIGNMENT_ID		NUMBER(10)
BALANCE_DIMENSION_ID		NUMBER(9)
BALANCE_TYPE_ID		NUMBER(9)

Name	Null?	Type
PAYROLL_ACTION_ID		NUMBER(9)
BATCH_ID	NOT NULL	NUMBER(9)
BATCH_LINE_ID	NOT NULL	NUMBER(9)
BATCH_LINE_STATUS	NOT NULL	VARCHAR2(30)
VALUE	NOT NULL	NUMBER
ASSIGNMENT_NUMBER		VARCHAR2(30)
BALANCE_NAME		VARCHAR2(80)
DIMENSION_NAME		VARCHAR2(80)
GRE_NAME		VARCHAR2(60)
JURISDICTION_CODE		VARCHAR2(30)
ORIGINAL_ENTRY_ID		NUMBER(15)

Each batch has a set of batch lines that include details of the assignment, the balance and the value for each dimension. You can also include other contexts for a specific balance.

Assignment	Balance	Dimension	Value
101	Gross Pay	PTD	1000.00
101	Gross Pay	QTD	3250.00
101	Gross Pay	YTD	6250.00
101-2	Gross Pay	PTD	750.00

> **Note:** The tables provide support for either a system ID (such as assignment_id) or a user ID (such as assignment_number) for each

piece of information. This allows maximum flexibility when you are populating the batch tables.

The rule is that if both are specified then the system ID overrides the user ID. Here is a list of the system IDs and user IDs that can be specified when setting up the tables:

System ID	User ID
BUSINESS_GROUP_ID	BUSINESS_GROUP_NAME
PAYROLL_ID	PAYROLL_NAME
ASSIGNMENT_ID	ASSIGNMENT_NUMBER
BALANCE_DIMENSION_ID	DIMENSION_NAME
BALANCE_TYPE_ID	BALANCE_NAME
ORIGINAL_ENTRY_ID	
GRE_NAME (US and Canada only)	
JURISDICTION_CODE (US and Canada only)	

If an error occurs during the processing of the batch, the error message is written to the PAY_MESSAGE_LINES table with a source_type of H (header) or L (line).

Running the Initial Balance Upload Process

You run the *Initial Balance Upload* process from the SRS window to upload values from the batch tables. You can run this process in one of four modes:

- Validate

- Transfer

- Undo Transfer

- Purge

Prerequisites

On the upload date, every assignment in the batch must belong to the payroll identified in the batch header.

The payroll must have a sufficient number of time periods prior to the upload date to allow the setting of the initial balances.

Other specific criteria, such as the GRE or Legal Company, are not validated by the initial balance loading process. It is your responsibility to validate this information.

> **Note:** The validation process contains a predefined hook to enable you to apply your own additional validation procedure to your own balances. The procedure should be named *validate_batch_line*.
>
> The process will check for valid data but will not set it.

Modes
Validate Mode

There is no validation of the batch tables prior to running this process. The process validates data in PAY_BALANCE_BATCH_LINES, but does not transfer these to the Oracle HRMS database. It marks valid lines with V (Validated), and lines in error with E (Error), and sends error messages to the PAY_MESSAGE_LINES table.

The validation process is split into two phases:

- The first phase checks the integrity of the data in the batch tables.

- The second phase checks that it is possible to create all the required balance adjustment entries.

The validate process also populates the system ID entries in the table. This ensures that all subsequent processing has access to the system IDs.

All batch lines are validated independently and are marked with their individual status at the end of the process.

Transfer Mode

Transfer mode repeats the first phase of the validation check to ensure the integrity of the data in the batch tables and the existence of all system IDs.

The process calculates the balance adjustment entries required for each assignment. This list is checked and aggregated where values are shared and actual entries are then created for the assignment. This is repeated for each assignment in the batch. Successful transfer is marked with a status of T - Transferred.

> **Note:** If any line for an assignment is in error, none of the lines for the assignment are transferred into the HRMS database. Failures are logged in the messages table against the batch line being processed and the batch line is marked as I - Invalid.

If the value of the adjustment is zero then no entry is created. For example:

Balance_PTD = 500

Balance_QTD = 500

There is no need for an adjustment to the QTD dimension since the value is already set by the PTD.

