Oracle® HRMS for Ireland

Supplement

Release 12.2

 Part No. F17847-07

May 2024

ORACLE®

Oracle HRMS for Ireland Supplement, Release 12.2

Part No. F17847-07

Copyright © 2002, 2024, Oracle and/or its affiliates.

Primary Author: Swathi Mathur

Contributing Author: Pragya Singh Nair

Access to Oracle Support

Oracle customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.

Contents

Send Us Your Comments

Preface

1 Enterprise and Workforce Management

2 Workforce Sourcing and Deployment

3 Compensation and Benefits

4 Savings and Retirement

5 Other Additional Earnings and Deductions

6 Payroll Management

7 Payroll Statutory Deductions and Reporting

8   Payroll Processing and Analysis

9 Implementing Oracle HRMS

Index

Send Us Your Comments

Oracle HRMS for Ireland Supplement, Release 12.2

Part No. F17847-07

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

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

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

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

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

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

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

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

Preface

Intended Audience

Welcome to Release 12.2 of the *Oracle HRMS for Ireland 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 xvi 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 customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.

Structure

1 **Enterprise and Workforce Management**
2 **Workforce Sourcing and Deployment**
3 **Compensation and Benefits**
4 **Savings and Retirement**
5 **Other Additional Earnings and Deductions**
6 **Payroll Management**
7 **Payroll Statutory Deductions and Reporting**
8 **Payroll Processing and Analysis**
9 **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.

Oracle Application Framework Personalization Guide

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

Guides Related to This Product

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 Discoverer workbooks.

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 E-Business Suite Maintenance Guide

This guide contains information about the strategies, tasks, and troubleshooting activities that can be used to help ensure an Oracle E-Business Suite system keeps running smoothly, together with a comprehensive description of the relevant tools and utilities. It also describes how to patch a system, with recommendations for optimizing typical patching operations and reducing downtime.

Oracle E-Business Suite Security Guide

This guide contains information on a comprehensive range of security-related topics,

including access control, user management, function security, data security, and auditing. It also describes how Oracle E-Business Suite can be integrated into a single sign-on environment.

Oracle E-Business Suite Setup Guide

This guide contains information on system configuration tasks that are carried out either after installation or whenever there is a significant change to the system. The activities described include defining concurrent programs and managers, enabling Oracle Applications Manager features, and setting up printers and online help.

Oracle E-Business Suite Flexfields Guide

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

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

Enterprise and Workforce Management

Organizations

Key Concepts for Representing Enterprises

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

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

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

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

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

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

See: Organization Classifications, page 1-4

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

Business Group

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

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

• If you use Oracle Payroll

- The number of people you employ in a country

- If you require legislative support for Oracle HR

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

Operating Company

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

Ultimate Legal Entity

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

Legal Entity/Employer

A legal entity represents the designated legal employer for all employment-related activities. The legal authorities in a country recognize this organization as a separate employer. In an organization hierarchy, a legal entity may report to an operating company or to the ultimate legal entity.

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

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

Consolidated Legal Entity

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

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

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

Organization Classifications

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

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

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

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

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

All Legislations

All legislations can use the following classifications:

- **Business Group**: Use this classification to group, manage, and control access to data in accordance with the rules and reporting requirements of a country.

- **Operating Company**: An operating company represents a division or line of business within your enterprise that is legally registered for reporting in at least one country.

- **GRE/Legal Entity**: Use this classification to represent the following organizations:

  - **Ultimate Legal Entity**: this represents the enterprise, and typically, the enterprise is the highest (global) level of a business organization.

  - **Legal Entity**: this represents the designated legal employer for all employment-related activities. The legal authorities in a country recognize this organization as a separate employer. In an organization hierarchy, a legal entity may report to an operating company or to the ultimate legal entity.

  - **Consolidated Legal Entity**: this organization acts on behalf of multiple

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

US Legislation

The US legislation can use the following classifications:

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

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

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

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

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

UK Legislation

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

Canadian Legislation

The Canadian legislation can use the following classifications:

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

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

French Legislation

The French legislation can use the following classifications:

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

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

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

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

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

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

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

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

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

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

Dutch Legislation

The Dutch legislation can use the following classifications:

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

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

- **Dutch Tax Office**: Use this to define an external tax office.

- **Dutch Private Health Insurance**: Use this to define an external organization that provides private health insurance.

- **Pension Provider**: Use this to define an external organization that provides pensions to your employees.

German Legislation

The German legislation can use the following classifications:

- **Budget Plan Unit**: Use this to define internal organizations for which you can use for the budget plan structure. The budget plan structure defines the different levels of positions in your enterprise, and the budget plan units represent the different levels as organizations. You select which budget plan unit the position belongs to in the Position window.

- **German Additional Second Pension Insurance**: Use this to record information about the contributions an organization makes to a second pension.

- **German Capitalized Life Insurance Provider**: Use this to indicate if your organization is a provider of German capitalized life insurance.

- **German Mandatory Health/Special Care Insurance Provider**: Use this to indicate if your organization is a provider of German mandatory health or special care insurance. If you enable this classification, you can enter additional information using the German Social Insurance Providers window.

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

- **German Private Health/Special Care Insurance Provider**: Use this to indicate if your organization is a provider of German private health or special care insurance. If you enable this classification, you can enter additional information using the German Social Insurance Providers window.

- **German Public Sector**: Use this to indicate if your organization is a public sector organization. If you set this to yes then certain public sector specific windows and fields are made available to you.

- **German Tax Office**: Use this to indicate if your organization is a tax office. If you

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

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

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

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

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

Hong Kong Legislation

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

Mexico Legislation

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

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

Saudi Legislation

The Saudi legislation can use the following classifications:

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

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

Hungary Legislation

The Hungary legislation can use the following classifications:

- **Draft Agency**: Use this to represent an external defense organization to which you send employee military service details.

- **Company Information**: Use this to represent the organization which is legally entitled to hire employees.

- **Pension Provider**: Use this to indicate an external organization that provides pensions to your employees.

Spanish Legislation

The Spanish legislation can use the following classifications:

- **Work Center**: Use this to define an internal organization that represents a facility within your enterprise. You use these organizations for statutory reporting purposes.

- **Section**: Use this to define an internal organization that represents the place where people work. You use these organizations for internal reporting purposes only.

- **Tax Office**: Use this to indicate if the organization is an external tax office.

- **Tax Administration Office**: Use this to indicate if the organization is an external tax administration office.

- **Social Security Office**: Use this to define a social security office as an external organization. If you enable this classification, you can record the social security office details.

- **Social Security Province Office**: Use this to define an organization as an external social security office. If you enable this classification, you can enter the social security province office details.

- **Health Care Organization**: Use this to define an organization as an external health care organization. If you enable this classification, you can enter the insurance company details.

Korea Legislation

The Korean legislation can use the following classification:

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

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

Indian Legislation

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

The Indian legislation can use the following classifications:

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

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

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

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

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

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

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

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

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

account number in the NPS Account Set Up window.

Polish Legislation

The Polish legislation can use the following classifications:

- **PL SII Branch**: Use this classification to represent a local branch of the Social Insurance Institute (SII), a public organization that deals with the social insurance benefits, such as sickness allowance, maternity allowance, and rehabilitation benefits. You use the SII branch information for social insurance reporting.

- **PL Statistic Office**: Use this to represent a local statistic office. You use this information in reports sent to the statistic office.

- **PL Tax Office**: Use this to define the tax office bank accounts for the employer and for the tax collected from the employees. You use this information in statutory reports.

Norwegian Legislation

The Norwegian legislation can use the following classifications:

- **Local Unit**: Use this classification to identify and report on the different work centers, within your enterprise, to which you assign employees.

- **Payee Organization**: Use this classification to define an external organization which receives third party payment from an employee

- **Social Security Office**: Use this to define external social security office organizations.

- **Pension Provider**: Use this classification to define an external organization that provides pensions to your employees.

- **Statement Provider**: Use this classification to define an external organization that provides reports on behalf of the legal employer.

- **Tax Office**: Use this classification to define an external tax organization.

Finnish Legislation

The Finnish legislation can use the following classifications:

- **Local Unit**: Use this classification to identify and report on the different work centers, within your enterprise, to which you assign employees.

- **External Company**: Use this to record details of the various types of external

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

- **Pension Provider**: Use this to record the basic information about pension insurance providers to which you transfer the appropriate pension insurance deductions.

- **Accident Insurance Provider**: Use this to identify organizations that provide accident insurance coverage, group life insurance, and unemployment insurance.

- **Finnish Magistrate Office**: Use this for identifying the authority responsible for processing the employee court orders.

- **Finnish Trade Union**: Use this to record the basic information about the employees' trade unions to process employee deductions.

- **Provincial Tax Office**: Use this to identify the legal employer's tax office.

Danish Legislation

The Danish legislation can use the following classifications:

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

- **Pension Provider**: Use this classification to define external pension providers.

Swedish Legislation

The Swedish legislation can use the following classifications:

- **Local Unit**: Use this classification to identify and report on the different work centers, within your enterprise, to which you assign employees.

- **Social Security Office**: Use this to define external social security office organizations with which you coordinate medical reimbursements for the employees.

- **Swedish Enforcement Office**: Use this to define external enforcement office organizations with which you coordinate the attachment of earnings deductions for the employees.

South African Legislation

The South African legislation can use the following classification:

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

UAE Legislation

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

Irish Legislation

The Irish legislation can use the following classifications:

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

- **Pension Provider**: Use this classification to define external pension provider.

Creating an Organization

Use the Organization window to create:

- Business groups

- External organizations (for example, tax offices, pension providers, insurance carriers, disability organizations, benefit carriers, or recruitment agencies)

- Internal organizations (for example, departments, sections or cost centers)

- GREs/Legal Entities

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

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

To create an organization:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. Save the basic organization details.

Entering Additional Information

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

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

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

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

For constituency see: Constituency, page 1-16

For bargaining association see: Bargaining Association, page 1-16

For company cost center see: Company Cost Center, page 1-16

For professional body information see: Professional Body Information, page 1-16

For legal employer see: Legal Employer Information, page 1-16

See Classification and Additional Information Types, *Oracle HRMS Enterprise and Workforce Management Guide* 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*

   • SOE Information, see: Business Groups: Entering SOE Information, page 1-22

- SOE Detail Information, see: Business Groups: Entering SOE Detail Information, page 1-23

- Ireland PayPath Information, see: Business Groups: Entering PayPath Information, page 1-21

- SOE Balances: see Business Groups: Selecting SOE Balances, page 1-21

- SOE Elements : see Business Groups: Selecting SOE Elements, page 1-22

- 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*

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*

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

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

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

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

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

4. Repeat these steps to enter further information.

To enter representative body additional information:

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

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

3. Select one of the following:

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

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

4. Repeat these steps to enter further information.

To enter constituency additional information:

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

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

3. Select one of the following:

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

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

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

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

   - Bargaining Unit, see Entering Bargaining Unit information for Constituencies,

Oracle HRMS Enterprise and Workforce Management Guide

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

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

4. Repeat these steps to enter further information.

To enter bargaining association information:

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

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

3. Select Trade Union Information,

   See: Entering Trade Union Information for a Bargaining Association, *Oracle HRMS Enterprise and Workforce Management Guide*

4. Repeat these steps to enter further information.

To enter company cost center information:

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

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

3. Select one of the following:

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

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

4. Repeat these steps to enter further information.

To enter professional body information:

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

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

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

4. Repeat these steps to enter further information.

To enter legal employer 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 the Employer Information. See: Entering Employer Information, page 1-20.

4. Repeat these steps to enter further information.

Entering Employer Information

You record an employer's tax details for use in tax-related correspondence.

> **Note:** You must enter the address for the legal employer using the Location window and attach it to the legal employer.

To enter employer information:

1. In the Organization window, query the Legal Employer if it does not already appear there. In the Organization Classifications region, select Legal Employer, choose the Others button and select Employer Information.

2. Click in a field of the Additional Organizational Information window to display the Employer Information window.

3. Enter the following employer details:

   • tax district number in which the legal employer operates

- PAYE reference number

- name used for business transactions

- contact's name for communication purposes

- specify the P60 output option as paper or electronic

4. Save your work.

Business Groups: Entering PayPath Information

You provide a business group's PayPath information so the bank can pay the employees.

To enter PayPath Information:

1. In the Organization window, query the business group if it does not already appear there. In the Organization Classifications region, select business group, choose the Others button and select Ireland PayPath Information.

2. Click in a field of the Additional Organizational Information window to display the Ireland PayPath Info window.

3. Enter the employer's PayPath number, receiver number, and account name.

4. Select the file format for sending information to the bank.

5. Save your work.

Business Groups: Selecting SOE Balances

You must select the balances that you want to display in a SOE report using the SOE Balances window.

> **Note:** Ensure you enter the PRSI context balance information in this window to enable the Legislative Report Generator to display the balances on the Online Payslip and Payslip Advice Report.

To select the balances to display in the SOE report:

1. Query the business group in the Organization window if it does not appear.

2. Click Others in the Organization Classifications region, and select SOE Balances.

3. Click in the field of the Additional Organization Information window to open the SOE Balances window.

4. Select the predefined balance name such as Net Tax, P45 Disability.

5. Select the balance dimension. The balance dimension depends on the balance name chosen.

6. Enter a display name to identify the balance name.

7. Click OK.

Business Groups: Selecting SOE Elements

You must select the elements that you want to display in a SOE report using the SOE Elements window.

To select the elements to display in the SOE report:

1. Query the business group in the Organization window if it does not appear.

2. Click Others in the Organization Classifications region, and select SOE Elements.

3. Click in the field of the Additional Organization Information window to open the SOE Elements window.

4. Select the predefined element such as BIK Company Vehicle.

5. Select the input value. The input value depends on the element name chosen.

6. Enter a display name to identify the element.

7. Click OK.

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. 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 6-17

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. 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 EHECS Information

You enter employer information required to run the EHECS Report using the EHECS Information window.

To enter EHECS Information:

1. In the Organization window, query the Legal Employer if it does not already appear there. In the Organization Classifications region, select Legal Employer, choose the Others button and select EHECS Information.

2. Click in a field of the Additional Organizational Information window to display the EHECS Information window.

3. Enter the following employer level details:

   • Year - enter the year for which you are entering EHECS details.

   • Quarter - enter the quarter for which you are entering EHECS details.

   • CBR Number - enter the CBR Number of the employer in the correct format, beginning with EN and followed by seven numeric characters and a check digit, which must satisfy the CBR Number specification.

   • Managers not on payroll - enter the average number of managers, professionals, and associate professionals under this employer who are not on the payroll for this quarter.

   • Clerks not on payroll - enter the average number of clerical, sales and service workers under this employer who are not on the payroll for this quarter.

   • Other Workers not on Payroll - enter the average number of production, transport workers, craft and tradespersons, and other manual workers under this employer who are not on the payroll for this quarter.

   • Vacancies for Managers - enter the number of job vacancies for managers,

professionals and associate professionals in this quarter.

- Vacancies for Clerks - Enter the number of job vacancies for clerical, sales and service workers in this quarter.

- Vacancies for Other Workers - enter the number of job vacancies for production, transport workers, craft and tradespersons, and other manual workers in this quarter.

- Employer's Liability Insurance - enter the employer's total liability insurance in this quarter.

- Training Cost - enter the total training cost incurred by the employer in this quarter.

- Labour Related Expenditure - enter the total labour related expenditure incurred by the employer in this quarter.

- Declaration Contact - select the employee who is the declaration contact for the report.

- Declarant Position - enter the position of the employee who is the declaration contact for the report.

- Declarant Email Address - enter the email address of the employee who is the declaration contact for the report.

- Declarant Phone - enter the phone number of the employee who is the declaration contact for the report.

- Training Subsidies - enter the total of training subsidies given by the employer in this quarter.

- Other Subsidies - enter the total of other subsidies given by the employer in this quarter.

- Refunds - enter the total of refunds in this quarter.

- Hours per Day - enter the number of hours per working day. The application uses this value to convert the daily balance values.

4. Click OK and save your work.

Entering EHECS Override Information

If you use the details specified in the predefined elements, then feed the predefined

balances using the Balance Feeds window. If you do not process the data as elements in your payroll, then use the EHECS Override Information window to enter override information.

To enter EHECS Override Information:

1. In the Organization window, query the Legal Employer if it does not already appear there. In the Organization Classifications region, select Legal Employer, choose the Others button and select EHECS Override Information.

2. Click in a field of the Additional Organizational Information window to display the EHECS Information window.

3. Enter the following override information:

   • Quarter End Date - enter the last date of the quarter for which the entered data is applicable.

   • Occupational Category - select the Occupational Category for which the entered overrides are applicable.

   • Employment Type - select if the entered override totals are for Part Time / Full Time / Apprentice employees.

   • Minimum Wage Rate Employees - enter the number of employees with the hourly wage rate less than or equal to the national minimum wage rate.

   • Regular Earnings - enter the total of Regular Earnings for all the employees of the selected occupation and employment type.

   • Overtime Payments - enter the total of Overtime Payments for all the employees of the selected occupation and employment type.

   • Irregular Earnings - enter the total of Irregular Earnings for all the employees of the selected occupation and employment type.

   • Normal Working Hours - enter the total of Normal Working Hours for all the employees of the selected occupation and employment type.

   • Paid Overtime Hours - enter the total of Paid Overtime Hours for all the employees of the selected occupation and employment type.

   • Annual Leave Hours - enter the total number of paid hours for Annual Leave and bank holidays in this quarter.

   • Paid Maternity Hours - enter the total paid hours in this quarter because of maternity leave.

- Paid Sick Leave Hours - enter the total paid hours in this quarter because of sick leave.

- Paid Other Leave Hours - enter the total paid hours in this quarter because of any other leave.

- Income Continuance Insurance - enter the total amount of Income Continuance Insurance paid in this quarter.

- Redundancy Payments - enter the total amount of Redundancy Payments made in this quarter.

- Other Employee Payments - enter the total amount of other employee related Payments made in this quarter.

- Stocks or Shares - enter the total cost incurred on stocks and shares by the employer in this quarter.

- Voluntary Sickness Insurance - enter the total cost incurred by the employer because of Voluntary Sickness Insurance in this quarter.

- Staff Housing Cost - enter the total cost incurred by the employer because of providing staff housing in this quarter.

- Other Benefits Cost - enter the total cost incurred by the employer because of providing other benefits in this quarter.

4. Click OK and 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 are also some predefined person EITs.

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

The predefined location EITs are:

- Self Service Preference for Location: Information on preferences for online documents such as the online payslip or online tax forms at the location level. The EIT determines whether the documents are available online or in a printed format, what template you are using for XML Publisher, the stored procedure you want to use, and the date when you want to implement these changes.

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

- Geographic Hierarchy Node Map: Use this EIT with the calendar events you set up to identify a different geographical entity in the geographic hierarchy. If the calendar event includes the node you select, and then the worker becomes applicable for the event. The node you select here overrides the information at the business group level.

  See: Geographical Precedence, *Oracle HRMS Workforce Sourcing, Deployment, and*

Talent Management Guide

If you want to override this node for a specific worker, then you can define the assignment EIT to identify a different geographical entity in the hierarchy.

See: Setting Up Calendar Events, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management 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.

If you are entering an international address, use the Australia (International) address style. If this is unavailable, use the generic style with a valid ISA 3166 code country code.

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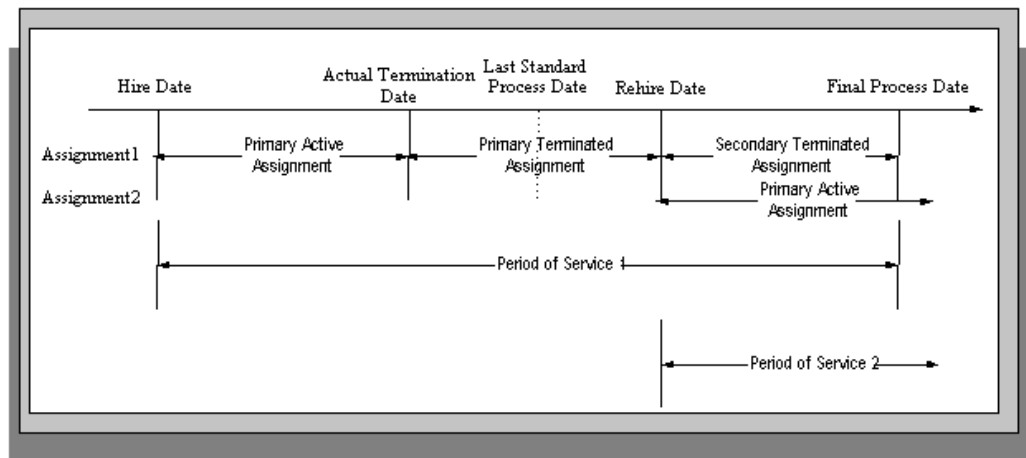
As illustrated in the diagram, when you complete the rehire, the application changes the existing, terminated assignment into a secondary assignment. The new, active assignment becomes the primary. You can then process payments from both assignments during the overlapping periods of service.

> **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 2-23

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, page 3-48

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 PPS Number

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

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

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

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

Entering Personal Details:

Enter personal details in the Personal tabbed region.

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

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

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

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

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

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

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

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

   For Japanese users only:Enter the country of birth.

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

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

7. Select a nationality.

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

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

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

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

    - Registered disabled

    - Not registered disabled

    - Partially disabled

    - Fully disabled

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

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

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

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

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

13. Save your work.

Multiple Person Records:

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

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

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

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

Do one of the following four tasks:

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

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

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

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

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

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

What Next?:

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

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

Sending Emails for Personal Information Updates

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

Entering Additional Personal Information (People Window)

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

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

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

1. Choose the Office Details tabbed region.

2. Enter the office number for this office.

3. Enter the internal location of this office.

4. Enter the office identifier for internal mail.

5. Enter the person's email address.

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

To enter information for an applicant:

1. 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 information concerning the background check for a person:

1. Choose the Background tabbed region.

2. Check whether the person's background check has been performed.

3. Select the date the background check was performed.

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

1. Choose the Rehire tabbed region.

2. Check whether the former manager has recommended the applicant for rehire.

3. Select the reason for this recommendation.

To enter further name information:

1. Choose the Further Name tabbed region.

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

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

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

To enter medical information for a person:

1. Choose the Medical tabbed region.

2. Select the person's blood type.

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

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

To enter other information for a person:

1. Choose the Other tabbed region.

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

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

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

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

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

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

6. Select the current status of the student, if your employee is a student.

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

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

   The value of this field can impact benefits calculations.

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

To enter benefits information:

1. Choose the Benefits tabbed region.

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

2. Enter a benefit group for your employee or applicant. Benefit groups are used to determine a person's eligibility for a plan or for setting benefit rates. For example, benefit groups can be used for mergers and acquisitions where eligibility is complicated. They can also be used where a person is grandfathered into a very old plan.

3. Enter what kind of tobacco your employee uses, if any. For example, cigarettes, pipe, cigar or chewing. This is used within benefits to determine the eligibility and rates for particular plans.

4. Enter medical plan number. This is the policy or group plan number of an externally provided medical plan. This is used to determine eligibility to participate in some plans.

5. Enter the adoption date, if the employee whose record you are updating has adopted a child. This information, with the child's date of birth, is used to determine whether a dependant is covered by a plan. You can only enter the adoption date if you have entered a date of birth for the person. The adoption date must be greater or equal to the date of birth.