It is likely that there will be large volumes of data to load, so the work is periodically committed to preserve successful work and to reduce the number of rollback segments required.

> **Note:** The commit size is specified by the CHUNK_SIZE parameter in PAY_ACTION_PARAMETERS. The default for CHUNK_SIZE is 20 successful assignments.
>
> This is the same parameter used by other payroll processes to determine commit frequency.

If a batch has been processed with partial success, you can resubmit the batch and only those assignments with batch lines that have not been Transferred are processed again. You can also restart the batch process if it failed during processing, for example if it ran out of tablespace.

Undo Transfer

This mode removes all the balance adjustment entries created by the transfer process and return the status of the batch lines to U.

> **Note:** The data in the batch tables is kept. You can correct any batch lines with incorrect values and repeat the transfer.

Purge

Purges all data in a batch regardless of current status. When a batch is purged all the messages, batch lines and the batch header are removed. This enables you to reclaim space once a batch is successfully transferred.

Use Purge mode only when you are sure that the balances for all assignments in a batch have been successfully entered into the HRMS database.

> **Warning:** Once you have purged a batch, all the entries for that batch are deleted. This action cannot be undone.

Deleting the Balance Initialization process

If you have employees migrated from legacy system and have performed balance initialization, you cannot delete the person record from the database as you cannot delete the Balance Initialization from the assignment.

When you run the Initial Balance Upload concurrent program with the mode as Transfer, then the assignment actions are created for all assignments listed in pay_balance_batch_lines table for that particular batch. You cannot delete the Balance Initialization assignment process result.

To delete Initial Balance Upload process, run the Initial Balance Upload concurrent program with the mode as Undo Transfer. The Balance Initialization assignment actions

for all the assignments in the particular batch get deleted and it rollbacks the assignment action created for all the assignments in the batch.

To perform Balance Initialization again, you must update/delete the employee data in the table pay_balance_batch_lines and then run the concurrent program in Transfer mode. This ensures assignment actions are created for only those assignments available in the pay_balance_batch_lines table.

Process Flow

The normal sequence for using these modes to load initial balances is shown in the following diagram:

Process Flow
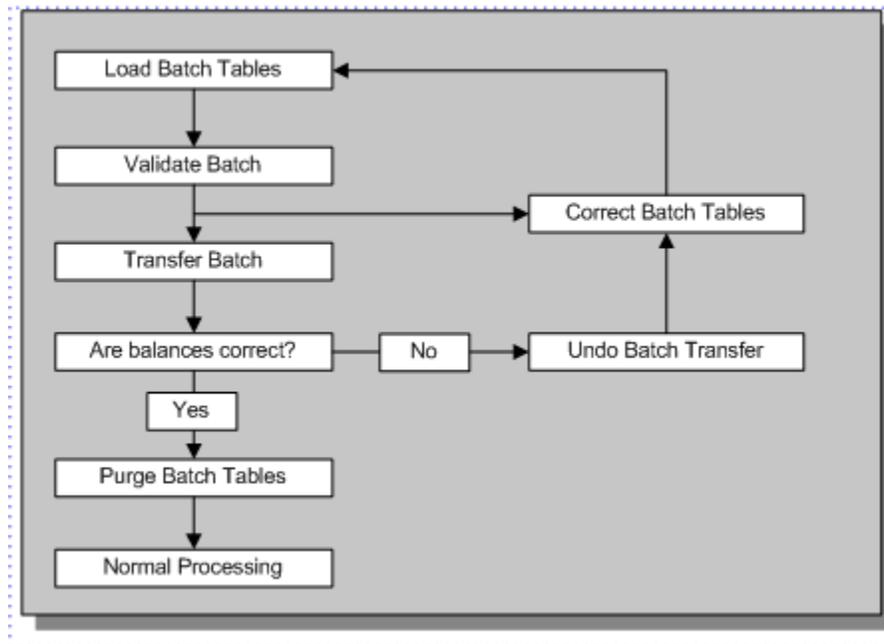
Error Statuses

Any errors encountered are recorded in the messages table against the object being validated: either the batch itself or an individual batch line. The status set against the batch or batch lines is dependent on the mode the process is running in as well as the status of other batch lines.

Batch Line Status

The status of each batch line can be one of the following :

• V - Valid; the batch line is OK

• E - Invalid; the batch line has an error

• T - Transferred; the batch line has been successfully transferred

Batch Status

The status of the batch is dependent on the statuses of the batch lines within the batch:

- T - Transferred; all lines in the batch have been transferred

- P - Partially Transferred; some lines in the batch have been transferred

- V - Valid; all the lines in the batch are valid and none have been transferred

- E - Invalid; some of the lines in the batch are invalid and none have been transferred

Validation Problems

There are two common problems you should check.

The adjustment request for a balance dimension may be incorrect. For example, suppose an assignment has the following upload requests:

- <Balance>_QTD = 1500.00

- <Balance>_YTD = 1000.00

The YTD value is lower than the QTD value. This may be valid, if the balance decreases over time. However, balances normally increase so it is advisable to check a balance that has been decreased.

Secondly, an invalid adjustment error may occur, where the process could not find the correct date to do the adjustment. The cause of this error depend on the balance dimension that is being processed.

However, it is always good practice to make sure that all the business group details are correct, and there are enough payroll periods for the balance to be set. To check which date is being used for each assignment balance, use the following SQL:

```
select BL.dimension_name,
pay_balance_upload.dim_expiry_date
(BH.business_group_id
,BH.upload_date
,BL.dimension_name
,BL.assignment_id
,BL.gre_name
,BL.jurisdiction_code
,BL.original_entry_id)    expiry_date
from pay_balance_batch_headers BH
,pay_balance_batch_lines   BL
where BH.batch_name    = '&Batch_Name'
and BL.batch_id       = BH.batch_id
and BL.assignment_number = '&Assignment_Number'
and BL.balance_name   = '&Balance_Name'
;
```

If the expiry date is set to '31-DEC-4712' then the adjustment date could not be found.

Balance Initialization Steps

Here's a simple check list on how to set up the data:

1. Create payrolls in Oracle Payroll with periods going back to the start of the year. Enter all employees into Oracle HRMS and give them assignments to these payrolls.

> **Important:** The next step applies to US and Canadian users only. Users in other legislations need only define links for the predefined balance loading elements.

2. From the Submit Requests window, run the *Initial Balance Structure Creation* process, selecting a batch name as the parameter. For each batch, this process creates:

   - An input value to hold the amount of each balance and of any context, and enough elements with the special classification Balance Initialization to hold all the input values created

   - The necessary links and balance feeds for these elements

3. Create any other elements you need to initialize balances for your own earnings and deductions.

   - Follow the requirements listed above. See: Setting Up an Element to Feed Initial Balances, page 6-13.

   - Use multiple input values to reduce the number of elements

   - Define one balance feed for each input value

     > **Note:** Each balance must have one initial balance feed only.
     >
     > Multiple input values for one element must feed balances that have the same 'upload date'.

4. Group employees into batches for managing initialization of their balances. Enter an identifying header for each batch (these headers go into the PAY_BALANCE_BATCH_HEADERS table). Each header contains the following information:

   - Business Group name and payroll name

   - Batch name and ID number

   - Upload date: the date on which the balances in the current system will be correct and ready for transfer

   For example:

   ```
   Batch Name    Business Group    Payroll Name    Upload Date
   Upload 1      BG name           Full Time 1     13-AUG-1995
   ```

5. Create a batch line for each balance to be transferred (these lines go into the PAY_BALANCE_BATCH_LINES table). A batch line includes the following information:

- Employee assignment number

- Balance name and dimension, such as quarter to date or year to date

- Balance value

- Balance context where appropriate. For US and Canadian users the context may include a GRE and a jurisdiction (federal, state, local, or provincial).

    Note: The process uses your balance feed definitions to determine which element input value to use.

    - For example:

    ```
    Asg. Number    Balance      Dimension           Value
    60001          Salary       PTD                 700
    60001          Salary       QTD                 1400
    60001          Salary       YTD                 2400
    60001          Tax Paid     PTD                 2200
    60001          Tax Paid     QTD                 2400
    60001          Tax Paid     YTD                 2400
    ```

    Important: The Tax Paid YTD value is not required because it has the same value as the QTD. However, this balance is included to create a value for the latest balance, and improve the performance of the first payroll run.