6. Enter the date you received the death certificate, if your employee has died. You can only enter this once you have entered the date of death in the Other Information region. The receipt of the death certificate must be after or equal to the date of death.

7. Enter an adjusted service date for your employee. This date is used within benefits, in place of the date first hired, to determine the length of service for eligibility, enrollment and rates. The adjusted service date may be used to credit service for former employers, grand-fathered benefits or in the case of mergers and acquisitions.

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

9. Check the Other Coverage checkbox, if your employee or applicant has externally provided coverage. This determines a person eligibility for certain plans.

10. Check the Voluntary Service checkbox, if your employee or applicant is volunteering, for example as a missionary. This determines eligibility to continue or receive coverage from certain plans.

To enter employment information:

1. Choose the Employment tabbed region.

2. Enter the maiden name of the person's mother. You can use the maiden name as an alternative identifier or as a reference when an employee does not have a Personal Public Service (PPS) number.

3. Select the ethnic origin of the employee.

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.

Employment Information

The Employee Assignment

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

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

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

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

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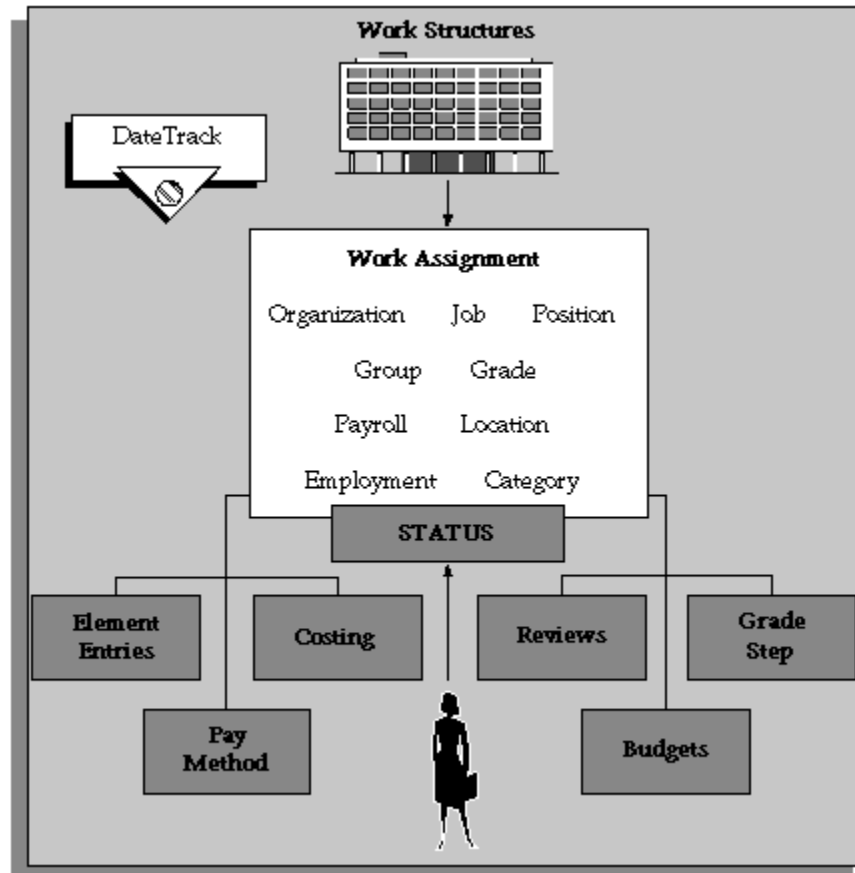
When you hire an employee, Oracle HRMS automatically creates a default assignment for that employee. This is because an employee must have a current assignment at all times. You then record relocations, promotions, transfers and so on as changes to the existing assignment. These changes are datetracked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

Components of the Assignment

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

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

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

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

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

Multiple Assignments

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

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

Managing Multiple Assignments

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

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

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

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

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

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

Managing Changes in Assignment Information

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

- If you choose *Correction*, Oracle HRMS overwrites the existing assignment information back to the last effective from date.

- If you choose *Update*, Oracle HRMS records the date and change, and retains the original information.

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

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

Mass Assignment Update

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

The Mass Assignment Update feature enables you to:

- Alter employee assignment information for past, present or future dates within a Business Group.

- Define search criteria to match the type of employee your organization needs to update.

- Add further information updates to individual employees.

- Filter assignment change information using folder forms.

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

Effects of Changing an Assignment

Changing any assignment component can have the following effects:

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

longer eligible.

- The employee may have a different level of access to Oracle HRMS, since the system's security is based on assignment to work structures.

- If you change the employee's grade when a grade step placement exists for the assignment, you receive a warning message that the placement will be date effectively ended and any future placements will be deleted. Also, the special ceiling point field is cleared.

- **Mexico only**: Changing assignments may result in a change of GRE. In this case, you must justify the separation to the Social Security agencies. Document a Social Security Leaving Reason in the Social Security Affiliation tabbed region of the Assignment window.

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

Ending Assignments and Terminating Employees

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

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

Accessing Ex-Employee and Future-Dated Employee Records

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

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

- Update future-dated records.

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

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

Employment Information

As well as recording personal information about employees you also need to record how they work for your enterprise. HRMS enables you to manage all your employment information and track the changes in employment information for each employee over the lifetime of their employment.

Oracle HRMS enables you to efficiently manage change in your enterprise for appropriate groups of people:

- Where a change affects a group, you can effect that change for every individual in the group according to a set of rules.

- Where a change affects only a few individuals, you can enter changes for just those individuals.

In Oracle HRMS, you manage these changes through the *employee assignment*:

- The assignment connects employees to your enterprise's work structures and policies, so that changes to the structures and policies are reflected in the employee's records.

- You can query groups of employees with similar assignments (such as all assignments on grade C2) and make changes for each employee in these groups.

Also, Oracle HRMS provides a number of predefined inquiry windows and reports for employment information. You can create your own inquires and reports using QuickPaint or other reporting tools.

For more information see: Information Access, *Oracle HRMS Configuring, Reporting, and System Administration Guide*.

Summary of Employment Information

The following table shows the employment information typically held for an employee in Oracle HRMS and how you enter it.

Employment information summary table:

Employment Information	Method of Entering
Job Title or Position	Assign the employee to work structures in the Assignment window.
Department	
Location	
Grade	
Grade Step Placement	Enter in the Grade Step Placement window. Enter any special ceiling in the Assignment window.
Name of manager or position to report to	Use a position hierarchy or enter the supervisor`s name in the Assignment window.
Salary	Assign to a salary basis in the Assignment window; enter amount in the Salary Administration window.
Benefits	Enroll the employee in a Flex Program, Non-flex Program, Savings Plan, or Miscellaneous Plan.
Pay Frequency	Assign to a payroll in the Assignment window.
Pay Method	Accept the default from the Payroll to which the employee is assigned or select a method in the Personal Payment Method window.
Full time/part time status	Assign to an employment category.
Standard Work Day	Enter in the Assignment window or accept the default from the organization or position to which the employee is assigned.
Overtime rules	Define an element, using links to define eligibility rules, and element entry defaults or validation to control the values given.
Vacation Entitlement	Define absence types and set up increasing or

Employment Information	Method of Entering
Sickness Entitlement	decreasing balances for the employee; enroll employee in appropriate accrual plans.
Maternity Entitlement	
Notice Period	You should hold full text procedures and regulations outside the system. You can associate groups of people with different rules or procedures using the People Group key flexfield.
Disciplinary procedure	
Costing	Enter cost codes for the assignment in the Costing window, or accept the default from the organization to which the employee is assigned.
Probation Period	Enter in the Assignment window.
Collective Agreement	Enter a collective agreement in the Collective Agreements window and then select it in the Assignment window.
Collective Agreement Grades	Link the collective agreement to a grade structure and enter reference grades for it in the Agreement Grades window. Then, select the grade structure in the Assignment window and enter a combination of valid grade factors for it.
Supplementary Roles	Enter supplementary roles in the Supplementary Roles window.

Working Shift Patterns

You can use Oracle payroll to store records that define shifts and combinations of shifts. You can also assign these shift details to an employee and use them to calculate the hours worked between two dates.

Shifts and Shift Patterns

You can store information about:

- Shifts - a shift is a unit of work representing one attendance at the place of

employment. For example, if your employee is contracted to work 8 hours in one day, this is the daily shift.

- Shift patterns - a shift pattern is a sequence of consecutive shifts

A Shift Pattern of Five Days

Day	Hours Worked
Day 01	8
Day 02	8
Day 03	5
Day 04	8
Day 05	8

You can create a shift pattern of up to 28 days, and you can specify the number of shift hours to be worked on each day within the shift pattern.

How Oracle Payroll Represents Shift Patterns

Oracle Payroll stores shift patterns in the user defined table PQP_COMPANY_WORK_PATTERNS. You can modify existing patterns and add new ones.

You can apply shift patterns to an employee assignment and then calculate the hours worked within a given period.

Assignment Extra Information

You can define as many Extra Information Types (EITs) as you require to hold information about assignments. This topic lists predefined EITs that you can use.

For information on EITs, see : Assignment Extra Information Types, *Oracle HRMS Workforce Sourcing, Deployment and Talent Management Guide*

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

EWSS Other Payments - Use this EIT to record the dates and the EWSS classification for Employment Wage Subsidy Scheme (EWSS).

IE ERR Submission Details - Use this EIT to hold the element entry ID or run result ID of the payment element when you run the IE ERR archive process with the processing type set to Paid Through Expense system or Paid Through Payroll. It also holds the payroll action ID and assignment action ID of the IE ERR Archive process.

Entering Employee Tax Information

The Tax Information window enables you to enter and maintain PAYE and PRSI information for an employee within your organization.

To enter PAYE Information:

1. Select the **Information Source** from which the employee tax information is derived. This is automatically populated when a RPN (Revenue Payroll Notification) is uploaded to Oracle HRMS, and an information source of Certificate of tax Credits is displayed. You can enter it manually on an exception basis and change the information source.

   > **Note:** The Tax District Details number defaults to the number assigned to the business group. See Entering Additional Business Group Information, page 1-16.

2. The **RPN Number** displays. This is the Revenue Payroll Notification Number associated with the employee.

3. Select the **Tax Basis** to which the employee is assigned. If the employee is assigned to either the **Cumulative** or **Week 1/Month 1** tax basis, then you must enter the **Weekly Tax Credit** amount field, and the **Weekly Std Cut-Off** field.

4. Enter the **Weekly Tax Credit** amount to which the employee is entitled, if required.

5. Enter the **Weekly Std Cut-Off** associated with this employee, if required.

6. Optionally, enter the **Monthly Tax Credit** amount to which the employee is entitled.

7. Optionally, enter the **Monthly Std Cut-Off** associated with this employee.

8. Select the **Basis of Tax Assessment** associated with the employee's PAYE contributions.

9. Enter the employee's tax **Certificate Start Date**. This field is mandatory if the employee is assigned to either the Cumulative or Week 1/Month 1 tax basis.

10. Select the **Shadow Payment Indicator** check box to indicate increased likelihood of corrections and delayed submissions.

11. Enter the employee's **Pay To Date** and **Tax Deducted To Date**.

> **Note:** Oracle HRMS for Ireland stores the data you enter on the
> PAYE tab in a datetracked table called PAY_IE_PAYE_DETAILS_F.

To enter PRSI Information:

1. Select the **Contribution Class** to which the employee is assigned. You do not need to enter a subclass unless you want to override the default subclass associated with this contribution class.

2. Enter an **Overriden** value in the **Insurable Weeks** region if the default standard insurable weeks number is incorrect. For example, enter an override value for employees whose assignment started or ended during the month.

   The number of standard insurable weeks is derived from the number of weeks in the current pay period and the override value cannot be more than the standard number of weeks.

   The override value is valid for the current pay period only.

3. Enter a value in the **Non Standard** field if the employee's number of insurable weeks differs from the default, for example, for a job sharer. If the job sharer works every other week, but each working week spans two PRSI weeks, they work two insurable weeks per working week.

   The non-standard value is valid for the current pay period only.

4. If the employee is exempt from PRSI Contributions, enter the start and end dates of the exemption and the issuer of the exemption certificate.

5. Select the **Company Director** check box if the employee is also a company director.

6. Select a value from the **Director Type** list. You can choose from **Proprietary** and **Non Proprietary**. If you select **Proprietary**, then the employee's **Contribution Class** changes to class **S**.

7. Select the **Community Employement** check box if the employee is part of this scheme.

> **Note:** Oracle HRMS for Ireland stores the data you enter on the
> PAYE tab in a datetracked table called PAY_IE_PAYE_DETAILS_F.

8. Enter a PRSI Exempt reason in the **Reason** field.

> **Note:** Oracle HRMS for Ireland stores the data you enter on the PAYE tab in a datetracked table called PAY_IE_PAYE_DETAILS_F.

To enter USC Information:

1. Select the **USC Basis**. You can choose from **Cumulative**, **Emergency**, **Exclusion**, **Exempt-Cumulative**, **Week/Month 1**. Use **Emergency** for emergency taxes.

2. Enter the **Local Property Tax** details.

To enter Employment ID Information:

1. The **Employment ID** is displayed.

2. The **Employment Reference** is displayed.

3. Select the **Link to Previous Employment** check box to display a list containing information about terminated assignments in the **Previous Employment** field. Select a terminated assignment and save your work.

Setting Up Shifts and Shift Patterns

Use the Table Values window to set up shift patterns.

Oracle Payroll enables you to create the complete set of shift patterns applicable to your organization.

You can then use these details to calculate:

- Total working time for an employee in the period between any two given dates

- Overtime payments

- Unsocial hours payments

To set up shift patterns:

1. Query the table PQP_COMPANY_WORK_PATTERNS.

2. Define a new column for each new work pattern.

3. Give the new column a header which is the same as the work pattern name.

4. Create a new row value for each day that you want to include in the work pattern. For example, if your work pattern contains seven days, then create seven new rows.

> **Note:** When you subsequently link to this work pattern from an assignment you can specify which day of the work pattern the assignment is to start from. You are not obliged to start the assignment from the first day defined in your work pattern.

Assigning Working Shift Patterns to an Employee

Use the Extra Details of Service window to assign working shift patterns to an employee.

You can specify which shift pattern and contract type is applicable to an employee. When you next run a payroll for this employee, Oracle Payroll uses the shift pattern information to determine salary and other entitlements that are based on working hours.

To assign a working shift pattern to an employee:

1. Query the employee name.

2. Select the contract type.

3. Select the work pattern.

4. Enter the day of the work pattern which is the starting day of the shift for this employee. You do not have to make this the first day of the shift - you can submit a payroll process for an employee who starts work at any point within a shift cycle.

5. Save your work

3

Compensation and Benefits

Elements

Survey of the Classifications

The survey of classifications identifies:

- The function of elements within each primary classification, page 3-2

- The processing priority range, default priority, and cost type for each classification, page 3-4

- A list of the predefined secondary classifications within each primary classification, page 3-6

Primary Classifications

Classification	Meaning
Information	Information elements can be set up for the following purposes: representing information items that are not used in payroll processing, holding information for use in other elements and triggering the processing of other elements, for example, PAYE Details.
Absence	Absence elements are used to make payments to employees for periods of absence.
Direct Payment	Direct Payment elements are for expenses or loans made through the payroll that are not subject to tax. They are not included in gross or net pay balances.
Earnings	Earnings elements represent most payments made to an employee. These payments are usually subject to deductions of tax and PRSI, and are normally processed in the regular payroll run each period.
Benefits	Benefits elements represent payments, such as sickness benefit and occupational injury benefits, payable to an employee.

Classification	Meaning
Supplementary Earnings	Supplementary Earnings elements include earnings from other positions or investments, for example letting property, and are subject to tax and social insurance contributions.
Third Party Payments to Employees	Third Party elements are payments made to employees from other organizations, for example banks and building societies.
Pre-Tax Deductions	Pre-Tax Deductions elements are for voluntary deductions, such as PAYE contributions, made before taxation.
PRSI	PRSI elements represent all the categories of employee PRSI payments, and also maintain information for statutory reporting.
PAYE	PAYE elements represent tax deductions and maintain information for statutory reporting.
Court Orders	Court ordered attachment of earnings elements represent deductions made from employee earnings under orders from courts.
Voluntary Deductions	Voluntary Deductions elements are for deductions, such as union dues, that the employee authorizes the employer to make voluntarily on their behalf after tax.
Employer Charges	Employer Charges elements represent payments, such as contributions to the company pension scheme or employer's PRSI, made to statutory bodies and third parties by the employer for the employee.
Balance Initialization	Balance Initialization elements are used specifically for the loading of initial values into balances. You would mainly use these elements when transferring data from another payroll system.
Pre Tax and Pre PRSI Deduction	Pre Tax and Pre PRSI Deduction elements hold the pre-tax and pre-PRSI deductions.

Classification	Meaning
IE Imputed Taxable Earnings	IE Imputed Taxable Earnings elements represent the imputed taxable earnings.
IE Earnings Non PRSIable	IE Earnings Non PRSIable elements process the Social Benefits after 36 day tax exemption period.
IE Earnings Non Taxable and Non PRSIable	IE Earnings Non Taxable and Non PRSIable elements process the Social Benefits within 36 day tax exemption period.
IE Social Benefits Clearup	IE Social Benefits Clearup elements hold the Social Benefit deduction amount if the employee retains cheque.
Advance Earnings	Advance Earnings elements represent the advance earnings.
IE Benefit In Kind Arrearage	IE Benefit In Kind Arrearage elements hold the arrearage amount for Benefits In Kind such as Company Vehicle and Accommodation.
IE Benefit In Kind Arrearage Recovery	IE Benefit In Kind Arrearage Recovery elements hold the arrearage recovery amount for Benefits In Kind such as Company Vehicle and Accommodation.

Primary Classification Processing Priorities and Cost Types

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

Primary Classification	Priority Range	Default Priority	Cost Type
Information	1 - 1000	500	-
Absence	1001 - 2000	1500	Debit

Primary Classification	Priority Range	Default Priority	Cost Type
Direct Payments	2001 - 3000	2500	Debit
Earnings	3001 - 4000	3500	Debit
Benefits	4001 - 5000	4500	Credit
Supplementary Earnings	5001 - 6000	5500	Debit
Employer Charges	6001 - 7000	6500	Credit
Third Party Payments to Employees	7001 - 8000	7500	Credit
Pre-Tax Deductions	8001 - 9000	8500	Credit
PRSI	10001 - 10500	10300	Credit
PAYE	10501 - 11000	10800	Credit
Court Orders	11001 - 12000	11500	Credit
Voluntary Deductions	12001 -13000	12500	Credit
Pre Tax and Pre PRSI Deduction	8001-9000	8300	Credit
IE Imputed Taxable Earnings	3001-4000	3600	Debit
IE Earnings Non PRSIable	3001-4000	3500	Debit
IE Social Benefits Clearup	12001-13000	12500	Credit
Advance Earnings	15000-17000	16000	Credit

Primary Classification	Priority Range	Default Priority	Cost Type
IE Benefit In Kind Arrearage	11001-11500	11200	Debit
IE Benefit In Kind Arrearage Recovery	11001-11500	11200	Credit

Predefined Secondary Element Classifications

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

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

Primary Classification	Secondary Classifications	Default
PRSI	PRSIable Earnings	Yes
PAYE	Taxable Earnings	Yes

Setting Up Total Compensation Elements

Follow this process to set up elements for items in the compensation package you offer to employees. There are additional steps for setting up the following types of compensation and benefits:

• Salaries for Salary Administration

  See: Setting Up Salary Administration, *Oracle HRMS Compensation and Benefits Management Guide*

• Absence elements and PTO accrual plans

  See: Setting Up Absence Management, *Oracle HRMS Compensation and Benefits Management Guide*

  See: Setting Up PTO Accrual Plans, *Oracle HRMS Compensation and Benefits Management Guide*

• Benefits

See: Standard and Advanced Benefits Implementation, *Oracle HRMS Compensation and Benefits Management Guide*

Also, there are additional steps if you want to process the elements in a payroll run.

See: Setting Up Total Compensation Elements for Payroll, *Oracle HRMS Compensation and Benefits Management Guide*

Define Validation and Lookups

Define validation for entries of any new elements you are creating.

1. To restrict compensation entries to a list of valid values, define a new Lookup Type and add Lookup Values for this new lookup.

   See: Adding Lookup Types and Values, *Oracle HRMS Configuring, Reporting, and System Administration Guide*.

2. To validate compensation entries using formulas, write a formula of type Element Input Validation.

   See: Writing Formulas for Validation, *Oracle HRMS FastFormula User Guide*.

3. To create a matrix of values (such as bonus amount against years of service) for use in formulas or QuickPaint reports, set up user tables.

   See: Setting Up User Tables, Columns, and Rows, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Define Elements and Links

4. Define elements and element input values to record information about employee compensation, benefits, and equipment:

   See: Defining an Element, page 3-8.

   See: Defining an Element's Input Values, page 3-17.

   See also: Defining and Linking an Element for Standard and Advanced Benefits, page 3-19

   See also: Deleting an Element, page 3-21

5. Define element links to identify one or more groups of employees who are eligible to receive an element.

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

   See also: Running the Element Link Details Report, *Oracle HRMS Compensation and Benefits Management Guide*

6. For elements without Standard links, make entries of your elements for all

employee who should receive them.

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

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, page 8-5

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 3-17

   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, page 5-17

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 and Linking an Element for Standard and Advanced Benefits

You set up elements for Standard and Advanced Benefits as you would other elements, with certain restrictions noted below. Element setup is the same for Standard and Advanced Benefits.

In the US and Canada, use the Earnings or Deduction window to create an element if you process the element in a payroll run.

Outside the US and Canada--or if you are an HR-only customer in any legislation--use the Element window to create an element.

To define an element for Standard and Advanced Benefits:

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

2. Enter a unique element Name.

   When you define a standard activity rate, you select the element that corresponds to the rate you are defining.

3. Select the appropriate Classification for the earning or deduction.

4. For Payroll users in the US and Canada, select a Category on the Earnings or Deduction window.

   If you are using the Element window, you can select a Category in the Further Element Information flexfield.

5. In the US, optionally select a Benefit Classification.

   > **Note:** For any element attached to a standard activity rate, **do not** select a Benefit Classification of Dental, Medical, or Vision.

6. Select a Termination Rule of Final Close for any element attached to an activity rate.

7. Do not check the Standard Link check box (Earnings and Deduction windows) or the Standard check box (Element and Element Link windows) since you use eligibility profiles to control benefits eligibility.

8. Complete the definition of the element according to your business rules.

9. Save your work.

10. Choose Input Values.

    You can define multiple input values for the element, but you can only link one input value to a standard activity rate.

11. Save your work.

Defining an Element Link for Standard and Advanced Benefits

After you define an element, open the Element Link window. Because you create eligibility profiles for Standard and Advanced Benefits, you should limit use of the Element Link window to creating an *open link* for elements you do not cost.

To define an element link for Standard and Advanced Benefits:

1. Set your effective date.

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

3. Save the record without selecting any assignment links to create an *open link*.

   > **Note:** If you define links for costing, your links must not conflict with any eligibility profiles you set up for Standard and Advanced Benefits. Your element must have a valid link at all times.