6. From the Submit Requests window, run the Initial Balance Upload process. Select the mode in which to run this process as a parameter. Available modes are:

- **Validate**

    Validate batch lines but do not transfer

    Send error messages to PAY_MESSAGE_LINES

- **Transfer**

    Validate and transfer batch lines

    If any line for an assignment is in error, none of the lines for the assignment are transferred

- **Undo**

    Removes balance initialization entries from the database and marks the lines as

U in the batch lines table.

- **Purge**

  Purges all lines in the batch lines table, regardless of how they are marked.

  > **Note:** Use Purge mode only when you are sure that the balances for all assignments in a batch have been successfully entered into the HRMS database.

Including Balance Values in Reports

This section describes the PL/SQL interface for the balance function that enables you to access balance values for inquiry and reporting tools.

UK users - see: Including Balance Values in Reports (UK Only), *Oracle HRMS Implementation Guide (UK)*

> **Tip:** If you need to report the same balance value many times in different reports you might consider creating a reporting table. You would simply include the balance function in your PL/SQL script to populate this table.

Advantages

Using this PL/SQL function to retrieve balance values has several advantages:

- You can easily call the function from a form or SRW2 report.

- You can access latest balance values, where they exist. This will optimize performance automatically.

The Balance Function

The interface to the balance function is flexible and easy to use. Hard coded knowledge of contexts within the function are kept to a minimum and the balance function is controlled as follows:

- Before the function is called, calls are made to another PL/SQL function to set up the contexts to be used. These are held in package level PL/SQL tables. This enables the balance function to operate without hard coded knowledge of the contexts, and reduces client-server calls for several balances.

- The 'C' balance user exit works in two modes: date and assignment action. The balance function does not pass a mode parameter; instead the mode is resolved by using the PL/SQL overloading feature. This simplifies the interface.

The PL/SQL code resides in one package.

```
pay_balance_pkg
```

Procedure : Initialize the contexts:
```
procedure set_context (p_context_name  in varchar2, p_context_value in
varchar2);
```

For example:

```
pay_balance_pkg.set_context ('TAX_UNIT_ID', p_tax_unit_id);
```

This is called to set up ALL contexts required for a balance, with the exclusion of assignment action id. Context values are maintained throughout the entire session. Subsequent calls with the same context name update the value.

> **Note:** The context name can be specified in any case. The routine converts all context names to upper case.

Function : Get balance value (Assignment action mode):
```
function get_value (p_defined_balance_id    in number,
p_assignment_action_id  in number,
p_always_get_db_item   in boolean default false)
return number;
```

Function : Get balance value (Date mode):
```
function get_value (p_defined_balance_id    in number,
p_assignment_id         in number,
p_virtual_date          in date,
p_always_get_db_item   in boolean default false)
return number;
```

The balance value is returned by this function. The parameters required for the function have been kept to a minimum. Legislation code and business group id are derived by the PL/SQL function when the balance SQL has to be built up from ff_routes.

> **Note:** If the balance uses business_group_id as a context then this must be set up using the set_context routine.

> The parameter 'p_always_get_db_item' can be ignored. It is used for testing purposes. If this value is set to 'true' then the function will not even look for a latest balance value, and will always derive the balance from the database item.

Example

This example shows how to access parameterized balances supporting jurisdiction- and GRE-based taxation (US and Canada specific).

In the UK, with the exception of court orders, no use is made of parameterized balances.

> **Note:** For balances that are not parameterized, no calls to pay_balance_pkg.set_context are necessary.

1. **Set up the contexts**

```
pay_balance_pkg.set_context ('TAX_UNIT_ID',  1);
pay_balance_pkg.set_context ('JURISDICTION_CODE', '01-
123-4567');
```

2. **Retrieve the balance value**

```
bal_value := pay_balance_pkg.get_value
(p_def_balance_id, p_asg_action_id);
```

3. **Retrieve the balance for a different jurisdiction code but using the same value for tax unit id**

```
pay_balance_pkg.set_context ('JURISDICTION_CODE', '99-
999-1234');
bal_value := pay_balance_pkg.get_value
(p_def_balance_id, p_asg_action_id);
```

Index