   For more help on element links and costing, see: Defining Element Links, *Oracle HRMS Compensation and Benefits Management Guide*

Deleting an Element

Before you delete an element, you must first delete any entries of the element recorded for employees and then any links defined for the element.

Use the following process to delete any elements you defined in the Element window, Earnings or Deduction template, or Element Definition Wizard.

> **Important:** Do not delete any predefined elements.

To delete an element:

1. Use the List Employees by Element window to get a list of all employees with entries for the element.

2. For each employee, query the element entry in the Element Entries window, choose Delete Record, and save.

3. Query the element in the Element Link window and, for each link for this element, choose Delete Record, and save.

4. Perform one of the following:

   - If you created this element through the Element Definition Wizard, query this element from within the wizard.

   - If you created this element through the US and Canadian Earnings or Deductions templates, query this element from within the template.

   - If you created this element through the Element window, query this element from that window.

5. Delete the element and save.

   The system prompts you to either End Date the element or Purge it. Select End Date if you want the element to remain in the system but be effective through a certain date. Select Purge if you made a mistake defining the element and you want to delete it from the system altogether.

Enrollment Management

Enrollment Management

Enrollment management is the process of registering your employees and other eligible participants in benefit plans and options. It includes recording contribution rates and coverage amounts and entering the dependents and beneficiaries of the primary participant into the system.

Enrollments commonly occur when a benefits specialist enters a participant's elections into the HR system. However, for Advanced Benefits users, enrollments can also include **default enrollments** for persons who do not specify elections during an enrollment period and **automatic enrollments** which are typically used to enter newly hired employees into interim coverage until they can make their own elections.

Because enrolling employees in benefits programs can be a labor intensive process for an organization with many employees, the product enables self-service enrollments using web enrollment forms and interactive voice response technology (IVR).

Enrollment eligibility and electable benefit choices are based on the eligibility profiles and enrollment requirements that you associate with a benefit.

You can override eligibility results if you are an Advanced Benefits customer. You can grant an exception so that an ineligible person can enroll in a plan or option for which they are otherwise ineligible. Conversely, you can waive a person's participation in a plan for which they have met the eligibility criteria.

Enrollment Forms

The system is delivered with four enrollment forms:

- Flex Enrollment (Advanced Benefits)

- Non-Flex Enrollment

- Savings Plan Enrollment

- Miscellaneous Plan Enrollment

You use the Flex enrollment form to enroll participants in flexible benefits programs and vacation buy/sell programs.

You use the Non-Flex enrollment form if you are implementing a benefits program that does not use flex credits.

You use the Savings Plan form to enroll a participant in an investment plan.

You use the Miscellaneous Plan form to enroll participants in plans that are not part of a

program.

Flex Program Enrollment (Advanced Benefits)

You manage open enrollment and life event enrollment for a flex program or a flex plus core program using the Flex Enrollment form.

You use the form to enter an eligible person's elections, contribution rates, and coverage levels. As elections are entered, the system calculates the eligible person's spent and unspent flex credits.

From the Flex Enrollment window you can taskflow to windows that enable you to:

- View the flex credits an eligible person can spend

- Distribute excess flex credits, as allowed by your flex program definition

- Record receipt of certifications required for enrollment in the program

- Record completed enrollment action items

- Enter plan dependents and beneficiaries

- Record a participant's primary care provider

Non-Flex Program Enrollment

You use the Non-Flex Enrollment form to enroll participants in plans and options that are not funded by flex credits. This is the enrollment form you use if you have not purchased the Advanced Benefits product license, or if you are an Advanced Benefits customer who maintains benefit programs that are not funded by flex credits.

You use the form to enter an eligible person's elections, contribution rates, and coverage levels. From the Non-Flex Enrollment window you can taskflow to windows that enable you to:

- Record completed enrollment action items (Advanced Benefits)

- Record receipt of certifications required for enrollment in the program (Advanced Benefits)

- Enter plan dependents and beneficiaries

- Record a participant's primary care provider

Savings Plan Enrollment

You use the Savings Plan Enrollment form to record a person's contribution rate and their investment option elections for a savings plan.

From the Savings Plan Enrollment form you can taskflow to windows that enable you to:

- Record completed action items (Advanced Benefits)

- Record receipt of certifications required for enrollment in the program (Advanced Benefits)

- Enter plan dependents and beneficiaries

> **Important:** The product does not accommodate 401(k) balance transfers from other benefits systems for employees who are rolling over 401(k) balances from a previous employer.

Savings Plan Enrollment Form and SECURE Act 2.0 (US)

See:

- Overview of Retirement Savings and SECURE Act 2.0, *Oracle HRMS Compensation and Benefits Management Guide (US)* for information about Sections 603 and 604 of SECURE Act 2.0 and components that address the requirements of these sections.

- Determining Employee Eligibility According to the Provisions of the SECURE Act 2.0, *Oracle HRMS Compensation and Benefits Management Guide (US)*, if you are using the Oracle Benefits Savings Plan enrollment form to enroll employes into a 401(k), 403(b), and/or 457 plan. This topic provides step-by-step details to determine employee eligibility according to the regulations in Section 603.

Miscellaneous Plan Enrollment

You use the Miscellaneous Plan Enrollment form to enroll a participant in a plan that is not part of a program and is not a savings plan. Miscellaneous plans do not provide flex credits to participants.

You use the form to enter an eligible person's elections, contribution rates, and coverage levels. From the Miscellaneous Enrollment form you can taskflow to windows that enable you to:

- Record completed action items (Advanced Benefits)

- Record receipt of certifications required for enrollment in the program (Advanced Benefits)

- Enter plan dependents and beneficiaries

- Record a participant's primary care provider

Special Plan Rates

Note: The special plan rates feature is reserved for future use.

Special contribution rates are sometimes offered by a benefits carrier for the joint election of two plans. When a participant elects a plan that is defined as part of a special rate pair, they receive a discounted rate on the second plan.

You use the Special Rates form to view any special rates offered for the plans in a Flex program, Non-Flex program, or for a miscellaneous (not in program) plan.

Action Items and Certifications (Advanced Benefits)

As part of enrolling a participant in a benefit, you can view the action items that must be completed before the enrollment is valid.

From the Person Enrollment Action Items form, you can navigate to the following forms to enter changes to the record of a participant, dependent, or beneficiary in order to complete the action item.

- Person Enrollment Certification

- Dependent/Beneficiary Designation

- People

You define required action items as part of your plan design.

Action Items and Subsequent Life Events

If you process a **subsequent life event** for a participant with an open action item, how the application processes the suspended election and any interim coverage for the participant depends on a variety of factors. The scenarios below outline how the application processes action items under different conditions.

- **Scenario 1**: If you process a subsequent life event with an occurred on date that is before the action item due date of the original event, the application retains the action item, certification, interim coverage, and suspended enrollment for the original election. If the subsequent life event occurred on date is after the action item due date, you close the action item by running the Close Unresolved Action Item Process. The application assigns the interim election to the employee as the actual election and deletes the suspended election.

- **Scenario 2**: If you process a subsequent life event before the action item due date, the application creates a new action item. Suspended elections and interim coverage carry forward, and you can complete the action item when you receive the required certification. If you want to close the action item prior to processing the subsequent

life event, you must back out the life event; however, if the action item completion date is on or after the subsequent life event, you do not need to back out the life event.

- **Scenario 3:** For a subsequent life event, the participant is eligible for a plan but has no electable choices. In this case, the application does not end date the action item from the original life event. Suspended enrollments and interim coverage carry forward to the subsequent event. The application creates a new action item that corresponds to the new enrollment results created for suspended elections and interim coverage.

- **Scenario 4**: If the participant makes an election change based on a subsequent life event, the application retains the action item and suspended election for the original life event. If necessary, the application creates a new action item with a new due date for the new enrollment based on the subsequent life event.

Dependents and Beneficiaries

As part of enrollment processing, you record the persons selected by a participant as dependents or beneficiaries of a plan or option. The system displays eligible designees for participants with enrollments in progress.

Because you can limit the relationship type of the dependents who are eligible to receive coverage under a benefit plan, the system displays only those dependents eligible for coverage. For example, if a participant elects employee plus spouse coverage, the system only displays dependents of the spouse relationship type.

You use the Dependent/Beneficiary Designation form to:

- Enter and modify dependent or beneficiary designation information

- Assign a benefit to a beneficiary as a percentage or an amount

- Monitor certification requirements (Advanced Benefits)

Participants can designate dependents at the plan or option level; beneficiaries are designated at the plan level.

Primary Care Providers

You can record in the system the physician or dentist that a participant elects to be their primary care provider. Providers are categorized by their service provider type, such as General Practitioner, Dentist, or Ob/Gyn. The system provides these and other service provider types and your system administrator can extend this list as part of your implementation.

> **Note:** A person can have only one primary care provider of each

provider type within the a plan.

Enrollment Results

After you enroll a participant in a benefit, you can display the enrollment results for that person.

Enrollment information is date effectively displayed so that you can view historical or future-dated information. You can display enrollment results that are created by one of the following means:

- An electable choice is saved on an enrollment form

- A default or automatic enrollment is processed

- The close enrollment process has completed

Participation Overrides (Advanced Benefits)

The ability to override eligibility results is a requirement for enterprises with a high need for flexible benefits administration. Grand-fathered coverage, special employment terms, or required adjustments for highly compensated employees are all typical reasons for overriding eligibility results.

You use the Person Participation Information window to override eligibility results for a person for one or more plans *after* you run the Participation process to determine eligibility and electable choices. You then enroll the person using the Enrollment Override window.

You also use the Person Participation Information window to record an election for a person who was not processed in the Participation batch process.

You use the Enrollment Override window to enroll a person in a plan or option for which they have been found ineligible. You can also use this window to override rate and coverage amounts for a plan or an option and to override dependent eligibility results.

Waive Participation Management

You can allow an eligible person to waive participation in a plan type or plan in one of two ways. You can enroll the person in a special plan called a *waive plan*, or, if you are an Advanced Benefits customer, you can use the Waive Participation form to specify which plan types or plans a person is waiving.

You typically define a waive plan when you want the waive plan to appear to the participant as an electable choice.

When you waive a person's participation in a plan type, the person waives the ability to

enroll in all plans in that plan type. You cannot override a plan type waiver for any plans in that plan type.

Retroactive Enrollments

A variety of common business practices dictate that enrollment coverage may start retroactive to the current system date. These examples include:

- Enrollments based on retroactive life events, including enrollments that replace existing coverage

- Enrollment coverage and activity rates that start based on the life event occurred date as opposed to the life event notification date

- Suspended coverage that becomes unsuspended when interim coverage had been assigned

    Note: SSHR users: Suspended plan rates are not included in displayed used amounts, and so are not deducted from Flex credits.

- Participant election changes within an enrollment period

- Participant elections that replace automatically assigned coverage

- Administrative changes to current enrollments

You define enrollment coverage start dates and activity rate start dates for a compensation object as part of your plan design. Because coverage can start based on a date prior to an election, there is the potential for activity rates to also start *before* the election is recorded.

If a payroll run occurs between the activity rate start date and the election date, the activity rate will not be processed in the payroll run. Since the election had not yet occurred, the activity rate did not exist for the payroll run.

In this scenario, and in other cases where activity rates start before an election is recorded in the system, you may need to create *payroll adjustments* to deduct payments if your organization requires retroactive benefits payments.

For retroactive enrollments that replace a previous enrollment, the system end-dates the previous enrollment based on the coverage and rate end dates defined for the compensation object. You should define your enrollment coverage and rate start and end dates such that overlapping dates do not occur.

Court Orders

You can use the product to record court orders that require a participant to provide coverage for a dependent or that place restrictions on how a benefit payment can be

distributed.

In the US, regulations termed *Qualified Medical Child Support Orders* (QMCSO) require a participant to cover a dependent when the participant is eligible for a plan and a court order has been issued.

A *Qualified Domestic Relations Order* (QDRO) is a judgement, decree, or order that relates to the provision of child support, alimony payment, or marital property rights to a spouse, child, or other dependent of a participant.

You can use the product to:

- Record those persons subject to a Qualified Medical Child Support Order or a Qualified Domestic Relations Order

- Specify the benefit plan or plan type that is subject to the provisions of the court order

- Enter the names of the claimants eligible to receive benefit coverages based on the court order

- For QDROs, enter the benefit amount or benefit percentage due to each applicable claimant or designee

During enrollment, the system issues a warning message indicating that a participant is subject to a court order. This warning does not prevent the election because the participant may have covered the dependent outside of the employer's plan.

You define enrollment requirements and restrictions for QMCSOs and QDROs as part of your plan design.

Extraction of Employees with VHI Medical Insurance

Oracle HRMS enables you to identify and extract a list of the employees who belong to health insurance schemes such as the Voluntary Health Insurance (VHI) Scheme. You do this by using the Benefits System Extract process.

You can define the criteria that determine which records are to be extracted. You can also define the layout of the extracted records including the data elements that comprise the extract, the date range of the records you are selecting, and the output directory and file name of the extract file.

The benefit plan and options can be set up using the Oracle Standard Benefits functionality and then you can subsequently extract the information. To find out how to extract employees with VHI.

See: Benefits System Extract, *Oracle HRMS Compensation and Benefits Management Guide*.

Enrolling a Person in a Flex Program (Advanced Benefits)

You use the Flex Program window to enroll an eligible participant in a flex program. Completing an enrollment involves:

- Selecting the plan and option in which the person is enrolling

- Entering coverage levels for those plans that provide coverage

- Entering the contribution value per activity period for those plans that allow a participant to choose their contribution amount

- Entering the annual contribution amount for those plans that allow a participant to specify the annual contribution to a plan

- Saving the person's election

- Completing dependent and beneficiary designations

    Important: Before you use this window, you must run the Participation batch process to 1) ensure that the list of eligible persons for this enrollment cycle is up-to-date, and 2) create available enrollment choices for those persons.

To enroll a person in a flex program:

1. Set the effective date.

2. Query the Name, Social Security number, or other standard identifying information for the person you are enrolling.

3. Select the Program in which the person is enrolling.

    Important: If you take no enrollment action, the participant will be enrolled in the plans and options that are currently displayed.

4. Tab into a blank Plan Type field and select the Plan Type that contains the plan and option that the person is electing.

5. Select the person's election in the Plan and Option field.

6. Choose the Info Online button from the toolbar--available if you license the third-party product Authoria HR--to display a context-sensitive list of pages in the Authoria HR repository.

7. Complete the election by entering participant values, where appropriate, in the tabbed regions of the enrollment window.

8. Choose the Recalculate button to update the standard rate or coverage amount based on election information you entered.

   You only need to recalculate a rate if your system administrator defined a Post Enrollment Calculation rule for the standard rate or coverage calculation.

9. Save this person's elections when you have completed the enrollment.

Flex Credit Summary:

Based on the participant's current elections, the system displays a flex credit summary for the currently selected plan type.

Provided: The total flex credits provided for the plan type

Less Used: The amount of flex credits spent on the plans and options in this plan type. Typically this is the pre-tax amount.

Excess: The amount of flex credits left unspent.

Forfeited: The amount of flex credits that will be forfeited if they are not spent.

Other: The cash amount spent that does not decrement a benefits pool; this amount typically reflects the amount of after-tax cash spent on a benefit.

Net: The sum of pre-tax and after-tax contributions.

General Tab:

1. Choose the General tab. The system displays the following view-only information:

   - The Coverage Start and End date for this plan or option

   - The Start Code used to calculate the coverage start date

   - The Original Start date that this person enrolled in this plan

   - The effective date of the enrollment

     Note: The Enrolled field appears checked if a person is currently enrolled in this plan or option.

Amount Tab:

1. Choose the Amount tab.

   - The tax type of this activity rate appears in the Taxability field.

2. Enter the annual coverage amount that can be elected for this plan or option in the Annual Amount field.

Use this field if the participant can elect an annual amount to contribute to a plan. The system displays the minimum and maximum annual contribution amounts based on your plan definition.

3. Enter the Defined Amount of the contribution or distribution, if applicable. The system displays the following view-only information:

- The Increment by which a contribution or distribution can be increased or decreased.

- The Minimum and Maximum contribution or distribution amount.

    Note: The fields in the Communicated block indicate the communicated activity rate for this contribution or distribution if this rate is different than the actual amount that is used for element entries.

Rate Tab:

1. Choose the Rate tab. The system displays the following view-only information:

- The activity rate Start and End date and the unit of measure in which the rate is expressed

- A checkbox indicating if the activity rate has been overriden for this plan or option and the date through which the rate is overriden

Benefit Tab:

1. Choose the Benefit tab.

2. Enter the benefit Amount if the participant can choose the amount they contribute to this plan or option.

The remainder of the fields in the Benefit tabbed region contain view-only information:

- The Type field displays the tax type of this benefit.

- The Calculation field displays the calculation method used to derive the activity rate for this benefit.

- The Minimum and Maximum fields display this plan or option's coverage limits for this participant.

- The Increment field displays the increments in which coverage can be increased or decreased.

Limitation Tab:

1. Select the Limitation tab. The system displays the following view-only information:

   - The Certification Alert field appears checked if the participant is required to provide certification before being enrolled in this benefit.

   - The Suspended field appears checked if enrollment in this benefit has been suspended pending the completion of an action item, such as providing required certification.

   - The Interim field appears checked if this plan or option has been assigned to the participant as interim coverage pending the completion of an action item.

   - The Automatic field appears checked if the participant has been automatically enrolled in this plan or option.

   - The Dependents field indicates if dependents are required or optional for this plan.

   - The Earliest De-enroll field indicates the earliest date on which a participant can de-enroll from this plan or option.

   - The Must Also Enroll In field displays any plan or option in which a participant must be enrolled in order to make this election.

        Note: This field is reserved for future use.

   - The Override Through date indicates the date through which the enrollment has been overriden.

   - The Override Reason indicates the reason given for the override.

Manually Deleting an Enrollment

You use the same process to manually delete an enrollment regardless of the enrollment form in which you entered the enrollment.

To deenroll newly ineligible participants in batch, Standard Benefits users can run the Maintain Participant Eligibility process; Advanced Benefits users can run the Life Event mode of the Participation Process.

To manually delete an enrollment:

1. Open the form in which you entered the enrollment. Choose from:

    • Flex Program Enrollment form

    • Non-Flex Program Enrollment form

    • Savings Plan Enrollment form

    • Miscellaneous Plan Enrollment form

2. Set the effective date.

3. Query the Name, Social Security number, or other standard identifying information for the person whose enrollment you are deleting.

4. Select the plan and option you are deleting.

    > **Note:** To delete a savings plan enrollment, you delete both the savings plan and any options in which the person is enrolled.

5. Choose the Delete Record icon on the toolbar.

6. Save your work.

Viewing a Person's Flex Credits (Advanced Benefits)

You can view the flex credits available to a participant and the benefit pool that provides the credits.

To view a person's available flex credits:

• Query a participant in the Flex Enrollment window then choose the Flex Credits button. The system displays:

    • The flex credits available for various compensation objects

    • The benefit pool providing the flex credits

    The system also indicates if the flex credits for an option may be forfeited.

Allocating Excess Credits for a Person Enrolling in a Flex Program (Advanced Benefits)

If you allow participants to specify how they allocate their excess flex credits after they have made their elections, you can view this information for a person in the Excess Credits window.

To allocate excess credits:

- Choose the Excess Credits button. The system displays:

    - The benefit pool that provides the flex credits for the plans and options that the participant has elected

    - The plan types, plans, and options that the participant has elected

    - The amount of flex credits provided based on elected plans and options

    - The amount of flex credits used by the participant for each electable plan or option

    - The amount of flex credits to be distributed as cash, if applicable

    - The amount of flex credits to be forfeited if the participant does not elect to use them

    - A check box indicating the credits were rolled over into this plan or option

Enrolling a Person in a Non-Flex Program

You use the Non-Flex Program window to enroll an eligible participant in a program that is not funded by flex credits. Completing an enrollment involves:

- Selecting the plan and option in which the person is enrolling

- Entering coverage levels for those plans that provide coverage

- Entering the contribution value per activity period for those plans that allow a participant to choose their contribution amount

- Entering the annual contribution amount for those plans that allow a participant to specify the annual contribution to a plan

- Saving the person's election

- Completing dependent and beneficiary designations

> **Important:** For Advanced Benefits users, you must run the Participation batch process before you use this window to 1) ensure that the list of eligible persons for this enrollment cycle is up-to-date, and 2) create available enrollment choices for those persons.

> **Important:** If you are using Standard Benefits, electable choices are created when you query the program in the enrollment window for a participant.

To enroll a person in a non-flex program:

1. Set the effective date.

2. Query the Name, Social Security number, or other standard identifying information for the person you are enrolling.

3. Select the Program in which the person is enrolling.

   > **Important:** If you take no enrollment action, the participant will be enrolled in the plans and options that are currently displayed.

4. Tab into a blank Plan Type field and select the Plan Type that contains the plan and option that the person is electing.

5. Select the person's election in the Plan and Option field.

6. Choose the Info Online button from the toolbar--available if you license the third-party product Authoria HR--to display a context-sensitive list of pages in the Authoria HR repository.

7. Complete the election by entering participant values, where appropriate, in the tabbed regions of the enrollment window.

8. Choose the Recalculate button to update the standard rate or coverage amount based on election information you entered.

   You only need to recalculate a rate if your system administrator defined a Post Enrollment Calculation rule for the standard rate or coverage calculation.

9. Save this person's elections when you have completed the enrollment.

General Tab:

1. Choose the General tab. The system displays the following view-only information:

- The Coverage Start and End date for this plan or option

- The Start Code used to calculate the coverage start date

- The Original Start date that this person enrolled in this plan

- The effective date of the enrollment

     Note: The Enrolled field appears checked if a person is currently enrolled in this plan or option.

Amount Tab:

1. Choose the Amount tab.

   - The tax type of this activity rate appears in the Taxability field.

2. Enter the annual coverage amount that can be elected for this plan or option in the Annual Amount field.

   Use this field if the participant can elect an annual amount to contribute to a plan. The system displays the minimum and maximum annual contribution amounts based on your plan definition.

3. Enter the Defined Amount of the contribution or distribution, if applicable. The system displays the following view-only information:

   - The Increment by which a contribution or distribution can be increased or decreased.

   - The Minimum and Maximum contribution or distribution amount.

        Note: The fields in the Communicated block indicate the communicated activity rate for this contribution or distribution if this rate is different than the actual amount that is used for element entries.

Rate Tab:

1. Choose the Rate tab. The system displays the following view-only information:

   - The activity rate Start and End date and the unit of measure in which the rate is expressed

   - A checkbox indicating if the activity rate has been overriden for this plan or

option and the date through which the rate is overriden

Benefit Tab:

1. Choose the Benefit tab.

2. Enter the benefit Amount if the participant can choose the amount they contribute to this plan or option.

   The remainder of the fields in the Benefit tabbed region contain view-only information:

   - The Type field displays the tax type of this benefit.

   - The Calculation field displays the calculation method used to derive the activity rate for this benefit.

   - The Minimum and Maximum fields display this plan or option's coverage limits for this participant.

   - The Increment field displays the increments in which coverage can be increased or decreased.

Limitation Tab:

1. Select the Limitation tab. The system displays the following view-only information:

   - The Certification Alert field appears checked if the participant is required to provide certification before being enrolled in this benefit.

   - The Suspended field appears checked if enrollment in this benefit has been suspended pending the completion of an action item, such as providing required certification.

   - The Interim field appears checked if this plan or option has been assigned to the participant as interim coverage pending the completion of an action item.

   - The Automatic field appears checked if the participant has been automatically enrolled in this plan or option.

   - The Dependents field indicates if dependents are required or optional for this plan.

   - The Earliest De-enroll field indicates the earliest date on which a participant can de-enroll from this plan or option.

   - The Must Also Enroll In field displays any plan or option in which a participant

must be enrolled in order to make this election.

> **Note:** This field is reserved for future use.

- The Override Through date indicates the date through which the enrollment has been overriden.

- The Override Reason indicates the reason given for the override.

Enrolling a Person in a Savings Plan

You use the Savings Plan window to enroll an eligible participant in a savings plan. Completing an enrollment involves:

- Selecting the plan and option in which the person is enrolling

- Entering the contribution amount or percentage per activity period for those plans that allow a participant to choose their contribution level

- Saving the person's election

- Completing dependent and beneficiary designations

> **Important:** For Advanced Benefits users, you must run the Participation batch process before you use this window to 1) ensure that the list of eligible persons for this enrollment cycle is up-to-date, and 2) create available enrollment choices for those persons.

> **Important:** If you are using Standard Benefits, electable choices are created for the participant when you query the participant in the enrollment window.

To enroll a person in a savings plan:

1. Set the effective date.

2. Query the Name, Social Security number, or other standard identifying information for this person.

3. Select the savings plan in which the person is enrolling in the Name field.

   The system displays the following view-only information:

   - The Life Event reason prompting this savings plan enrollment

In the **Coverage** block the system displays:

- The Coverage Start and End date for this savings plan

- The Start Code used to calculate the coverage start date

- The Original Start date that this person enrolled in this plan

In the **Override** block the system displays:

- The date through which a savings plan can be overriden and the reason supporting the override

The other fields in the Savings Plan window display information about the status of this savings plan.

> **Note:** The Enrolled field appears checked if a person is currently contributing to this plan.

- The Automatic field appears checked if the participant has been automatically enrolled in this plan

- The Suspended field appears checked if enrollment in this plan has been suspended pending the completion of an action item, such as providing required certification

- The Interim field appears checked if this plan has been assigned to the participant as interim coverage pending the completion of an action item

- The Certification Alert field appears checked if the participant is required to provide certification before enrolling in this plan

- The Earliest De-enroll field indicates the earliest date on which a participant can de-enroll from this plan

- The Currency field indicates the currency in which this benefit is paid.

- The Must Also Enroll In field displays any plan in which a participant must be enrolled in order to make this election

> **Note:** This field is reserved for future use.

4. Choose the Info Online button from the toolbar--available if you license the third-party product Authoria HR--to display a context-sensitive list of pages in the Authoria HR repository.

Entering Investment Rates

You use the Rates window to enter the total contribution percentage or amount for a savings plan. You then use the Investment Options window to enter the contribution amount for one or more options in the plan.

> **Note:** As a prerequisite, you must check the Enroll in Plan and Option field in the Plan Enrollment Requirements window when you define the savings plan if a participant can enroll in both the plan and the options in that plan.

1. Query the Name, Social Security number, or other standard identifying information for this person in the Savings Plan window.

2. Select the savings plan in which the person is enrolling in the Name field.

3. Choose the Rates button.

General Tab

4. Choose the General tab. The system displays the following view-only information:

   • The Name of the activity rate definition

   • The Activity Type, for example Employee Contribution or Employer Contribution

   • The unit of measure (UOM) for the currency of the activity rate

   • The activity rate Start and End dates

Types Tab

5. Choose the Types tab. The system displays:

   • The Tax Type of the activity rate, such as pre-tax or aftertax

   • The Calculation method used to derive the activity rate

6. Check the Stop Contribution field if the employee's participation in this investment plan has ended.

Defined Amount Tab

7. Choose the Defined Amount tab.

8. Enter the Amount or percentage of the contribution or distribution. The system displays the following view-only information:

- The activity rate Period

- The Minimum and Maximum contribution or distribution amount

- The Increment by which a contribution or distribution can be increased or decreased

   Note: The Enter Value at Enrollment field appears checked to indicate that the investment amount is entered during the enrollment, as opposed to being a default amount.

Communicated Amount Tab

   Note: The fields in the Communicated Amount tabbed region indicate the communicated activity rate for this contribution or distribution if this rate is different than the actual amount that is used for element entries.

9. Choose the Annual Amount tab.

10. Enter the annual amount or percentage that is contributed to the investment plan in the Amount field.

   Use this field if the participant can elect an annual amount to contribute to a plan. The system displays the minimum and maximum annual contribution amounts based on your savings plan definition.

11. Save this person's elections.

Entering Investment Options

You use the Investment Options window to enter a participant's elections for a savings plan.

1. Query the Name, Social Security number, or other standard identifying information for this person in the Savings Plan window.

2. Select the savings plan in which the person is enrolling in the Name field.

3. Choose the Investment Options button.

General Tab

4. Choose the General tab.

5. Select a savings plan investment option in the Name field.

Note: The Enrolled field appears checked if a person is currently contributing to this option.

The system displays the following view-only information:

- The Coverage Start and End date for this option

- The Start Code used to calculate the coverage start date

- The Original Start date that this person enrolled in this option

Amount Tab

6. Choose the Amount tab.

7. Select a savings plan investment option in the Name field.

8. Check the Stop Contribution field if the employee's participation in this investment option has ended.

9. Enter the annual amount or percentage that is contributed to the investment option in the Amount field.

   Use this field if the participant can elect an annual amount to contribute to an option. The system displays the minimum and maximum annual contribution amounts based on your option definition.

10. Enter the Defined Amount of the contribution or distribution, if applicable. The system displays the following view-only information:

- The Increment by which a contribution or distribution can be increased or decreased.

- The Minimum and Maximum contribution or distribution amount.

    Note: The fields in the Communicated block indicate the communicated activity rate for this contribution or distribution if this rate is different than the actual amount that is used for element entries.

Rate Tab

1. Choose the Rate tab. The system displays the following view-only information:

- The Taxability of this activity rate

- The activity rate Start and End date and the unit of measure (UOM) in

which the rate is expressed

- A checkbox indicating if the activity rate has been overriden for this option and the date through which the rate is overriden

Enrolling a Person in a Miscellaneous Plan

You use the Miscellaneous Plan window to enroll an eligible participant in a plan that is not associated with a program. Such plans are called **not in program plans**. Miscellaneous plans do not provide flex credits to participants. Completing an enrollment involves:

- Selecting the plan and option in which the person is enrolling

- Entering coverage levels for those plans that provide coverage

- Entering the contribution value per activity period for those plans that allow a participant to choose their contribution amount

- Entering the annual contribution amount for those plans that allow a participant to specify the annual contribution to a plan

- Saving the person's election

- Completing dependent and beneficiary designations

    Important: For Advanced Benefits users, you must run the Participation batch process before you use this window to 1) ensure that the list of eligible persons for this enrollment cycle is up-to-date, and 2) create available enrollment choices for those persons.

    Important: If you are using Standard Benefits, electable choices are created for the participant when you query the participant in the enrollment window.

To enroll a person in a miscellaneous plan:

1. Set the effective date.

2. In the Find Person window, enter the Name, Employee Number, or Social Security number for the person you are enrolling and choose the Find button.

General Tab

3. Choose the General tab.

4. Select the not in program Plan and Option in which the person is enrolling.

> **Note:** If you take no enrollment action, the participant will be enrolled in the plans and options that are currently displayed.

The system displays the following view-only information:

- The Status of the enrollment

- The Plan Type of the electable plan

- The Life Event reason prompting this enrollment

- The Frequency of the benefit distribution or contribution

- The Certification Required Alert field appears checked if the participant is required to provide certification before being enrolled in this benefit.

- The Pending Approval field appears checked if enrollment in this benefit has been suspended pending the completion of an action item, such as providing required certification.

- The Currency in which this benefit is paid

In the **Benefit/Coverage** region the system displays:

- The Amount of the contribution or distribution and its currency (in the UOM field).

- The Coverage Start and End date for this plan

- The Original Start date that this person enrolled in this plan

5. Choose the Info Online button from the toolbar--available if you license the third-party product Authoria HR--to display a context-sensitive list of pages in the Authoria HR repository.

Benefit/Coverage Tab

6. Choose the Benefit/Coverage tab.

The system displays the following view-only information:

- The tax Type of this benefit

- The Calculation Method used to derive the activity rate for this benefit

- The Start Date Code used to calculate the coverage start date

In the Amount Limitations region, the system displays:

- The coverage limits for this participant this plan and option

- The increments in which coverage can be increased or decrease

Enrollment Tab

7. Select the Enrollment tab. The system displays the following view-only information:

    - The Automatic Enrollment field appears checked if the participant has been automatically enrolled in this plan or option.

    - The Dependents field indicates if dependents are required or optional for this plan.

    - The Must Also Enroll In field displays any plan or option in which a participant must be enrolled in order to make this election.

        Note: This field is reserved for future use.

    - The Earliest De-enroll field indicates the earliest date on which a participant can de-enroll from this plan or option.

    - The Override Through date indicates the date through which the enrollment has been overriden.

    - The Override Reason indicates the reason given for the override.

8. Save this person's elections.

Viewing Special Rates for a Plan or Option

Before enrolling a participant in a flex program, non-flex program, or plan not in program, you can view special rates for which the participant may be eligible if certain plans are elected in conjunction with one another.

For example, you could define a medical plan so that the participant receives a special rate for a dental plan if they elect both plans. You define special rates using the variable rate profiles window.

See: Defining the Criteria in a Variable Rate Profile, *Oracle HRMS Compensation and Benefits Management Guide*

To view special rates for a plan or option:

1. Query a participant in the Flex Enrollment, Non-Flex Enrollment, or Miscellaneous Plan Enrollment window depending on the type of plan in which the participant is enrolling.

2. Choose the Special Rates button. The system displays:

    *   The plan type, plan, and option that must be elected by the participant to receive the special rate on the related compensation object

    *   The related plan type, plan, and option for which a special rate is available

    *   The standard rate for the related plan if the selected plan is not elected

    *   The special rate for the related plan if the selected plan is elected

Maintaining a Participant's Primary Care Provider

You date effectively enter, update, and delete a person's primary care providers in the Primary Care Providers window.

To select a primary care provider for a person:

1. Query the Person whose primary care provider you are entering.

2. Select the Plan Type and Plan for which you are entering the person's primary care provider.

    The available plans are limited to the plans in which the participant or their dependent is currently enrolled.

3. Select a provider in the Identifier, Name, and Type fields.

    If you enter the provider's identifier, the system fills in the Name and Type fields if a provider exists with the same identifier for this plan.

4. If necessary, select providers of a different service provider type in this plan, or select providers for different plans.

5. Save your work.

Displaying Enrollment Results

You use the View Enrollment Results window to display a person's enrollment information. This is a read-only form.

You can display enrollment information after an enrollment result is created by one of these means: an electable choice is saved on an enrollment form, a default enrollment is processed, or the close enrollment process has completed.

Enrollment information is date effectively displayed so that you can also view historical information.

To display enrollment results for a person:

1. Set the effective date to the date for which you want to view enrollment results.

2. Query the person for whom you want to view enrollment results.

    The system displays enrollment information for the compensation objects in which the person is enrolled.

3. Check the View By Coverage Date field to view the person's enrollment information as of their coverage start date.

    •   Or, check the View By Session Date to view the person's enrollment information as of the system's effective date.

4. Choose from the available tabbed regions and task flow windows to view enrollment results.

    The system displays the windows that can be accessed from this form in read-only mode.

5. Choose the Info Online button from the toolbar--available if you license the third-party product Authoria HR--to display a context-sensitive list of pages in the Authoria HR repository.

Viewing Dependent Information

You use the Dependent/Beneficiary Designation window to view enrollment information for the dependent of a participant, including the following:

•   The plan and option in which the dependent is enrolled

•   The name of the dependent and their relationship to the participant

•   Coverage dates

> **Note:** You can only view dependent information when your effective
> date is between the dependent coverage start and end date for the
> compensation object.

To view dependent information:

1. Query the name of the participant for whom you are viewing dependent
   designations.

2. Choose the View Dependents tab.

3. Highlight a Plan:Option in which the participant is enrolled.

   The system displays the dependents that have been designated for that plan or
   option.

4. Choose the Designate Dependents tab or the Designate Beneficiaries tab to create a
   designation.

Maintaining Dependent Designations

Use the Dependent/Beneficiary Designation window to designate a participant's
dependents.

The participant must have an open life event to designate a dependent if you are using
Advanced Benefits. Standard Benefits customers, or Advanced Benefits customers using
the Unrestricted enrollment type, may designate dependents at any time.

> **Note:** As a prerequisite, you must enter the participant's contacts into
> the system before you can designate a contact as a dependent. Check
> the Personal Relationship field for each potential dependent on the
> Contact window. The dependent must also meet the designation
> requirements defined for the plan and option and the requirements of
> any dependent eligibility profiles linked to the compensation object
> before becoming an eligible dependent.

See: Entering Next of Kin and Other Contacts, *Oracle HRMS Workforce Sourcing,
Deployment, and Talent Management Guide*

To enter or modify a participant's dependent designation:

1. Query the name of the participant for whom you are entering or modifying
   dependent designations.

2. Select the plan and option for which the participant is designating a dependent in

the Plan:Option field.

- Any eligible dependents for this plan and option are displayed in the Eligible Dependents field.

- The Employee field appears checked if this dependent is also an employee.

- The Start and Through dates indicate the dependent coverage start and end dates for this plan.

3. Check the Covered field to indicate that this person is a dependent for this benefit.

   Uncheck the Covered field to undesignate a dependent previously covered by this benefit.

4. Choose the Certifications button to open the Dependent Certifications window.

   The system displays any certifications that must be submitted for this dependent.

5. Enter the Date Received to record receipt of a certification.

6. Save your work.

7. Close the Dependent Certifications window.

8. Choose the Care Providers button to specify a primary care provider for a dependent.

   See: Maintaining a Participant's Primary Care Provider, page 3-47

9. Choose the Contacts button to open the More Contacts window where you can view the dependents who were found ineligible for the selected plan or option.

10. Select a dependent from the list and choose the Designate button to have the system check for this dependent's eligibility.

    If the dependent is found eligible, the dependent will be added to the list of designees in the Eligible Dependents field, the Covered field will appear checked, and the record will automatically be saved.

11. Choose the Contacts button to open the Contact window where you can add a new contact for this primary participant.

Maintaining Beneficiary Designation Information for a Participant

You can designate a person or an organization as a beneficiary for plans that allow or require beneficiary designation using the Dependent/Beneficiary Designation window.

You can designate a beneficiary at any time, even after a life event or enrollment period

is closed. However, for Advanced Benefits customers, beneficiary certifications only restrict designations when the participant's life event is open.

Beneficiary designation restrictions are based on your plan design.

See: Maintaining Beneficiary Designation Requirements for a Plan, *Oracle HRMS Compensation and Benefits Management Guide*

To enter or modify a participant's beneficiary designation:

1. Query the name of the participant for whom you are entering or modifying beneficiary designations.

2. Choose the Designate Beneficiaries tab.

3. Select a Plan for which you are entering or modifying beneficiary designation information for this participant.

4. Select a beneficiary name in the Beneficiaries field to designate a person or charitable organization as this participant's beneficiary.

5. Select this beneficiary's Type, either Primary or Contingent.

6. If the participant is assigning a percentage of the benefit to the beneficiary, enter the % value of the total value of this benefit.

   While you do not need to need to enter an Amount value, you must enter at least one % value. The sum of all % values for a plan must equal 100%. If you specify a monetary Amount, the system pays this Amount value before it pays out any % values. In such a case, the % values refer to the paid benefit following the deduction of the Amount value.

7. If the participant is assigning a monetary amount from this benefit to this beneficiary, enter this monetary Amount.

8. Choose the Details button to open the Details window if you want to enter trustee information or special instructions regarding this beneficiary designation for this participant for this plan.

9. If appropriate, select a Trustee to oversee the benefits the participant assigns to this beneficiary.

   The trustee is the person you identify for a designated beneficiary who is a minor. During implementation, your system administrator can configure the application to require a participant to identity a trustee for beneficiaries who are minors. You can generate an action item that suspends the election pending the assignment of a trustee.

10. If appropriate, enter Instructions regarding this beneficiary designation.

11. Close the Details window.

12. Choose the Certifications button to open the Beneficiary Certifications window.

    The system displays any certifications that must be submitted for this beneficiary.

13. Enter the Date Received to record receipt of a certification.

14. Save your work.

Adding a New Beneficiary for a Participant

To add a new beneficiary for a participant:

1. From the Dependent/Beneficiary Designation window, choose the Designate Beneficiaries tab then choose the Contacts or Organizations button depending on whether the beneficiary is a person or an organization.

2. Complete the Contacts or Organizations window, as appropriate.

3. Save your work.

See Also:Entering Next of Kin and Other Contacts, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

Creating an Organization, page 1-14

Recording Enrollment Actions Items for a Person (Advanced Benefits)

You use the Person Enrollment Action Items window to view and complete enrollment action items that have been created for a person. Action items are based on the enrollment requirements for the compensation objects in which the person is enrolling or de-enrolling. The following action items can be completed using this form:

- Beneficiary address

- Beneficiary date of birth

- Beneficiary social security number

- Beneficiary requires spousal consent certification

- Dependent date of birth

- Dependent social security number

- Enrollment certifications

To complete an action item for a person:

1. Query the Name, Social Security number, or other standard identifying information for this person.

2. Select the action item that the person is requested or required to complete in the Action Items field. The system displays:

   • A description of this action item

   • The compensation object in which the person is enrolling, de-enrolling, or changing elections

   • The life event prompting this enrollment, de-enrollment, or change in elections

   • The Due Date by which the action item is to be completed

   • Whether the action item is Required

3. Use the task flow buttons to navigate to the Certifications, People, or Designee window and complete the missing information, depending on the action item to be completed.

4. Check the Completed field when the action item is complete.

   > **Note:** If the action item is for a missing certification, the Completed field appears checked when you enter the certification received date and save.

5. Select the Show Completed Action Items check box to display all completed and open action items for a person.

6. Save your work. You cannot save in this form unless the action item is complete.

   > **Note:** When a required action item is completed, the system unsuspends the participant's election if there are no other incomplete required action items and there is no more than one optional action item left incomplete. If a required action item is not completed, the enrollment is end-dated as of the effective date of the Close Enrollment process if the action is due before the close of enrollment.

For more information on how the application processes action items, see: Action Items and Certifications (Advanced Benefits), page 3-25

Recording Receipt of Enrollment Certifications (Advanced Benefits)

You record the receipt of enrollment certifications for a person using the Person Enrollment Certifications window.

You can also add and delete certifications or mark a received certification as denied.

> **Note:** Use the Dependent/Beneficiary Designation window to record receipt of enrollment certifications for dependents and beneficiaries.

To record receipt of an enrollment certification for a person:

1. In the Find Person window, enter the Name, Employee Number, or Social Security number for this person and choose the Find button.

2. Select the certification type submitted by the participant in the Certifications field. The system displays:

   - The compensation object and life event that generated the certification

   - The due date by which the certification must be completed

   - A check box indicating if certification is required for enrollment in this compensation object

   - A check box indicating if the participant's enrollment in this compensation object has been suspended pending the completion of any action items.

3. Check the Received field to indicate that this certification has been received.

   > **Note:** You can un-check the Received field after you save, if necessary.

4. Check the Denied field if this certification has been rejected.

To add a certification for a person:

1. Select a new certification from the list of certification types to add a certification to this participant's election.

2. Check the Required field to indicate that failure to provide this certification results in a suspended election.

3. Select the reason for the certification in the Due To field.

4. Save your work.

To delete a certification for an election:

1. Select the certification type and choose the delete icon from the toolbar.

2. Save your work.

To record receipt of a certification required by an activity rate:

1. Choose the Rate Certification button.

This button appears for enrollments in compensation objects that have standard rates that require certification.

2. Do one of the following:

- Mark the certification as Received. This enters the element associated with the standard rate on the date calculated by the rate start date code. (This code is specified on the Plan Enrollment Requirements window.)

- Mark the certification as Denied. The Rate Certification Required check box remains checked on the View Enrollment Results window.

    Note: Once the certification is marked as Received, you cannot change it to Denied. Instead, you can delete the rate on the Miscellaneous Plan enrollment window or set the rate to zero on the Enrollment Override window. You can always update a certification from Denied to Received.

3. Save your work.

Overriding Enrollment Results for a Plan (Advanced Benefits)

You use the Enrollment Override window to override election information *after* you have used the Participation Overrides window to specify that a person can enroll in a plan or option for which they have been found ineligible.

You can also override the rate and coverage amounts for a given benefit. If the participant designates a dependent for the plan, you can override the dependents that are covered by the plan.

> **Caution:** You can set your effective date to any date and override enrollment information without backing out subsequent life events. You do not need to reprocess life events after you correct data.

However, you must not compromise data integrity when processing an override. The application does not validate data, such as activity rates, that you enter in the Enrollment Override window.

To override enrollment results for a plan:

1. Set the effective date.

2. Query the Name of the person for whom you want to override enrollment results.

> **Note:** The system displays the programs, plans, and options in which the person is currently enrolled.

General Tab

3. Choose the General tab if it is not already selected.

4. Select the plan and option you want to override.

5. Do one of the following:

- Delete the enrollment by choosing the delete icon on the toolbar. Then, add a new row to the enrollment and select the plan and option in which you are enrolling the participant.

- Or, override the enrollment by selecting a new plan and option from the list of values in the Plan field.

> **Note:** The list of electable plans is based on the plan type of the plan in which the participant is currently enrolled.

> **Note:** The Overridden field appears checked if this plan is an overriding plan and not a plan in which the participant was enrolled under normal circumstances.

Override Tab

6. Check the Overridden field to override this plan or option.

7. Enter the date through which the system overrides the otherwise ineligible person's participation in this plan or option in the Thru field.

> **Note:** You enter the override through date if you only want the

override to be in effect for a limited period of time. The override through date cannot be later than the coverage end date.

8. Select the reason you are allowing this overriding enrollment in the Reason field.

Coverage Tab

9. Enter the following dates, as applicable:

   • Coverage Start date

   • Coverage End date

   > **Note:** When you override a plan in which a person is enrolled, the new enrollment begins as of the coverage start date you enter. If you do not enter a coverage end date, coverage for the plan ends based on the coverage end date code defined for the plan.

   • Original Start Date

   • Earliest De-enrollment date

Benefit Tab

10. Enter the new coverage amount for this plan or option in the Value field.

11. Select the unit of measure of the benefit in the UOM field.

12. Enter the tax type of this benefit in the Type field.

13. Save your work.

Overriding Dependent Coverage Designations for a Plan

You use the Override Dependents window to override a participant's dependent designations for a plan.

> **Note:** You use the Dependent/Beneficiary Designation form to enter a participant's beneficiaries for an overriding plan.

Overriding Participation Information for a Person

You use the Participation Overrides window to maintain override information for a potential benefits participant who is otherwise ineligible to participate in a particular

program.

To override participation information for a person:

1. Query the Name of the person for whom you are overriding participation information.

2. Check the View By Session Date field to view the person's participation information as of the system's effective date.

   Or, check the View By Participation Date to view this information as of the person's participation start date.

3. Select the Level in the compensation object hierarchy at which you are defining override information.

4. Select the Compensation Object for which you are overriding participation eligibility information for this person.

5. Check the Eligible field if this person is eligible for this benefit.

6. Choose the General tab if it is not already selected.

7. Select the Life Event Reason explaining why you are overriding this person's eligibility/ineligibility for this program or plan.

8. Enter the Waiting Period Completion Date if the participant must wait until a certain date before enrolling or de-enrolling in this compensation object.

9. Enter the Participation Start and End Dates through which this person participates in this program or plan.

10. Check the Restricted Distribution field if some organization (typically a court) has placed a restriction on the distribution of benefits to this participant.

    For example, a QDRO (US) specifies a portion of the participant's retirement benefits must be paid to that person's prior spouse.

11. Check the Highly Compensated field if this person is highly compensated according to the terms of the plan.

12. Check the Key Employee field if this person is a key employee according to the terms of the plan.

13. Check the Dependents Only field if this plan only covers this person's dependents.

14. Save your work.

Overriding Eligibility Participation Information for a Person

You can override the run results of the Participation batch process for a person in the Participation Overrides window.

You can also freeze the future calculation of derived factors, such as age or length of service, for a person in a program or plan. The ability to freeze derived factors is useful when you want to exempt a participant from the eligibility rules that are linked to a particular derived factor.

To override eligible participation information for a person:

1. Query the Name of the person for whom you are overriding participation information.

2. Choose the Eligibility tab if it is not already selected.

   Age and Length of Service

3. Choose the Age/Length of Service alternate region.

4. If you want the person's age to differ from that shown in the Age field, modify or enter that number.

5. If you want the person's age UOM to differ, modify or enter the unit of measure.

6. If you want the person's length of service to differ from that shown in the LOS field, modify or enter that number.

7. If you want the person's length of service UOM to differ, modify or enter that unit of measure.

8. If you want the person's number of hours worked to differ from that shown in the Hours Worked field, modify or enter that number.

9. If you want to modify the period in which the Hours Worked are measured, select a new value in the In Period field.

10. Enter the person's age and length of service in the Age & LOS field if you are overriding this derived value.

    Compensation

11. Choose the Compensation alternate region.

12. If you want the person's computed compensation level to differ from that shown in the Compensation Reference field, modify or enter that number.

13. If you want the person's compensation currency to differ, enter that Currency.

14. If you want the calendar date the system uses to determine this person's length of service to differ from that shown in the Override Service Date field, modify or enter that date.

15. If you want the person's percent of full-time employment to differ from that shown in the Percent Full Time field, modify or enter that percentage.

16. Enter or modify the Hours Worked Qualification value if the system calculates the hours worked once (for a life event or an open enrollment period) or on a continuing basis each time you run the Participation batch process.

Freeze

17. In the Freeze block, check the derived factors you do not want the system to recalculate the next time it calculates derived factors for this person.

18. Save your work.

Overriding Waive Participation Information for a Person (Advanced Benefits)

You can use the Participation Overrides window to override the certifications required to enroll in a waive plan.

To override waive participation information for a person:

1. Query the Name of the person for whom you are overriding participation information.

Waive

2. Choose the Waive tab if it is not already selected.

3. Check the Waive Plan field if this person is waiving this program or plan.

4. Select the Certification Type that this person is waiving for this program or plan.

5. Select a Reason explaining why this person is being allowed to waive this certification type for this program or plan.

Override

6. Choose the Override tab.

7. Check the No Maximum Participation field if special circumstances dictate that this

person is eligible or ineligible for this plan or program.

Checking this field indicates that this person's eligibility/ ineligibility for the specified compensation object remains in force for an indefinite period of time, regardless of changes to this person's derivable or temporal information.

8. Check the Override field to override the otherwise ineligible person's participation in this plan.

9. Enter the date through which the system overrides the otherwise ineligible person's participation in this plan in the Through Date field.

10. Select a Reason explaining why you are overriding the otherwise ineligible person's participation in this plan.

11. Save your work.

Overriding Participation Information for a Person for an Option in a Plan (Advanced Benefits)

You can override eligibility results for a person enrolling in a plan option by using the Participation Overrides window.

Choosing to override eligibility results for one or more options in a plan is useful when you do not want to override the eligibility results for all options in a plan.

To override participation information for a person for an option in a plan:

1. Query the Name of the person for whom you are overriding participation information.

2. Select the program and plan that contains the option to override.

3. Choose the Options button.

4. Select the name of the option in this plan for which you are overriding participation information in the Eligible Options field.

5. Check the Eligible field if you want this otherwise ineligible person to be eligible to participate in this option in this plan.

    Conversely, do not check the Eligible field if you want this otherwise eligible person to be ineligible to participate in this option in this plan.

6. Enter a Waiting Period Completion Date to change the date that must pass before a person is eligible for this benefit.

7. Enter the Start and End Dates through which this person is eligible/ineligible to

participate in this option in this plan.

8. Check the Override field if special circumstances dictate that this person is deemed eligible or ineligible for this option in this plan.

9. Check the No Maximum Participation Override Through field if this person's eligibility or ineligibility for this option in plan remains in force for an indefinite period of time regardless of changes to this person's derivable or temporal information.

10. Select an Hours Worked Qualification code to indicate if the participant must meet the hours worked in period eligibility criteria once or on a recurring basis to qualify for this benefit.

11. Enter the date through which this override remains effective for this person's participation in the Override Through Date field, and select the Override Reason.

12. Save your work.

Managing Eligible Person Waivers (Advanced Benefits)

You use the Waive Participation window to enter waive information for plan types and plans in a program.

To manage eligible person waivers for a plan type in a program:

1. Query the Person who is eligible to receive the participation waiver.

2. Select the Program associated with the plan type or plans that this person is electing to waive.

3. Choose the Plan Type tab or the Plan tab depending if you are waiving all the plans in a plan type or only selected plans.

4. Select a Plan Type or Plan in this program that this person is electing to waive.

5. Select the Waive Reason that supports why this person is waiving participation in this plan type or plan.

6. Select the Certification Provided code that indicates this person provided the certification required to waive participation in this plan type or plan.

7. Check the Preferred field if this waive Certification is preferred, but not required.

8. Save your work.

Maintaining Court Orders for a Participant

You use the Court Orders window to record a Qualified Medical Child Support Order or a Qualified Domestic Relation Orders for participants in the US who are subject to either of these court orders.

When a participant enrolls in a plan type or plan that is subject to a court order, the system determines if the participant's dependents that are named in the court order are covered by the plan type or plan in question. A warning message is issued at the time of enrollment notifying the benefits administrator of the court order.

To maintain a court order for a participant:

1. Query the person for whom you are entering a court order.

2. Select a court order type in the Type field.

3. Enter a court order identifier in the Order ID field.

4. Do one of the following:

   - Select the plan subject to the court order in the Plan field.

   - Or, select the Plan Type if the court order applies to all plans in the plan type.

5. Enter the name of the court that issued the order in the Issuing Court field.

6. Complete these date-related fields.

   - *Issued Date-* the date the court issued the order

   - *Received Date-* the date your organization received the order

   - *Qualified Date-* the date you validated that the order satisfies the criteria of a qualified order

7. Enter a Description of the court order.

   In the Period in Effect block:

8. Enter the dates on which dependent coverage starts and ends based on this court order.

   In the QDRO Payment block:

9. Specify the QDRO payment amount in either the Amount field or the % (Percent) field.

- Enter the unit of measure of this payment, if the order is for an amount.

- Select a distribution method in the Distribution field.

- Enter the Number of Payments that must be made Per Period

In the Cited block:

10. Select the name of the dependent or other person cited as a recipient of this benefit based on the court order.

- Choose the Contacts button if you need to add a dependent for this participant.

11. Save your work.

Recording a Continuing Benefits Payment

You use the Record Continuing Benefits Payment window to enter the amount paid by a participant for participation in a continuing benefits plan, such as US COBRA plans.

To record a continuing benefits payment:

1. Query the person for whom you are recording a continuing benefits payment.

   The system displays all plans in which the participant is currently enrolled.

2. Select the plan and option for which you are recording a payment.

   The system display the activity rate for the plan you select and the Expected Payment Amount.

3. Enter the participant's payment amount in the Current Payment Amount field.

4. Save your work.

Recording a Contribution or Distribution

You use the Record Contributions or Distributions window to enter an amount paid by or paid to a participant in association with a plan or an option.

To record a contribution or distribution:

1. Query the person for whom you are recording a contribution or distribution.

2. Choose the Activities tab.

3. Select the activity rate for which you are recording a contribution or distribution in

the Activity field.

4. Enter the Amount of the participant's payment or distribution.

5. Choose the Compensation Objects tab to view the plans and options associated with the activity rate for which you are recording a contribution or distribution.

6. Choose the Display Payments button to display the Payments window. You can view the element associated with an activity rate and any payments recorded by the element in this window.

7. Save your work.

4

Savings and Retirement

Savings and Retirement Overview

In most countries, deductions for savings and retirement receive favorable tax treatment and special rules apply. You set up these deductions within the appropriate element classification, such as Pre-tax or Voluntary Deductions.

In some localizations, you can use a template to generate all the components you require for your pension or savings schemes, such as elements, balances, and formulas. There are predefined pension extract definitions to assist you to extract the data you may require to send to third parties. You can run these predefined extracts or use them as a model for designing your own.

For Hungarian users:

In Hungary, use Oracle HRMS to set up pension schemes available for your employees. By setting up pension providers as external organizations you collect employee and employer contributions and allocate the money to a particular pension. You can also specify payment to the provider should be made through a third party.

You can set up as many pension schemes as required within the following categories - Private Pension Fund, Voluntary Pension Fund, and Supplementary Health Care Fund. Both employees and employers can contribute either a percentage of pay or a flat rate amount to each of these funds, depending on the scheme rules. Employees and employers can also choose to make additional voluntary contributions, up to a maximum of 10% towards these funds. You can override the default contribution values at the assignment level.

For Irish users:

Use Oracle HRMS to set up pension schemes available for your employees. You can set up pension providers as external organizations to collect employee and employer contributions and allocate the money to a particular pension. You can set up as many pension schemes as required within the following categories – Retirement Benefit Scheme, Retirement Benefit Scheme Additional Voluntary Contribution, Personal Retirement Savings Account, Personal Retirement Savings Account Additional

Voluntary Contribution, and Retirement Annuity Contract. Both employees and employers can contribute either a percentage of pay or a flat rate amount to these funds, depending on the scheme rules.

For UK users:

In the UK education sector, you can use predefined system extract definitions to create the reports required by the Teachers Pension Agency in England and Wales. Similarly, in the local government sector, you can use predefined system extract definitions to create files for transfer to Lynx Heywood pension administration systems (Class CPX and AXIS).

For US Users:

In the US you can generate all the elements, balances, and formulas you require to process deferred compensation plans and tax-sheltered annuities. For each plan you specify whether employees can make after-tax contributions as well as pre-tax deductions. You also specify whether employees can make Catch-up contributions (to continue contributing when they have reached the base plan contribution limit).

You can also set up State Retirement System plans, by initiating deductions in the categories "Defined Benefit Plan" or "Defined Contribution Plan".

You can use predefined system extract definitions to report on retirement plans and contributions to deferred compensation plans and tax-sheltered annuities (401K, 403b and 457 plans). You can also make copies of the seeded pension extracts and modify them to add your own data elements and layout as required by each of the pension providers.

For Netherlands Users:

In the Netherlands use Oracle HRMS to set up the pension and savings schemes available to your employees. For employees in the government and education sectors, you can set up pension schemes offered by ABP (Algemeen Burgerlijk Pensioenfonds).

A pension provider is an organization that collects contributions provided by employees to their employer and then allocates the money to a particular pension or savings scheme. In Oracle HRMS you can assign as many pension types as you require to each pension provider, then select these for your employer organizations. The pension type defines how contributions are calculated, and this information is datetracked.

Oracle HRMS supplies a predefined report to extract the data required for the monthly notification on ABP pensions. You could also use or adapt predefined global pension extracts to report on other pensions and savings data, as required. By default the NL HRMS Reports & Process request set does not include the global extract processes, but you can add them.

Savings and Retirement

How do you set up a pension scheme in Oracle HRMS?

You select options on the Pensions page to determine the sort of pension scheme you require, such as whether it is an private pension scheme or a voluntary scheme, how contributions are calculated (percentage or flat rate), and whether an employer contributes to the pension. When you save the scheme, the application generates the payroll components you require. You can configure these in the forms interface, if you require. Once you link the elements, you can enroll employees in the scheme.

How do you control who can enroll in the schemes?

You use the default organization hierarchy to specify which pension types are available to employees in each organization. Employees participate in pension types specified for their own organization and any parent organizations within the hierarchy right up to the business group. You can also specify additional pension types for individual employee assignments.

For other pension and savings schemes, you assign pension providers and types to your employer organizations within your default organization hierarchy. Employees can select from the providers and types that are valid for their organization. Pension types specified for a child organization override any entries further up the hierarchy.

For all schemes, you can also set up eligibility criteria using eligibility profiles or element links. If you set up pension or savings plans, you use eligibility profiles to control who can enroll in the plan.

You can specify minimum and maximum ages for a pension type. An employee's age is checked against these limits by a formula during each payroll run.

How do you pass pensions data to third party organizations?

You can define extract criteria to determine which people to include in the extract file, and a layout definition to determine which data to extract and how to format the records in the extract file. Oracle HRMS supplies a global pensions extract definition, which you can use or adapt to meet your requirements.

Pensions Solution

Pensions Overview

In Oracle HRMS, you can set up pension schemes within the following categories:

- Retirement Benefit Scheme (RBS)

- Retirement Benefit Schemes Additional Voluntary Contribution (RBS AVC)

- Personal Retirement Savings Account (PRSA)

- Personal Retirement Savings Account Additional Voluntary Contribution (PRSA AVC)

- Retirement Annuity Contracts (RAC)

The pension deductions are pre tax and pre Pay Related Social Insurance (PRSI) and are subject to contribution limits expressed as a percentage of pensionable pay. These limits are dependent on an employee's age Oracle also enables reporting the number of employees participating in each scheme and the total amount of employee and/or employer contributions within the P35 Reports.

Description of Pension Categories

This section briefly describes each of the categories listed above.

Retirement Benefit Scheme (RBS)

Employees contribute towards a retirement benefit scheme and receive tax benefits. Employees and employers contribute either a percentage or a flat rate amount to this fund.

Retirement Benefit Scheme Additional Voluntary Contribution (RBS AVC)

Employees can contribute additionally to a RBS. These additional contributions must be associated with the RBS scheme the employee contributes towards. These schemes depend on an employee's age. The maximum lump sum amount and pension amount are according to the scheme rules.

Personal Retirement Savings Account (PRSA)

Employees can join a Personal Retirement Savings Account and the contributions paid to PRSA benefit from tax relief at an individual's marginal income tax rate. Employees

also receive a Pay Related Social Insurance (PRSI) relief. The maximum annual tax-deductible contributions are based on a percentage of the individual's net relevant earnings. Employees and employers contribute either a percentage or a flat rate amount to this fund. The employer contribution is taxable as a benefit in kind. The maximum contribution rate (as a percentage of total pay) on which an employee can receive tax relief depends on an employee's age.

Personal Retirement Savings Account Additional Voluntary Contribution (PRSA AVC)

Employees can also make additional voluntary contributions to a PRSA and receive tax benefits. The maximum contribution rate (as a percentage of total pay) on which an employee can receive tax relief depends on an employee's age.

Retirement Annuity Contracts

Employees can join the Retirement Annuity Contract by contributing a fixed amount as approved by the Revenue. Employees are eligible for tax benefits on their contributions. The contributions which are over the limits set out in a tax year can be carried forward and allowed, subject to the overall annual limits, in following years. If an employer pays contributions to an RAC, employees are taxed on these as a benefit in kind.

Pension Providers, Types, and Schemes

Oracle enables you to set up pension providers, which are external organizations that collect the contributions provided by employees and allocate the money to a particular pension. For each provider, you specify a name, location, and the pension types it offers. Use the Pension page to create a pension provider. The application automatically attaches the Pension Provider organization classification to the pension provider.

In Oracle HRMS, you can set up as many pension types as you require, within the categories described above. For each pension type, you can enter values for contribution rates.

Oracle Payroll automatically creates the elements, input values, balances, formulas, and formula results required to process pension contributions.

Additional Voluntary Contributions

Contributions are either a fixed rate or a percentage of pay, depending on the scheme rules. You can override the contributions at the assignment level. Employees and employers can choose to make additional voluntary contributions to the Retirement Benefit Schemes and Pay Related Savings Agreement which are taxable.

Setting Up Pension Schemes

Follow these steps if you want to set up pension schemes, enroll employees in the

relevant schemes, and process contributions in the payroll run. Use the Pension pages to create pension schemes and types.

1. **UK only:** If you are setting up an occupational pension scheme, ensure you have recorded the employer's contracted out number (ECON) in the Tax Details References window for the business group. See: Business Groups: Entering Tax Details, *Oracle HRMS Enterprise and Workforce Management Guide*

2. Create a location for each pension provider. See: Setting Up Locations, page 1-30

3. Enter your pension types. Choose the Pensions option in the Navigator then click on the Pension Types tab.

4. Enter your pension providers and assign pension types to the providers. Choose the Pensions option in the Navigator then click on the Pension Providers tab.

   > **Important:** Use the Pension pages - *not* the Organization window - to create pension providers, and assign pension types to each provider. The pages provide the required validation.

5. Generate the payroll objects required for your pension schemes. Choose the Pensions option in the Navigator then click on the Schemes tab.

6. Link the generated elements. The names of all generated elements begin with the scheme prefix you entered on the Schemes tab.

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

7. Review the generated formula(s). Formula names begin with the scheme prefix you entered on the Schemes tab. You can configure the formula(s) and the generated formula(s) result rules, if required.

8. If you have set up the pension provider as a Payee organization, create a third party organizational payment method, enter it as a valid payment method against your payrolls, and select it as a personal payment method for your employees. In the Personal Payment Method window, you select the pension provider as the Payee for this payment method. See: Entering Payment Methods for an Employee Assignment, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

9. If you are using element link criteria to establish eligibility for pension schemes, your setup is complete and you are ready to enroll employees using BEE or the Element Entries window.

   UK only: If you are using eligibility profiles to establish eligibility, you must set up a pension plan, and related items, following the usual procedures for Standard and

Advanced Benefits.

10. **Ireland only:**Before you use your Pension elements and run the Payroll, ensure you specify the balance feeds for the IE Pensionable Pay seeded balance.

Enrolling Employees in Pension Schemes

You enroll employees in pension schemes by entering the appropriate elements as element entries.

Use the Element Entries window (or Batch Element Entry).

To enroll a person in pension scheme:

1. Set your effective date to the day when the person's enrollment in the scheme should begin.

2. In the Element Name field, select the element for this pension scheme, <base name> Pension Deduction.

3. Choose the Entry Values button to open the Entry Values window.

4. Enter a percentage or amount. For a percentage-based scheme or a flat amount scheme, if you do not enter any value, then the application considers the value entered while creating the pension type.

5. Save your work.

To enable employer contributions to a scheme:

1. Set your effective date to the day when the person's enrollment in the scheme should begin.

2. In the Element Name field, select the employer contribution element for this pension scheme, <base name> ER Contribution.

3. Enter a percentage or a flat amount depending on the type of contribution. For a percentage-based scheme or a flat amount scheme, if you do not enter any value, then the application considers the value entered while creating the pension type.

4. Save your work.

To enable employee contributions:

1. Set your effective date to the day when the person's enrollment in the scheme should begin.

2. In the Element Name field, select the employee's taxable contribution element, <base name> EE Taxable Contribution.

3. Save your work.

5

Other Additional Earnings and Deductions

Payroll Earnings and Deductions Overview

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

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

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

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

Key Concepts

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

- Pay values

- Formulas

- Frequency rules

- Payroll balances

- Earnings and deductions templates

- Proration

- Net-to-gross processing

- Third-party payments

Additional Element Setup for Payroll

Formulas and Payroll Run Results

Elements are processed during payroll runs according to the business rules for each element that you define at setup. Many of these rules are defined in formulas, written using Oracle FastFormula. Formulas specify how the payroll run should perform calculations for the element.

Example

This is a basic formula for the calculation for the element Wages:

Wages = Hours Worked in Week * Wage Rate

The processed results for each element are called the *run results*. They become *balance feeds* for different balances. Some balance feeds are predefined to feed required statutory balances, and you can create your own balance feeds to your own user defined balances.

Formula Inputs from Input Values or Database Items

Formulas obtain some of the data they need from entries to their element's input values. The Wages formula above, for example, could locate each employee's hours worked as an entry to the input value Hours of the Wages element.

Formulas can also obtain information from *database items*. Much of the information in the Oracle HRMS database, including extensive information on employees and their assignments, is available to formulas as database items. For example, the Wages formula can locate each employee's wage rate as a database item.

Varying the Processing by Employee Group or Statuses

There are several ways to vary the processing performed by formulas:

- You can use conditional logic (IF..THEN) within a formula to perform different calculations depending on any information taken from input values or database items (such as length of service).

- You can associate more than one formula with an element, each triggered by a different assignment status (such as Active Assignment or On Sabbatical).

- You can use one formula but associate different formula results with each assignment status.

- You can associate a skip rule formula with an element. This formula can check balances, other element entries, the assignment status or any other database items

to determine whether the payroll run should process the element for an assignment.

Mexico only: Mexican implementations do not support skip rules by default. They must be enabled manually.

Types of Formula Results

Formulas can produce different types of run results:

- The *direct result* is the amount of an earnings or deduction, for example, the rand amount of wages an employee has earned that week. As well as calculating the amount to be paid, direct results can be used for costing purposes and analysis (such as tracking hours of overtime).

- *Indirect results, updates,* and *stops.* A formula result can make an entry to the input value of another element for its formula to use. An indirect result is an entry to a nonrecurring element. An update is an entry to a recurring element. A stop puts an end date on a recurring entry of another element, to prevent it being processed in the run.

- *Order indirect.* This result updates the subpriority of an element that has not yet been processed.

- *Messages.* For example, you can write a formula that checks the length of a text string, and have it issue a message for payroll users if the string is too short or too long.

You set up *formula result rules* to determine the type of each result, and the names and input values of any other elements the result may affect.

Formulas Included in Oracle Payroll Startup Data

Oracle Payroll comes with formulas specific to your legislation. Generally, you receive all the calculations required for employee tax withholding and employer taxes. When there are changes to taxes, you receive updates. You may also receive formulas for other earnings and deductions, depending on your legislation.

Pay Values

When you have occasion to look at the structure of an element online, you may see an input value named *Pay Value* at the top of its input value listing.

The Pay Value is different from other input values. Its purpose is to store an element's *run result*. For example, suppose the formula for the Wages element is:

Wages = Hours Worked * Wage Rate

If an employee whose wage rate is R40 per hour works 40 hours in a week, the payroll

run produces a run result of R1600 for this assignment's Wages element. It stores this result in the element's Pay Value.

If you give an entry to a Pay Value *before* a run, this entry becomes the element's run result. For example, suppose you enter 40 in the Time Worked input value of the Wages element for an employee who earns R40 per hour, but also enter R1000 in the element's Pay Value. The run ignores the entry of hours worked and the Wages formula, and simply produces a run result of R1000 for this employee.

You must define a Pay Value as one of the inputs for the element if you want Oracle Payroll to process an element for pay. You can have only one Pay Value for each element and it must have the name 'Pay Value'.

Predefined Elements

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

Element Name	Description
IE Advance Clearup	This element clears the outstanding balance when the outstanding amount is recovered from or paid back to the employee.
IE Advance Indicator	This element holdsthe details for the advance pay period.
IE Advance Payment	This element holds the value of the Net Salary after deductions for a particular period.
IE Attachment of Earnings NTPP	This element initiates the Attachment of Earnings NTPP calculation.
IE Attachment of Earnings Order	This element initiates the Attachment of Earnings Order calculation.
IE Attachment of Earnings Order Arrears	This element initiates the Attachment of Earnings Orders Arrears calculation.
IE BIK Accommodation	This element initiates the calculation of Notional Pay for Accommodation for BIK processing.
IE BIK Accommodation Details	This element holds the results from IE BIK Accommodation formula.

Element Name	Description
IE BIK Arrearage	This element initiates the calculation of arrearage and recovery of Benefit in Kind PAYE and PRSI calculation.
IE BIK Arrearage Details	This element holds the arrearage details of Benefit in Kind PAYE and PRSI calculation.
IE BIK Arrearage Recovery Details	This element holds the recovery details of Benefit in Kind PAYE and PRSI calculation
IE BIK Asset Type Details	This element holds the BIK Asset Type details.
IE BIK Company Vehicle	This element initiates the calculation of Notional Pay for Company Vehicles for BIK processing.
IE BIK Company Vehicle Details	This element holds the results from IE BIK Company Vehicle details.
IE BIK Company Vehicle Retro	This is a retro element to allow the calculation of a notional pay figure for company vehicles for BIK processing.
IE BIK Company Vehicle Details Retro	This retro element holds the results from IE BIK Company Vehicle formula.
IE BIK Employer Asset	This element holds Notional Pay for Employer Asset for BIK processing.
IE BIK Non Recurring Reportable Items	This element holds Notional Pay for Non Recurring Other Reportable Items for BIK processing.
IE BIK Other Reportable Item Details	This element holds Notional Pay for Recurring Other Reportable Items for BIK processing.
IE BIK Preferential Loan	This element holds the Notional Pay for Preferential Loan for BIK processing.
IE BIK Preferential Loan Details	This element holds the Notional Pay for Preferential Loan for BIK Processing.

Element Name	Description
IE BIK Recurring Reportable Items	This element holds the Notional Pay for Recurring Other Reportable Items for BIK Processing
IE Benefit Amount	This element is used for archiving P45 data.
IE Lump Sum	This element is used for archiving P45 data.
IE P45 Information	This element holds the employee's P45 information.
IE PRSI	This element is used to calculate PRSI.
IE PRSI Contribution Class	This element is used to define the context for the PRSI FastFormula.
IE PRSI Detail	This element holds the result of the PRSI FastFormula.
IE PRSI Employer	This element is used to feed the IE PRSI Employer Balance.
IE PAYE	This element is used to attach the IE_PAYE formula.
IE Net Tax	This element is used to calculate the net amount of tax payable.
IE PAYE at higher rate	This element holds the tax at the higher rate.
IE PAYE at standard rate	This element holds the tax at the standard rate.
IE PAYE Details	This element holds PAYE details and is fed by the IE_PAYE formula attached to the IE PAYE element.
IE PAYE Emergency Period Num	This element holds the period number for the Emergency Basis.

Element Name	Description
IE PAYE Used Tax Credit	This element returns the tax credit already given to an assignment with the tax basis as cumulative.
IE PAYE adjust	This element holds the adjustment values of tax credit and standard cutoffs.
IE Termination Lump Sum	This nonrecurring element allows the payment of a termination lump sum.
IE PRSI K Employee Lump Sum	This nonrecurring element holds the result of PRSI lump sum processing for class K.
IE PRSI K Employer Lump Sum	This nonrecurring element feeds the IE PRSI K employer lump sum balance.
IE PRSI M Employee Lump Sum	This nonrecurring element holds the result for the IE PRSI lump sum processing.
IE PRSI M Employer Lump Sum	This nonrecurring element feeds the IE PRSI M employer lump sum balance.
IE BIK PRSA ER Contribution	This nonrecurring element holds the employer contribution amount for Pay Related Savings Agreement (PRSA) and is used internally feed the balance. You must attach the generated Employer Contribution elements only.
IE BIK RAC ER Contribution	This nonrecurring element holds the employer contribution amount for Retirement Annuity Contract (RAC) and is used internally feed the balances. You must attach the generated Employer Contribution elements only.
IE Reduced Std Rate Cut Off	This element is used for archiving P45 information.
IE Reduced Tax Credit	This element is used for archiving P45 data.
IE Social Benefit Option 2	This element records the information required for processing Social Benefits via Option 2.

Element Name	Description
Setup Attachment of Earnings Order	This element initializes the balance for Attachment of Earnings Order..
Setup BIK Accommodation	This element initializes the balance for BIK Accommodation.
Setup BIK Company Vehicles	This element initializes the balance for BIK Company Vehicles.
Setup BIK Employer Assets	This element initializes the balance for BIK Employer Assets.
Setup BIK Medical Insurance	This element initializes the balance for Medical Insurance for Ireland.
Setup BIK Other Reportable Items	This element initializes the balance for Other Reportable Items.
Setup BIK Preferential Loans	This element initializes the balance for BIK Preferential Loans.
Setup P45 Element	This element initializes the IE Balances.
Setup PRSI Context Element	This element initializes the IE Balances.
Setup PRSI Element	This element initializes the IE Balances.
Setup Social Benefits Element	This element initializes the IE Balances.
Setup Tax Credit Element	This element initializes the IE Balances.
IE Setup LPT Element	This element initializes the balance for local property tax.
IE LPT Element	This element holds the local property tax amount.
IE Small Benefits Exemption	The element holds the small benefits exemption amount.

Element Name	Description
IE Remote Working	The element holds the remote working daily allowance amount.
IE Travel and Subsistence	This element holds the travel and subsistence amount.
IE Pay Small Benefits	This element holds the small benefits exemption paid through payroll.
IE Pay Remote Working	This element holds the remote working allowance paid through payroll.
IE Pay Travel and Subsistence	This element holds the travel and subsistence amount paid through payroll.

Proration

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

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

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

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

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

• An employee joining or leaving the enterprise

- Changes to pay grades or grade rates

- Changes to pay scales and progression points

- Changes to hourly or annual pay rates

- Changes to working hours

- Changes to allowances or deductions

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

Net-to-Gross Processing of Earnings

Oracle Payroll supports net to gross processing of earnings elements. For example, you can define a bonus payment that is a fixed net amount. Oracle Payroll calculates the gross amount needed to meet the net pay. You define which taxes and other deductions the employer is willing to pay by selecting the balances that can be used in the net-to-gross processing.

The following formulas are used in net-to-gross processing:

- DEFAULT_GROSSUP

  This is the iterative formula that calculates the amount that the employer must pay in addition to the desired net amount.

- CALC_GROSSUP_PAY_VALUE

  This formula adds the additional amount returned by the iterative formula to the desired net amount to return the payment amount. Create a formula result rule to return this payment amount as a direct result to the element's pay value.

Net-to-gross elements are always processed separately, after the main payroll run has processed.

For details of how to set up a net-to-gross element, see Setting Up Elements for Net-to-Gross Processing, page 5-20

Balances for Net-to-Gross Processing

When you define the element for net-to-gross processing, you select which balances to exclude from the gross-up calculations. The employer pays all deductions *except* the ones you exclude.

We recommend that you exclude balances as follows:

If you are running net to gross for:	You should exclude these balances:
PAYE and NI (PRSI for Ireland) only	Total Deductions, Superannuation Total
PAYE, NI (PRSI for Ireland), and Superannuation	Total Deductions

If these balances do not appear in the list of values in the Name field on the Exclude Balances window, they are not enabled for net-to-gross processing and so you do not need to exclude them.

See Excluding Balances from an Element's Grossup Calculation, page 5-38

Processing for Net-to-Gross Calculation

The formulas for net-to-gross processing do the following:

- The iterative formula takes as input the desired net amount (Amount input value), the amount by which net can diverge from the desired amount (To Within input value), and the method of calculation (Method input value).

- In the first run it sets the lower gross limit to the desired net amount, and the higher gross limit to twice the desired amount. Then it runs a function to provide the first guess of the gross. The formula returns three values--low gross, high gross, and additional amount--to the element's input values.

- The element's payroll formula runs (CALC_GROSSUP_PAY_VALUE). It adds the additional amount to the desired amount to create the gross and returns this value to the element's pay value for the payroll run to process.

- In the next iteration, the iterative formula compares the additional amount to the total value of the balances that are available for grossup for this element entry. The additional amount must not differ from this balance total by more than the amount specified in *To Within*.

  - If the additional amount equals the balance total, the iterative processing ends.

  - If the additional amount is above or below the balance total by an acceptable margin, the processing ends and the formula returns the remainder (additional amount - balance) to the element's Remainder input value.

  - Otherwise, the formula runs the function to get a better guess for gross, using the remainder to determine by how much to change the guess. The formula checks the results in another iteration.

Setting Up Total Compensation Elements for Payroll

Follow this process to set up earnings, deductions, and other items in the compensation package you offer to employees. This process assumes you are defining elements, formulas, balances, and other rules from scratch. However, you may be able to use template earnings and deductions that you select in the Configuration Workbench, or generate certain earnings and deductions using the Element Design Wizard or template windows, depending on your localization. You can then follow this process to configure the generated or template earnings and deductions, if required.

There are additional steps for setting up the following types of compensation and benefits:

- Salaries for Salary Administration; see: Setting Up Salary Administration, *Oracle HRMS Compensation and Benefits Management Guide*

- Absence elements and PTO accrual plans

  See: Setting up Absence Management, *Oracle HRMS Compensation and Benefits Management Guide*

  See: Setting Up PTO Accrual Plans, *Oracle HRMS Compensation and Benefits Management Guide*

- Benefits; see: Standard and Advanced Benefits Setup: Overview, *Oracle HRMS Compensation and Benefits Management Guide*

- Items subject to collective agreements; see: Setting Up a Collective Agreement, *Oracle HRMS Enterprise and Workforce Management Guide*

Compensation and Benefits Setup
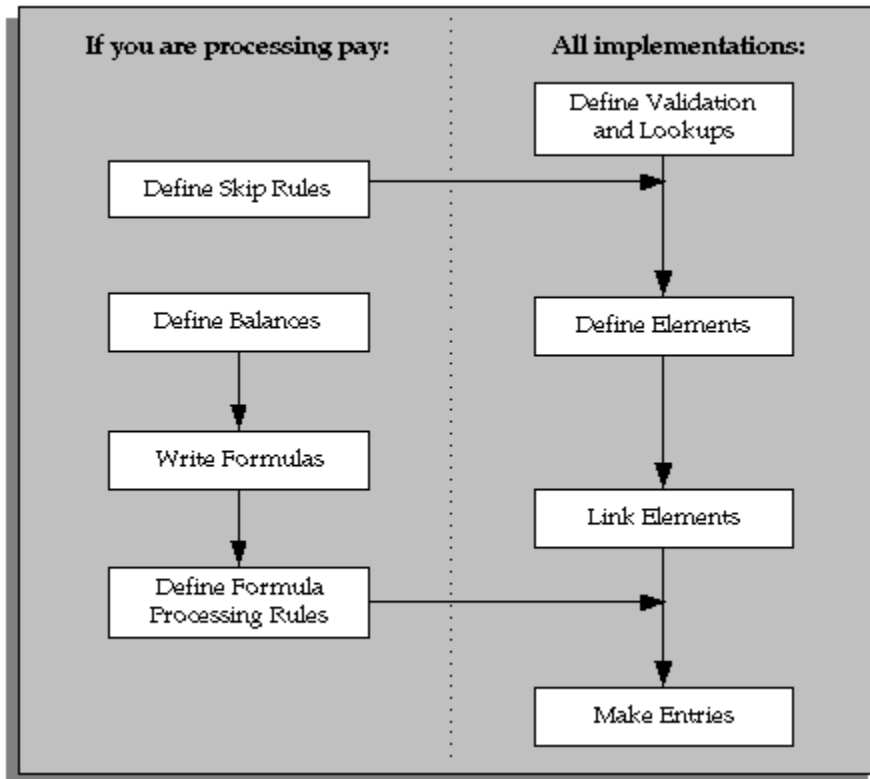
Define Validation and Lookups

Define validation for entries of any new elements you are creating.

1. To restrict compensation entries to a list of valid values, define a new Lookup Type and add Lookup Values for this new lookup.

   See: Adding Lookup Types and Values, *Oracle HRMS Configuring, Reporting, and System Administration*.

2. To validate compensation entries using formulas, write a formula of type Element Input Validation.

   See: Writing Formulas for Validation, *Oracle HRMS FastFormula User Guide*.

3. To create a matrix of values (such as bonus amount against years of service) for use in formulas or QuickPaint reports, set up user tables.

See: Setting Up User Tables, Columns, and Rows, *Oracle HRMS Configuring, Reporting, and System Administration Guide*.

Define Element Skip Rules

4. If some elements should not be processed in every payroll run, write formulas for element skip rules defining the conditions when the run should process these elements.

See: Writing Formulas for Element Skip Rules, *Oracle HRMS Configuring, Reporting, and System Administration Guide*.

Set Up Proration

5. If the Proration tab is available on the Element window for your localization, you can set up proration. For earnings or deductions that the payroll run should prorate when relevant factors (such as pay rates, grades, or working hours) change during a pay period, make sure you have completed the basic proration setup steps. See: Setting Up Proration, page 5-25.

Define Elements

6. Define elements and element input values:

   • To record information about employee compensation, benefits, and equipment.

   • For processing earnings and deductions. (Note that some elements for legislative deductions are predefined.)

     See: Defining an Element, page 3-8.

     See: Defining an Element's Input Values, page 3-17.

     See also: Deleting an Element, page 3-21.

7. Define frequency rules, if necessary, to determine the periods in which the element should be processed.

   See: Defining Frequency Rules, page 5-17.

Define Links for Predefined and User-defined Elements

8. If the payroll costs of an element should be distributed over other elements, define a distribution set.

See: Defining an Element or Distribution Set, *Oracle HRMS Compensation and Benefits Management Guide*

9. Define element links to identify one or more groups of employees who are eligible to receive an element.

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

    See also: Running the Element Link Details Report, *Oracle HRMS Compensation and Benefits Management Guide*.

Define Balances

Oracle Payroll has many predefined balances installed with the system. You can define other balances.

10. Define secondary element classifications.

    See: Defining Secondary Element Classifications, *Oracle HRMS Compensation and Benefits Management Guide*.

11. Create classes of balance feeds by entering or removing secondary classifications for your elements.

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

12. Define user balances and create balance feeds for individual elements.

    See: Defining User Balances, *Oracle HRMS Compensation and Benefits Management Guide*.

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

    For information on uploading initial balances, please refer to the appropriate *Legislative Balance Initialization* technical essay.

Write Payroll Formulas

13. Oracle Payroll provides formulas for processing legislative deductions. For other elements, you can write formulas to calculate element results and other processing outcomes in payroll runs.

    See: Writing Payroll Formulas for Elements, *Oracle HRMS FastFormula User Guide*.

Define Formula Processing and Result Rules

14. To define which formula processes an element for Active assignments (and optionally for other assignment statuses), define processing rules for the element. To specify what happens to formula results (that is, the values you include in the formula's Return statement), define formula result rules.

    See: Defining Formula Processing and Result Rules, page 5-18.

If your localization supports net-to-gross processing, you can define rules for iterative processing of earnings and for excluding balances.

15. Define rules for the processing of the iterative formula. See: Defining Iterative Processing Rules, *Oracle HRMS Compensation and Benefits Management Guide UK*.

16. Specify which balances to exclude from the net-to-gross calculation. See: Excluding Balances From an Element's Grossup Calculation, *Oracle HRMS Compensation and Benefits Management Guide UK*.

Make Entries

17. For elements without Standard links, make entries of your elements for all employee who should receive them.

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

Defining Frequency Rules

Recurring elements may require frequency rules to determine in which pay periods they should process. For example, a monthly deduction might be processed in the third period of the month for weekly-paid employees and in the second period of the month for employees paid on a semi-monthly basis.

It is possible to set frequency rules to process once- or twice-yearly deductions on monthly, quarterly, or semi-annual payrolls. These rules' periods then refer to periods within a year (months, quarters or half years) instead or periods within a month. However, for infrequent deductions, you may prefer to define them as nonrecurring and use BEE to make entries when required.

Use the Frequency Rules window to define or change an element's frequency rules at any time.

US and Canada Payroll only: Use the Deduction form to define or change a deduction's frequency rules.

Mexico only: Use the Element Design Wizard to define or change a deduction's frequency rules.

To define frequency rules:

1. Select the name of the payroll for which you want to define frequency rules.

2. In the Date field, you can override the default date that the payroll run uses to assess the frequency rule, if required.

For example, suppose you are defining frequency rules for a monthly deduction. If you select Effective Date for a Weekly payroll and check Processing Period 1, the payroll run only takes the deduction if the run's effective date is in the first week of the month.

3. Check the boxes for the processing period or periods in which you want the element to process for each payroll.

   For example, if you want a monthly deduction to process in the second week of the month for a weekly payroll, check the box under 2 for that payroll.

   Notice that some periods are not available for all payrolls. For example, a bi-weekly payroll can only have, at most, three periods a month, so periods 4, 5, and 6 are not relevant to this payroll.

Defining Formula Processing and Result Rules

Use the Formula Result Rules window to associate one or more formula processing rules with an element.

At minimum, an element needs one standard processing rule. This identifies the formula the payroll run uses to process the element for employees with an Active assignment status (and a Payroll system status of Process). It is also the default formula for other assignment statuses. However, you can define other processing rules if you need to use different formulas for assignments at other statuses. For example, you could have two rules for a Wages element: Standard Wages and Paid Training Leave.

Also use this window to define how each formula result is used by the payroll run.

Correcting and Updating Processing Rules

When you add a formula result, it takes on the effective end date of its processing rule. Any date effective changes you make to existing processing rules can affect formula results as follows:

- **Update**: If you update a processing rule or give it an effective end date, all the rule's currently effective and future-dated formula results automatically get identical end dates.

- **Correction**: If you correct a processing rule, all its currently effective and future-dated formula results remain unchanged.

- **Future delete**: If you delete all future changes scheduled for a processing rule, this also deletes any future changes scheduled for the rule's formula results.

To associate processing rules with elements:

1. Set your effective date to the start date for the processing rule.

2.   Select the element for which you are entering rules. The element's description and classification automatically display.

3.   Click Find to display any existing processing rules for this element.

4.   In the Processing Rules region, select Standard and the regular formula for the element. If you have other formulas for this element, select them and the assignment statuses you want to associate with them.

> **Note:** If you select a formula with inputs that do not match the element, you will receive a warning message, but you can still save your rule. Remember to update the formula before running the payroll.

5.   Save your entries.

To define formula result rules for each processing rule:

1.   Click on a processing rule to select it.

2.   In the Formula Results region, select a formula result name from the list of results specified when the formula was written.

3.   Select the appropriate formula result type. There are five possible types:

Direct result: This is the element's run result (if you send the result to the element's pay value), or a direct result updating another of the element's input values.

Indirect result: This result passes as an element entry to another nonrecurring element not yet processed.

Message: The formula issues messages under certain conditions. For example, a formula can check a loan repayment balance and, if the balance is zero, issue the message "Loan is repaid." You read formula messages using the View Run Messages window.

Order Indirect: This result updates the sub-priority of the element you select in the Element field.

Stop: This formula result uses the Date Earned of the payroll run to put an end date on a recurring entry of this or another element (which must be defined with multiple entries not allowed.)

Update recurring entry: This result updates recurring entries of this or another element on the effective date of the payroll run. The receiving element must be defined with multiple entries not allowed unless you are passing a recurring element's entries to itself, that is updating another entry of the same element.

> **Important:** If your result type is Update Recurring Entry, then the application inserts an entry and any future dated changes to the entry remain unchanged by the results of the current payroll run.

4. For all formula result types except Direct Result or Message, select the name of the element to which you want to pass the formula result. This element must have a processing priority causing it to process after the element sending the result.

5. For the formula result types Direct Result, Indirect Result, and Update Recurring Entry, select the input value to update.

6. If you select Message as the formula result type, select a message severity level. There are three choices:

   Fatal: When a message with this severity results from your formula, the run rolls back all processing for the employee assignment.

   Warning: A message with this level of severity does not affect payroll processing but warns the user of a possible problem.

   Information: A message with this level of severity simply gives information.

Setting Up Elements for Net-to-Gross Processing

Follow these steps to set up elements for net-to-gross processing.

To set up elements for net-to-gross processing:

1. Define the elements, making sure you select the following rules:

   - On the Standard tab of the Element window:

       - Non-recurring

       - Final close for the termination rule

       - Multiple entries allowed

       - Skip rule of ONCE EACH PERIOD

   - On the Advanced tab of the Element window:
       - Check the Gross Up check box

       - Select DEFAULT_GROSSUP in the Iterative Formula field.

2. Choose the Input Values button to define the input values for these elements, as

follows:

Input Values for Net-to-Gross Earnings Types

Input Value Name	Purpose of Entry	Checkbox: Required	Checkbox: User Enterable	Checkbox: Database Item
Pay Value	Oracle Payroll returns the gross pay to this input value when it has completed the net-to-gross calculations.	No	Yes	Yes
Amount	Gives iterative formula the desired net pay.	Yes	Yes	No
Low Gross	Used by the iterative formula to hold the lower gross pay guess, to feed into the next iteration of the formula.	No	No	No
High Gross	Used by the iterative formula to hold the higher gross pay guess, to feed into the next iteration of the formula.	No	No	No

Input Value Name	Purpose of Entry	Checkbox: Required	Checkbox: User Enterable	Checkbox: Database Item
Remainder	The amount by which the additional pay to be paid by the employer (gross minus desired net) differs from the total of the balances that are eligible for grossup processing. Returned by the iterative formula.	No	No	No
To Within	The amount by which actual net can differ from desired net after normal processing. Must not be zero but can be a nominal amount such as 0.01.	Yes	Yes	No

Input Value Name	Purpose of Entry	Checkbox: Required	Checkbox: User Enterable	Checkbox: Database Item
Method	The method of iterative calculation: binary or interpolation. This determines which function the iterative formula calls. Use the lookup type ITERATIVE_METHOD and select the default INTERPOLATION, since this is usually the more efficient method.	Yes	Yes	No
Additional Amount	The amount to add to desired net to calculate gross pay. Returned by the iterative formula.	No	No	No

See: Defining an Element's Input Values, page 3-17

3. Choose the Balance Feeds button to confirm which balances feed your net-to-gross element.

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

4. Choose the Balance Feeds Control button to modify balance feeds that are not correct.

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

5. Choose the Iterative Rules button to set up the processing rules for the iterative formula.

See: Defining Iterative Processing Rules, page 5-24

6. Choose the Exclude Balances button to select the deductions to be paid by the employer.

   See: Excluding Balances From an Element's Grossup Calculation, page 5-38

7. Define the formula result rules for your elements. Select the formula CALC_GROSSUP_PAY_VALUE for the Standard processing rule. Create a formula result rule to feed the PAYMENT_AMOUNT result as a direct result to the element's pay value.

   See: Defining Formula Processing and Result Rules, page 5-18

8. Define element links for your elements.

Defining Iterative Processing Rules

Use the Iterative Processing Rules window to specify how to use the iterative formula results for an element. For example, you can specify which formula result adjusts an input value to feed into the next processing iteration, and which result stops the iterations.

To define iterative processing rules:

1. Enter or query the element in the Element window - making sure the Iterative Flag check box on the Advanced tab is checked - and choose the Iterative Rules button.

2. Select a formula result in the Return Name field, and select a rule type: Adjust, Message, or Stop.

3. For a message, select the severity level: Fatal error, Information, or Warning. A Fatal message creates an error for the assignment action.

4. For an Adjust type, select the input value to adjust.

5. Save your work.

   If you are using the DEFAULT_GROSSUP iterative formula, then define the following rules:

   > **Note:** For South African users only: If you are using the ZA_DEFAULT_GROSSUP iterative formula, then define the following rules:

Return Name	Rule Type	Input Value to Adjust
ADDITIONAL _AMOUNT	Adjust	Additional Amount
HIGH_GROSS	Adjust	High Gross
LOW_GROSS	Adjust	Low Gross
REMAINDER	Adjust	Remainder
STOPPER	Stop	--
For South Africa users only: TARGET_AMOUNT	Adjust	Amount

Setting Up Proration or Retro-Notification

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

To complete basic setup for proration or retro-notification:

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

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

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

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

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

using pay grades. The tables you are likely to use are:

- PER_ALL_ASSIGNMENTS_F

- PER_ALL_PEOPLE_F

- PAY_ELEMENT_ENTRIES_F

- PAY_ELEMENT_ENTRY_VALUES_F

- PER_SPINAL_POINT_PLACEMENTS_F

- PER_GRADE_RULES_F

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

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

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

   See: Defining Event Groups, page 5-28

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

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

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

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

To set up the elements for proration:

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

   - Make sure that you select a proration group for each element

   - Select a proration formula if you are using a separate proration formula to handle proration events (rather than enabling your payroll formula to handle

proration)

- Select Actual Termination as the termination processing rule

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

   - Amount for a salary management element

   - Date Worked for a spinal point/pay scale element

   - Annual Deduction for a deduction or allowance

   See: Defining an Element's Input Values, page 3-17

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

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

To create the formula:

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

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

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

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

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

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

   See: Defining Formula Processing and Result Rules, page 5-18

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*

Defining Event Groups

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

To define an event group:

1. Enter a name for your event group.

2. Select one of the following event group types:

   Proration for a proration event group

   Retro for a retro-notification event group

3. Select the proration or retro period.

4. Save your entries.

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

6. Save your work.

Balances

Irish Payroll Balance Dimensions

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

Context Balance Dimension

The context balances are used for PRSI employees only, and are defined at assignment level.

Dimension	Description
_PRSI_ASG_PTD	since start of period, the context is that of Contribution Class for PRSI information
_PRSI_ASG_YTD	since start of financial year, the context is that of Contribution Class for PRSI information
_PRSI_ASG_RUN	during a payroll run, the context is that of Contribution Class for PRSI information
_ASG_PAYE_REF_PRSI_RUN	during a payroll run, the context is that of assignment for the employer and for a given PRSI class
_PER_PAYE_REF_PRSI_YTD	since the start of the calendar year for person for the employer and for a given PRSI class

Standard Dimensions

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

Dimension	Description
_ASG_RUN	during one payroll run for an assignment
_ASG_YTD	since the start of payroll processing year for an assignment

Dimension	Description
_ASG_PTD	for payroll processing period for an assignment
_ASG_QTD	since start of tax year, reset every three months for an assignment
_ASG_ITD	since the start of assignment
_PER_YTD	during one payroll run for a person
_ASG_TWO_YTD	during Irish current and previous tax year

Payments Dimension

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

Dimension	Description
_PAYMENTS	for a set of payroll runs

PTO Accrual Dimensions

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

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

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

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

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

Element Dimensions

The element dimensions associated with court orders and benefits in kind aggregate results for a particular element entry for single assignment.

_ELEMENT_ITD	since the inception of that element entry
_ELEMENT_PTD	since the start of the processing period
_ELEMENT_YTD	since the start of the year of that element entry

Legal Employer Dimensions

The dimensions required for reporting the balances at employer level within the Irish P35L Report.

PER_PAYE_REF_YTD	since the start of the calendar year for person for the employer
_ASG_PAYE_REF_RUN	during a payroll run, the context is that of assignment for the employer

Irish Payroll Balances

The following table lists balances specific to Ireland:

Irish Balances for the Termination Lump Sum

Balance Name	Element Feeds	Add or Subtract
IE Term Health Levy	IE Termination Lump Sum	Add
IE Term Insurable Weeks	IE Termination Lump Sum	Add
IE Termination Lump Sum	IE Termination Lump Sum	Add
IE Term Non Health Levy	IE Termination Lump Sum	Add
IE Termination Lump Sum Statutory Amount	IE Termination Lump Sum	Add
IE PRSI K Employee Lump Sum	IE PRSI K Employee Lump Sum	Add
IE PRSI M Employee Lump Sum	IE PRSI M Employee Lump Sum	Add
IE PRSI K Employer Lump Sum	IE PRSI K Employee Lump Sum	Add
IE PRSI M Employer Lump Sum	IE PRSI M Employee Lump Sum	Add
IE PRSI K Lump Sum Insurable Weeks	IE PRSI K Employee Lump Sum	Add
IE PRSI M Lump Sum Insurable Weeks	IE PRSI M Employee Lump Sum	Add

Irish Balances for the PRSI and PAYE

Balance Name	Element Feeds	Classification Feeds	Add or Subtract
IE PRSI Insurable Weeks	IE PRSI Detail		Add
IE P45 Pay	Information		Add

Balance Name	Element Feeds	Classification Feeds	Add or Subtract
IE PRSI Employee	IE PRSI Detail		Add
IE P45 Lump Sum	IE P45 Information		Add
IE P45 Disability	IE P45 Information		Add
IE P45 Tax Deducted	IE P45 Information		Add
IE Taxable Pay		IE Earnings Non PRSIable	Add
		IE Imputed Taxable Earnings	Add
		Pre Tax and Pre PRSI Deduction	Subtract
		Pre-Tax Deductions	Subtract
		Taxable Earnings	Add
IE PAYE At Higher Rate	IE PAYE at higher rate		Add
IE PAYE At Standard Rate	IE PAYE at standard rate		Add
IE PRSI Employer	IE PRSI Employer		Add
IE PRSIable Pay	PRSIable Earnings		Add
	Pre PRSI Deduction		Subtract
	Pre Tax and Pre PRSI Deduction		Subtract
IE Total Weekly Tax Credit	IE PAYE adjust		Add
	IE PAYE details		Add

Balance Name	Element Feeds	Classification Feeds	Add or Subtract
IE Total Monthly Tax Credit	IE PAYE adjust		Add
	IE PAYE details		Add
IE Used Weekly Tax Credit	IE PAYE Used Tax Credit		Add
IE Emergency Period	IE PAYE EMERGENCY PERIOD NUM		Add
IE Total Deductions		IE Social Benefits Clearup	Add
		PAYE	Add
		PRSI	Add
		Pre PRSI Deduction	Add
		Pre Tax and Pre PRSI Deduction	Add
		Pre-Tax Deductions	Add
		Voluntary Deductions	Add
IE Reduced Tax Credit	IE Reduced Tax Credit		Add
IE Reduced Std Rate Cut Off	IE Reduced Std Rate Cut Off		Add
IE Benefit Amount	IE Benefit Amount		Add
IE Lump Sum	IE Lump Sum		Add
IE Attachable		Court Orders	Subtract

Balance Name	Element Feeds	Classification Feeds	Add or Subtract
		Earnings	Add
		IE Earnings Non PRSIable	Add
		IE Earnings Non Taxable and Non PRSIable	Add
		PAYE	Subtract
		PRSI	Subtract
IE Court Order	IE Attachment of Earnings NTPP		Add
	IE Attachment of Earnings Order		Add
IE Court Order Arrears Deductions	IE Attachment of Earnings Order Arrears		Add
IE Court Order Arrears Protected Pay	IE Attachment of Earnings Order Arrears		Add
IE Taxable Social Benefit		IE Earnings Non PRSIable	Add
IE Advance Outstanding	Advance Clearup		Add
	IE Advance Indicator		Add
IE Advance Payment	IE Advance Payment		Add
IE LPT Balance	IE LPT Element	Local Property Tax	Add
Total Pay Adjustment For LPT	Feed element(s) that do not contribute to LPT		Add

Balance Name	Element Feeds	Classification Feeds	Add or Subtract
IE Court Order Spouse Portion	IE USC Element	Court Orders	Add

Irish Balances for the Benefits in Kind

Balances	Element Feeds	Add or Subtract
IE BIK Taxable and PRSIable Pay	IE BIK Accommodation Details	Add
	IE BIK Asset Type Details	Add
	IE BIK Company Vehicle Details	Add
	IE BIK Non Recurring Reportable Items	Add
	IE BIK Other Reportable Item Details	Add
	IE BIK Preferential Loan Details	Add
IE BIK Even Arrearage Recovery	IE BIK Arrearage Recovery Details	Add
IE BIK Odd Arrearage Recovery	IE BIK Arrearage Details	Add
	IE BIK Arrearage Recovery Details	Add
IE BIK Accommodation	IE BIK Accommodation Details	Add
IE BIK Odd Arrearage	IE BIK Arrearage Details	Add
	IE BIK Arrearage Recovery Details	Add

Balances	Element Feeds	Add or Subtract
IE BIK Arrearage Recovery Details	IE BIK Arrearage Details	Add
	IE BIK Arrearage Recovery Details	Add
IE BIK Even Arrearage	IE BIK Arrearage Details	Add
	IE BIK Arrearage Recovery Details	Add
IE BIK Arrearage Recovery	IE BIK Arrearage Recovery Details	Add
IE BIK Company Vehicle	IE BIK Company Vehicle Details	Add
IE BIK Vehicle Cumulative Business Mileage	IE BIK Company Vehicle Details	Add
IE BIK Vehicle Cumulative Total Mileage	IE BIK Company Vehicle Details	Add
IE BIK Vehicle Cumulative Days Available	IE BIK Company Vehicle Details	Add
IE BIK Vehicle Cumulative Days Unavailable		Add
IE BIK Preferential Loan	IE BIK Preferential Loan Details	Add
IE BIK Asset Type	IE BIK Asset Type Details	Add
IE BIK Other Reportable Item	IE BIK Other Reportable Item Details	Add
IE Total Tax Credit	IE PAYE adjust	Add
	IE PAYE details	Add

Excluding Balances From an Element's Grossup Calculation

For elements that require a net-to-gross (or grossup) calculation, you can specify which balances are included in the calculation. By default, all balances that can be grossed up are included. Use the Exclude Balances window to view these balances and to exclude any of them from the element's calculation.

US and Canadian users: You can exclude additional balances for individual element entries using the Gross Up Balances window (which opens from the Element Entries window).

To exclude balances from an element's grossup calculation:

1. Enter or query the element in the Element window - making sure the Gross Up check box on the Advanced tab is checked - and choose the Exclude Balances button.

2. Select any balances that you want to exclude from the element's calculation. The list of values shows all balances that are eligible for grossup.

> **Note:** A balance is eligible for grossup if the Grossup Balance check box is checked for one of its dimensions in the Balance Dimensions window.

3. Save your work.

6

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.

See Assignment Sets, page 6-3

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).

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

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

Defining a Payment Method

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

From this window, you:

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

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

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

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

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

To define a payment method:

Supply a name and start date for your payment method

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

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

   For a third-party payment method, always select the type Check/Cheque. The default currency for your business group appears automatically.

3. If an alternative currency exists for your payment method, select it.

4. If your payment method controls payments to a third party such as a benefits carrier or garnishment receiver, check the Third Party Payment box.

Enter the source bank details for your payment method

5. Navigate to the Source Bank tab. The Country for your source bank account appears automatically.

6. Enter the Bank Details field to open the Bank Details window. Enter information about the account from which your enterprise intends to make payments.

   If you are using Cash Management, include the following information:

   - Account Name

   - Account Type

   - Account Number

- Bank Name: If this already exists, enter the name exactly as it appears in Accounts Payable.

- Bank Branch: If this already exists, enter the name exactly as it appears in Accounts Payable.

Italy Users: You can enter the Bank Name, Bank Location, Account Number, and Account Name. The IBAN Account displays by default.

Ensure that you enter any additional bank details that are specific to your enterprise. For example, bank details for U.S. payment methods always require a transit code. The transit code, or transit routing number is the nine-digit number that identifies the financial institution. If the transit code is incorrect, the funds will not be posted to the account.

South Africa Users: Enter the account holder's name and indicate whether the account holder relationship is joint, own, or third party.

Belgium, Denmark, Finland, France, Germany, Hungary, Ireland, the Netherlands, Norway, Poland, Russia, Spain, and Sweden users: Enter the Bank Identifier Code (BIC) and International Bank Account Number (IBAN) in the Bank Identifier Code and the IBAN Number fields, respectively. Note that you must enter at least one of the account numbers, that is, either the International Bank Account Number (IBAN) or the Account Number. If you enter the Account Number, then the Bank Code and Branch Code fields are mandatory.

> **Warning:** Always review the account setup for Oracle Accounts Payable before you define the account in Oracle Payroll. The details for your Payroll account must exactly match the account details in Accounts Payable. Otherwise, Accounts Payable creates an extra account with marginally different details. This duplicate account introduces errors when you reconcile payments between Payroll and Accounts Payable.

Specify what type of payments to cost for this payment method

7. Navigate to the Costing tab. Each check box indicates a particular type of payment. Check the boxes for each type of payment that you want to cost. When you subsequently run the Costing of Payment process, it costs each type of payment as you have indicated. The entries that you make for an individual check box can imply automatic checking of related boxes. Your choices are:

- Cost Payment: Check this box to specify that you want to cost only uncleared payments for this payment method.

- Cost Cleared Payment: Check this box to specify that you want to cost only cleared payments for this payment method. If you check this box, the Cost

Payment box is also checked by default.

- Cost Cleared Voided Payment only: Check this box to specify that you want to cost any voided payments that have also been cleared by Oracle Cash Management. If you check this box, the Cost Payment and Cost Cleared Payment boxes are also checked by default.

- Exclude External/Manual Payment: Check this box to exclude any external/manual payments from costing. This exclusion is useful if you are using this payment method as a dummy payment method to cancel a previous payment, or if you are making a payment by cash. If you check this box, the Cost Payment box is also checked by default.

- Transfer to GL: Check this box to specify that costed payments should transfer to General Ledger. If you check this box, the Cost Payment box is also checked by default.

Specify the GL accounts for this payment method

8. Navigate to the General Ledger tab.

9. Select Ledger to indicate the ledger to use if you intend to reconcile payments using Oracle Cash Management.

10. Select the GL Control Account.

11. Select GL Cash Account to indicate which cash account to use for the reconciliation of payments.

    The entry for Description appears automatically by default, depending on what you enter in the GL Cash Account details.

12. Select the Cash Clearing Account.

13. Select the Error Account.

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

    When you first specify the GL accounts for a bank account, these then become the default GL accounts for any other payment methods that use the same bank account. The defaults apply for all new payment methods using the bank account. They also apply retrospectively for any existing payment methods that were already using the same account. However, you can override these defaults by entering your preferred GL accounts on the General Ledger tab.

    At this point, check that your Payroll setup and Cash Management setup are fully

integrated.

Confirm that you can reconcile payments in Cash Management

14. Navigate to the Cash Management tab. You cannot change the information on this tab, but you can confirm that your GL accounts are correct.

15. To confirm that Oracle Cash Management is operating with the same source bank account that you are using in Oracle Payroll, view the check box. If the box is checked, then Oracle Cash Management holds the bank account for this payment method, and you can reconcile payments knowing that you are using an identical account in Payroll, and in Cash Management.

However, if the box is not checked, this indicates that Oracle Cash Management does not hold the details for your Payroll account. This may indicate that duplicate accounts exist and you should exercise caution when you reconcile your payments.

Map the Payee organization to make third party payments

16. Click the Payees button.

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

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

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

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

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

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

Enter further information for the payment method

21. Enter further information to determine how to process this payment method. Click in the Further Information field to see the range of further information for your enterprise.

For Japan users only: Enter the company code and company name. Select the delimiter type for the Direct Deposit file.

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

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

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

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

Setting Up Integration of Cash Management with Oracle Payroll for EFT Reconciliation

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

Management User Guide.

Additional Steps to reconcile EFT payments for the Ireland legislation

Oracle HRMS provides a reconciliation function, pay_ie_paypath_tape.
f_get_paypath_recon_data, for IE EFT Payments (PayPath). This function is predefined in the RECONCILIATION_FUNCTION column of the PAY_PAYMENT TYPES table. This function retrieves your Unique Identifier for the bank statements.

However, because the format of bank statements varies for different banks, Oracle HRMS allows you to specify your own Unique Identifier.

To use the Unique Identifier provided by Oracle HRMS, use the Application Developer responsibility and navigate to the Common window under Lookups. Add the following data to the lookup PAYMENT_TRX_CONC_IDENTS:

- Code: PAYPATH

- Meaning: Type, Sort Code, Acc Num

- Enabled: Y

To specify your own Unique Identifier:

1. Add the following data to the lookup PAYMENT_TRX_CONC_IDENTS

   - Code: PAYPATH

   - Meaning: <Your Unique Identifier>

   - Enabled: Y

2. Create your reconciliation function. For details on how to write a reconciliation function, refer to Creating a Reconciliation Function on My Oracle Support, with note ID 949409.1.

3. Use the HRMS Manager responsibility and navigate to the Table Values window under Other Definitions. Add the new function name in the user table IE_EFT_RECON_FUNC.

Setting Up a Global Statement of Earnings

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

To set up the global statement of earnings:

1. Create a user category through the lookup SOE_USER_CATEGORY.

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

Management Guide

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

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

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

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

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

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

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

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

   The South African localization does not use balance attribution.

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

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

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

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

7. Define the attributes for your SOE balances.

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

Running the Enable or Disable Global SOE Process

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

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

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

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

To run the Enable or Disable Global SOE:

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

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

3. Click OK and choose the Submit button.

Viewing Statement of Earnings

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

You do this using the Statement of Earnings window.

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

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

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

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

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

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

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

- Separate Check set to Yes

- Tax Separately set to Yes

- Deduction Processing is set to other then All

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

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

To view the last payroll with PrePayments run against it:

Perform one of the following:

- Select View and select Statement of Earnings.

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

- Choose the Statement of Earnings window in Fastpath.

To view the most recently run QuickPay results:

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

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

To view the statement of earnings information without running PrePayments:

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

Setting Up Payslip Information and Generating Payslips

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

To set up your payslip:

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

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

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

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

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

   See: Selecting SOE Balances, page 1-21 and Selecting SOE Elements, page 1-22

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

   See: Entering Self-Service Preference Information, *Oracle HRMS Enterprise and Workforce Management Guide*, Location Extra Information Types, page 1-29, and Person Extra Information Types, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

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

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

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

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

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

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

   To change balances or include additional balances on the payslip:

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

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

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

4. Choose a dimension from the list of values.

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

6. Save your changes.

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

Generating the Payslip

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

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

   See: Extracting Information to Appear on the Payslip, page 6-22

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

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

   See: Printing the Payslip, page 8-23

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

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

Extracting Information to Appear on the Payslip

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

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

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

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

To run the payslip archiver:

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

   China and Netherlands: Select the Payslip Archiver.

   India: Select the Payroll Reports Archive (India).

   Ireland: Select the IE Legislative Reports Generator. See: Running the Legislative Reports Generator, page 7-22

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

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

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

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

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

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

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

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

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

5. Choose Submit.

After running the Payroll Archiver, you can use the Payroll Actions Not Processed report to see what employees (and corresponding payroll processes) were not archived

but did fall within the report's parameters.

Running the Pay Advice Alignment Report

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

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

To run the Pay Advice Alignment report:

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

2. Choose the Submit button.

Running the Payments Summary Report

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

You run the report in the Submit Requests window.

To run the Payments Summary Report:

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

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

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

4. Choose the Submit button.

Running the Pay Advice Report

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

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

To run the Pay Advice report:

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

the Parameters window.

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

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

4. Do one of the following:

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

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

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

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

6. Choose the Submit button.

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

7

Payroll Statutory Deductions and Reporting

Payroll Statutory Deductions and Reporting Overview

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

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

Reporting on Payroll Statutory Deductions

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

Payroll Statutory Deductions and Reporting

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

Is Oracle Payroll flexible enough to calculate different legislative taxes?

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

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

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

Is Oracle Payroll capable of processing the latest taxation updates?

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

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

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

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

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

Payroll Statutory Deductions and Reporting

Pay Related Social Insurance (PRSI) Contributions in Oracle Payroll

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

The system provides the balance PRSIable Pay, which includes the dimensions to correctly sum up all element feeds during the correct tax period dates. These element feeds come from the elements you define as balance feeds for this balance.

You can include employees in more than one payroll run each processing period. Oracle Payroll's calculations for this are based on total PRSIable earnings for the period, reduced by any PRSI already paid in the period.

> **Note:** If selecting the Social Benefits flag on the PRSI tab of the Tax Information window, make sure you choose the sub class A2, in the Overridden Subclass list of values, instead of A1.

PRSI Elements Supplied as Startup Data

The following table shows the Pay Related Social Insurance elements supplied as part of startup data.

Name	Type	Classification	Priority
IE PRSI	Recurring	Information	10300
IE PRSI Employer	Non-Recurring	Employer Charges	10302
IE PRSI Detail	Non-Recurring	PRSI	10302

- You must link the Pay Related Social Insurance elements to the appropriate payrolls before you enter them for employees and include them in payroll runs. If you have set up segments of the Cost Allocation key flexfield to receive entries at the element level, you should enter these account codes in the Element Link window when linking these elements to your payrolls.

- Category code elements can receive direct results in addition to indirect results. This is because you may need to correct end of year balances.

- You must make sure that if two balances are dependent on each other then changes to one balance are also made to the dependent balance. For example, if you change PRSI Employer, you must also make the same change to PRSI Employer Arrears. This applies to initialization, and to subsequent balance adjustments.

Benefit in Kind

From 1st January 2004, PAYE and PRSI must be paid by employees (PRSI is also payable by employers) on the taxable value of the following types of benefit in kind and non-cash benefits provided by their employer:

- Private Use of Company Vehicle

- Free or Subsidized Accommodation

- Free Use of Employer Assets

- Preferential Loans

- Other Reportable Items (recurring and non recurring)

Oracle HRMS enables you to derive or accept a declared value for notional pay of Benefits in Kind provided to an employee (for Company Vehicle, Accommodation, Use of Assets and Loans) and process the relevant contributions for PAYE and PRSI, using the calculation methods recommended by the Revenue Commission.

For Other Reportable Items, Oracle HRMS accepts a declared Taxable Value and depending on whether the benefit is a one off or ongoing:

- Recurring

  Taxable value is spread over the pay periods in which the benefit is received

- Non recurring

  Taxable value is processed within the period the benefit is received

Notional Pay

Oracle HRMS calculates the Notional Pay for certain Benefits in Kind as follows:

- Private Use of Company Vehicles

  The notional pay value on which PAYE and PRSI is applied is the cash equivalent of the private use of the company vehicle. This is calculated by applying a percentage based on business mileage to the Original Market Value (plus value of any accessories) of the vehicle. Any contributions made by the employee are offset against the notional pay value.

> **Note:** If the vehicle is classed as a Van, a fixed percentage declared by the Revenue Commission is applied

- Free or Subsidized Accommodation

  The notional pay value is the sum of any expense incurred by the employer in relation to the provision of the accommodation and the annual value of the use of it. Any contributions made by the employee are offset against the notional pay value.

- Free Use of Employer Assets

  If an asset, which continues to belong to the employer, is used by an employee then the notional pay value is a Revenue Commission declared percentage of the market value of the asset when it was first provided as a benefit to the employee. Any contributions made by the employee are offset against the notional pay value.

- Preferential Loans

  The notional pay value is the difference between the amount of interest paid or payable on the preferential loan in the tax year and the amount of interest which would have been payable in the tax year if the loan had been subject to the relevant rate specified by the Revenue Commission. Any contributions made by the employee are offset against the notional pay value.

Benefit in Kind Elements Input Values

Oracle HRMS provides the following predefined Information classification elements to enable you to process Benefit in Kind:

- IE BIK Accommodation

- IE BIK Arrearage

- IE BIK Company Vehicle

- IE BIK Company Vehicle Retro

- IE BIK Company Vehicle Details Retro

- IE BIK Employer Asset

- IE BIK Non Recurring Reportable Items

- IE BIK Preferential Loan

- IE BIK Recurring Reportable Items

Input Values for each Benefit in Kind element

IE BIK Accommodation

Field	Entry in Field
Address ID	Choose from the list of values
Annual Market Rental Value	Annual value
Annual Furniture Value	Annual value
Annual Incidental Expenses	Annual value
Annual Employee Contribution	Annual value. This is offset against the calculated taxable value for the tax year.
Rental Start and End Dates	Appropriate dates. If the employee does not receive this benefit for the full year, these dates are used to pro-rata the value.
Landlord Organization	Choose from the list of values

IE BIK Arrearage

Field	Entry in Field
Net Salary Protected	The amount of net salary that is protected from Benefit in Kind Arrearage Recovery

Caution: This will not protect the Net salary if Benefit in Kind processing actually reduce the Net salary to zero or create an arrearage. You should only use this element to spread the recovery of an amount over a number of periods.

IE BIK Company Vehicle

Field	Entry in Field

Vehicle Allocation	Choose from the list of values
Calculation Method	Choose from: • Business Mileage for Period • Declared Annual Business Mileage • Alternative Method
Business Mileage	Enter either: • An annual amount if you have chosen either the Declared Annual Business Mileage or Alternative Method • A period amount if you have chosen the Business Mileage for Period calculation method
Total Mileage	Enter either: • An annual amount if you have chosen either the Declared Annual Business Mileage or Alternative Method • A period amount if you have chosen the Business Mileage for Period calculation method
Days Unavailable in Period	Amount of days that the vehicle is unavailable to the employee or, employee's family for private use. This figure is added to the cumulative figure for Days of Unavailability.

IE BIK Company Vehicle Retro

Fields	Entry in Fields
Vehicle Allocation	Choose from the list of values

Fields	Entry in Fields
Calculation Method	Choose from: • Business Mileage for Period • Declared Annual Business Mileage • Alternative Method
Business Mileage	Enter either: • An annual amount if you have chosen either the Declared Annual Business Mileage or Alternative Method • A period amount if you have chosen the Business Mileage for Period calculation method
Total Mileage	Enter either: • An annual amount if you have chosen either the Declared Annual Business Mileage or Alternative Method • A period amount if you have chosen the Business Mileage for Period calculation method
Days Unavailable In Period	Amount of days that the vehicle is unavailable to the employee or, employee's family for private use. This figure is added to the cumulative figure for Days of Unavailability.

IE BIK Company Vehicle Details Retro

Fields	Entry in Fields
Taxable Value for Run	Annual taxable value for the run
Vehicle Allocation Id	The vehicle allocation ID number

Fields	Entry in Fields
Calculation Method	Choose from: • Business Mileage for Period • Declared Annual Business Mileage • Alternative Method
Business Mileage for Run	Enter either: • An annual amount if you have chosen either the Declared Annual Business Mileage or Alternative Method • A period amount if you have chosen the Business Mileage for Period calculation method
Total Mileage for Run	Enter either: • An annual amount if you have chosen either the Declared Annual Business Mileage or Alternative Method • A period amount if you have chosen the Business Mileage for Period calculation method
Days Unavailable in Period	Amount of days that the vehicle is unavailable to the employee or, employee's family for private use. This figure is added to the cumulative figure for Days of Unavailability.
Available Days for Run	Amount of days that the vehicle is available to the employee or, employee's family for private use.
Declared Bus Annual Mileage	The annual amount you enter as the Declared Annual Business Mileage
Declared Tot Annual Mileage	The annual amount you enter as the Declared Total Annual Mileage

IE BIK Employer Asset

Field	Entry in Field
Asset Type	Choose from the list of values
Asset Value	Value of the asset when it was first allocated to the employee
Annual Employee Contribution	Annual value. This is offset against the calculated taxable value of the asset for the tax year.
Asset Provision Start and End Date	Appropriate dates. If the employee does not receive this benefit for the full year, these dates are used to pro-rata the value.
Switch Over Date	Use this for an ongoing benefit if the assignment transfers payrolls during the year and the new payroll is set to a different frequency and period dates to the previous payroll. Enter the period start date of the first period of the financial year of the original payroll.

IE BIK Non Recurring Reportable Items

Field	Entry in Field
Reportable Item Type	Choose from the list of values
Item Description	Description of Item
P11D Report Section	Choose from: • Non Cash Benefits • Cash Benefits - Expenses • Cash Benefits - Discharge of Employee's Liability • Other Benefits

Benefit Date	The date on which the employee receives the item. This is for information only.
Benefit Value	The value of the item
Annual Employee Contribution	Annual value. This is offset against the calculated taxable value of the asset for the tax year.

IE BIK Preferential Loan Details

Fields	Entry in Field
Preferential Loan Type	Choose from: • Principal Private Residence Loan • Other Loan
Preferential Loan Reference	Reference for the loan for information purposes
Loan Start and End Dates	Appropriate dates. If the employee does not receive this benefit for the full year, these dates are used to pro-rata the value.
Annual Initial Loan Amount	This is either the Initial or Average Loan amount depending on what figure the notional pay is being calculated on
Annual Interest Charges	The monetary amount of annual interest charged
Effective Rate of Interest	The interest rate applicable. This is for information and reporting purposes.
Switch Over Date	Use this for an ongoing benefit if the assignment transfers payrolls during the year and the new payroll is set to a different frequency and period dates to the previous payroll. Enter the period start date of the first period of the financial year of the original payroll.

Employee Contribution	Annual value. This is offset against the calculated taxable value of the asset for the tax year.

IE BIK Recurring Reportable Items

Fields	Entry in Field
Reportable Item Type	Choose from the list of values
Item Description	Description of Item
P11D Report Section	Choose from: • Non Cash Benefits • Cash Benefits - Expenses • Cash Benefits - Discharge of Employee's Liability • Other Benefits
Benefit Start and End Dates	Appropriate dates. If the employee does not receive this benefit for the full year, these dates are used to pro-rata the value.
Benefit Value	The annual benefit value of the item
Annual Employee Contribution	Annual value. This is offset against the calculated taxable value of the asset for the tax year.

Benefit in Kind Arrearage

The predefined element IE BIK Arrearage enables you to track the recovery of PAYE and PRSI contributions that are paid by the employer on behalf of the employee. This arrearage occurs when the employee is unable to pay the contributions at the time of the Benefit in Kind processing due to insufficient funds. You must create a standard link for this element for the tracking to occur automatically.

Oracle HRMS continues recovery of the arrearage until it is all recovered. If an arrearage from a previous tax year is not recovered by the 31st March of the following

year then you should create a Non Recurring Benefit in Kind for the amount of outstanding arrearage on the 1st April. Oracle HRMS still continues to recover the outstanding arrearage and the new element taxes the amount of outstanding arrearage in the form of a loan.

> **Important:** If the arrearage still remains unpaid by the end of the year after the benefit was given, then you should use an alternative process of recovery.

Note that, for costing purposes, IE BIK Arrearage Details and IE BIK Arrearage Recovery Details accept the run results of the IE BIK Arrearage element.

Arrearage on Statement of Earnings

The accrual and subsequent recovery of arrearage appears on the Statement of Earnings. In this example, the following assumptions are made:

- Standard Rate Cut Off = 500.00 Euros

- Tax Credit = 50.00 Euros

- Net Salary Protected = 300.00 Euros

Period 1

Payment	Amount	Deductions	Amount
Earnings	1000.00	PAYE	1940.00
IE BIK Taxable and PRSIable	4000.00	PRSI	450.00
		IE BIK Arrearage	-1390.00
		IE BIK Taxable and PRSIable	4000.00
Total Payments	5000.00	**Total Deductions**	5000.00
		Net Pay	0.00

Period 2

Payment	Amount	Deductions	Amount
Earnings	1000.00	PAYE	302.00
IE BIK Taxable and PRSIable	100.00	PRSI	103.00
		IE BIK Arrearage Recovery	295.00
		IE BIK Taxable and PRSIable	100.00
Total Payments	1100.00	**Total Deductions**	800.00
		Net Pay	300.00

Gender Pay Gap Reporting

Employers provide an annual report on the pay differences between female and male employees, including any bonuses. The archived data includes the assignments with a status other than Terminate Assignment on the end date of 30 June.

Oracle provides the balances to store data for Ordinary Pay, Bonus Pay, and BIK Pay.

• IE Gender PayGap Ordinary Pay

• IE Gender PayGap Bonus Pay

• IE Gender PayGap BIK Pay

The balance dimension, _ASG_PAYE_REF_GPR_YTD holds the ordinary pay, bonus pay, benefits in kind pay, actual working hours at the assignment level in a 12-month pay period preceding the end date.

Enhanced Reporting Requirements

Employers must report certain payment details made to employees and directors to the Revenue electronically on or before the payment date. The Enhanced Reporting Requirements (ERR) include :

• Small Benefit

• Remote Working Daily Allowance

- Travel and Subsistence

Oracle HRMS (Ireland) provides elements, archive process, and a report that details the expenses and benefits paid by the organization for their employees. You can use the archive process to archive the details and the generate a JSON file that employers submit to the Revenue through Revenue Online Services (ROS).

See: Predefined Elements, page 5-5

See: Running the IE ERR Archive Process, page 7-32

See: Running the IE ERR Report, page 7-33

Setting Up Benefit in Kind Processing

You must do the following to set up Benefit in Kind Processing:

1. Create a new non-recurring element for your medical benefit or for each (non-medical) BIK, as required.

   1. Assign the element a primary classification of Information and priority of 1262.

   2. Enter a unique name and reporting name that includes a unique prefix and that will not conflict with any predefined elements. For example, use your company identifier_medical or your unique prefix _gifts.

   See: Defining an Element, page 3-8

   If you already offer your employees medical BIKs and record these medical benefits together with other BIKs using the IE BIK Other Reportable Items (Non-Recurring) element, then you must change your existing BIK set up to meet changed statutory requirements. You must create a new user-defined element for medical benefits and use this to feed a new predefined IE BIK Medical Insurance balance. You must also create new information elements and balances for each benefit that you currently record using the IE BIK Other Reportable Items (Non-Recurring) element to be able to report these items individually. Ensure you feed the elements to the respective balances you create.

   > **Important:** You must set up your medical BIKs in this way to meet statutory P35 reporting requirements

2. Click Input Values to create an input value with Benefit Value as the Name, and Money as the Units.

   See: Defining an Element's Input Values, page 3-17

3. In the Balances window, create a balance for each BIK (non-medical) that you have created in the previous steps. Assign each balance a name that is consistent with the user-defined element name, e.g. your unique prefix_gifts.

4. Link the following elements to your Payroll:

- IE BIK Company Vehicle

- IE BIK Accommodation

- IE BIK Employer Asset

- IE BIK Preferential Loan

- IE BIK Non Recurring Reportable Items

- IE Recurring Reportable Items

- IE BIK Arrearage (link as a Standard element)

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

5. Enter your vehicle details into the Vehicle Repository and then allocate vehicles to your employees. You must provide the following details:

- Make

- Model

- Registration Number

- Vehicle Type

- Date of Registration

- List Price

- Accessory Value at Start Date

See: Vehicle Repository, *Oracle HRMS Compensation and Benefits Management Guide*

6. Update the following lookups:

- IE BIK Asset Types

- IE BIK Reportable Item Type - use this lookup type to define new benefits items or view the existing benefit items when writing a formula.

See: Adding Lookup Types and Values, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

7. Create a formula and attach it (as described in the next step) to the IE BIK Other Reportable Item Details element. This element will feed your new information

element created in step 1, which will in turn feed a new predefined IE BIK Medical Insurance balance or your new user-defined balances.

Here is an example of a formula (assume that the lookup code is Med for Medical Insurance) that you can use to report the medical insurance benefits:

```
inputs are reportable_item_type(text), Taxable_Value_for_Run
 l_medical_ins =0
 if ( reportable_item_type = 'Med') then
  (
    l_medical_ins = Taxable_Value_for_Run
  )
   return l_medical_ins
/* similarly customer can append similar code for different benefits
   (reportable item types) */
```

Here is an example of a formula (assume you use the lookup code Gift for gift BIKs) that you can use to report on the gift benefit:

```
inputs are reportable_item_type(text), Taxable_Value_for_Run
 l_gift =0
 if ( reportable_item_type = 'Gift') then
  (
    l_gift = Taxable_Value_for_Run
  )
   return l_gift
/* similarly customer can append similar code for different benefits
   (reportable item types) */
```

8. In the Formula Results Rules window, attach the formula to IE BIK Other Reportable Item Details. In the Formula Results region, create an indirect result for the new element created in step 1 and an input value for l_medical_ins and l_gift.

Running the Benefit in Kind Arrearage Report

If you have made employer contributions towards PAYE and PRSI deductions on behalf of employees who are unable to make payments, you must report your contributions to the Revenue on the Benefit in Kind Arrearage report. This report summarizes the outstanding amounts owed by employees, and the amounts that they have repaid. You can produce reporting details for the current and previous financial years.

You run this request from the Submit Request window.

To run the Benefit in Kind Arrearage Report:

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

2. Confirm which consolidation set you want to use. There is a default consolidation set for your business group, but you can select a different consolidation set if you want to.

3. Select the assignment set.

4. Select the preference for viewing and generating the report in the Sort Order field. You can view the report by employee number, name or PPS Number.

5. Select a start date for your report.

6. Click Submit.

Configuring USC (Universal Social Charge)

To configure USC, you need to create a standard element link for the new predefined element IE USC Element effective 1 Jan 2011 for each of your business group payrolls. When you do this, the application automatically processes the USC for employees effective from 1 Jan 2011. The USC amount calculated by the IE USC Element reduces the Total Pay of the employee, but does not affect the pay on which the application calculates the Tax and PRSI.

Calculating USC (Universal Social Charge)

The Revenue will advise employers of each employee's basis of calculation, individual thresholds, and rates on the RPN or TFA certificate. The Employer is obliged to deduct USC according to the instructions received from the Revenue.

The basis of calculation consists of the following three types:

• Weekly Basis – Default.

• Cumulative Basis – Similar to PAYE (use of cumulative income and cumulative thresholds).

• Emergency Basis – 7% on all USCable income.

If an exemption from USC applies, this will be stated on the P2C. Employers are not to apply the lower rates or exemption (i.e. 0% on 4004) threshold themselves, but must instead operate strictly on the figures stated on the P2C issued by the Revenue.

Exempting Employees from USC (Universal Social Charge)

To exempt any employee from the USC calculation or to enter your own value for the USC as an override, navigate to the assignment's element entry for IE USC Element.

To exempt employees from USC:

1. Navigate to the People window - People > Enter and Maintain.

2. In the Find People window, enter the name or PPS number of the person you wish to exempt and click Find.

3. In the People window, click Assignment.

4. In the Assignment window that displays, click Entries.

5. In the Element Entries window that displays, select IE USC Element and click Entry Values.

6. In the Entry Values window, enter the following details to exempt employees from USC:

   - Amount at First Band - Enter an amount here to specify the USC at the first band and to ensure the application does not calculate the USC.

   - Amount at Second Band - Enter an amount here to specify the USC at the second band and to ensure the application does not calculate the USC.

   - Amount at Third Band - Enter an amount here to specify the USC at the third band and to ensure the application does not calculate the USC.

   - Exemption Without Refund - Select Yes to automatically calculate the USC as 0 in this period.

   - Exemption With Refund - Select Yes to automatically calculate the USC as 0 in this period and to refund the entire USC amount deducted this year.

     Note: If you select Yes for both the Exemption Without Refund and the Exemption With Refund, then the application refunds the annual USC amount and generates a message advising you of the same.

The IE P30 Paper Report displays the USC in a separate column from year 2011. In IE P30 XML Report, the PAYE value includes the USC value from year 2011.

Setting Up Multiple Employer PAYE References

Oracle Payroll enables the reporting of multiple employer PAYE references within a single business group. To achieve this, one employee record is required for each employer PAYE reference an employee is paid for in a business group.

> **Important:** You must create a separate consolidation set for each employer.

To set up multiple employer PAYE references:

1. Enter the required Irish tax information.

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

See: Entering Employer Information, page 1-20

2. Enter Irish statutory information.

    See:Defining a Payroll, page 6-4

3. Define one consolidation set for each employer and attach them to your payrolls.

    See:Defining Consolidation Sets, *Oracle HRMS Payroll Processing Management Guide*

    See:Consolidation Sets, *Oracle HRMS Payroll Processing Management Guide*

4. Run your payroll.

    See:Starting a Payroll Run, page 8-4

5. Run the IE Legislative Reports Generator

    See:Running the Legislative Reports Generator, page 7-22

6. Run the IE Lookup RPN Report, page 8-7

7. Running the IE New Lookup RPN, page 8-9

8. Using the IE UI Upload page, page 8-9

9. Run the IE JSON Response Upload process, page 8-10

10. Run the Payroll Submission Archive process, page 8-29

11. Running the IE Payroll Submission Reconciliation Report Process, page 8-31

Configuring the Termination Lump Sum

Oracle Payroll enables you to make a lump sum payment to an employee for redundancy or retirement. Using a Termination Lump Sum Element, you can identify the taxable and PRSI-able amounts within these lump sum payments.

To set up the Irish termination lump sum:

1. Define your Irish Termination Lump Sum Element.

    See:Defining an Element, page 3-8

2. Define the input values for your Irish Termination Lump Sum Element.

    See:Defining an Elements Input Values, page 3-17

3. Link the IE Termination Lump Sum Element to your payroll.

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

4. Run your payroll.

   See:Starting a Payroll Run, page 8-4

5. Produce payslips for your employees.

   See:Printing the Payslip, page 8-23

6. Self- Service employees can view their own payslips online.

   See:Online Payslip, *Oracle HRMS Payroll Processing Management Guide*

Setting Up Payments after Termination

Oracle HRMS enables you to process payments after termination (Statutory Instrument 592), in the current year or the previous year.

To set up payments after termination in the current year:

1. For all post-termination payments made in the current year, PAYE must be calculated using the cutoff, credit, and rates as of the date of termination (provided that in the last termination payroll calculation was done on a cumulative basis for the new payments). You need to end date the PAYE element as of the termination date, to process PAYE through RetroPay. The element entries for PRSI and Income Levy remain post-termination by default.

2. Create an element set with the list of paye-related elements given below and also create their post-termination payment element(s):

   • IE PAYE details

   • IE PAYE adjust

   • IE Net tax

   • IE PAYE Emergency Period Num

   • IE Reduced Std Rate Cut Off

   • IE PAYE at higher rate

   • IE PAYE at standard rate

   • IE Reduced Tax Credit

- IE PAYE Used Tax Credit

3. Create an assignment set for the set of assignments to be processed by RetroPay and also create element links for the above elements.

4. Run the Retropay By Element process. RetroPay processes the payments and corresponding PAYE and brings forward as element entries in the payment period. In the payroll run, this is subject to PRSI and income levy in the current period and the already processed tax is also returned.

To set up payments after termination in the current year:

1. Select Emergency basis in the Tax Basis field because the PAYE calculation must be an emergency, calculated as on the date of payment.

> **Note:** You do not have to end date the PAYE element after termination or process the retropay.

Running the Legislative Reports Generator

You generate a legislative report by running the Legislative Reports Generator process from the Submit Requests window. This takes a snapshot of the benefits data so that you can perform all future processing on this snapshot of the data. When you take the snapshot, calculations are performed on the input values, and each input value is validated. The process also assigns a unique archive request ID for each listing. You must then supply this archive request ID when you subsequently submit the P30, P35, P60, and the Payslip Advice reports. You can use this generator to format payroll data for employees within a specific date range.

You can retry the Legislative Reports Generator process if you find any errors. When the archive process is running, it automatically calculates any input values for which amounts can be derived, and performs validation to identify any data that is not in a valid format.

Errors on a single assignment do not prevent the process from completing. However individual assignments that contain errors do not appear in your final report, and processing of these assignments is always halted at the first error to be detected.

> **Note:** To run the generator successfully, make sure you enter the PRSI Context balance information in the SOE Balances and SOE Elements windows and not in the Payslip Information window at the business group level. If you enter the balance information in the Payslip Information window, the Legislative Reports Generator will not format the Balance and Elements information correctly.

Security Enabling

You can restrict the archiving of the employee details or an assignment by creating a security profile and attaching it your responsibility. The security profile reports only the assignments to which the security profile has access.

For an employee with multiple assignments, the process archives and reports the details even if the security profile has access to only one assignments to maintain consistency with employee and employer level balances in the payroll submission.

You run the Legislative Reports Generator from the Submit Request window.

To run the Legislative Reports Generator:

1. Select IE Legislative Reports Generator in the Name field.

2. Select the applicable payroll. You can specify a single payroll or all the payrolls within the consolidation set.

3. Confirm which consolidation set you want to use. There is a default consolidation set for your business group, but you can select a different consolidation set if you want to.

4. Enter a start date and an end date for the process.

5. Click Submit.

Running the Payslip Advice Report

Run the Payslip Advice report to get printed payslips for your employees.

Before running the report, you need to format the data using the Legislative Reports Generator.

See Running the Legislative Reports Generator, page 7-22

You can run the Payslip Advice Report from the Submit Requests window.

To run the Payslip Advice report:

1. Select the Payslip Advice Report in the Name field.

2. Enter the date from which you would like to print the data for the payslip in the Start Date field.

3. Enter the date till which you would like to print the data for the payslip in the End Date field.

4. Select the payroll in the Payroll field.

5. Select the consolidation set in the Consolidation Set field.

6. Select the assignment set in the Assignment Set field.

7. Select the preferences for viewing and generating the report in the Sort Order fields 1 to 5.

8. Choose the Submit button.

Running the PayPath Process

Employers run the PayPath process to create a magnetic tape file containing the payment details to send to the bank.

You run the PayPath process from the Submit Requests window.

To run the PayPath process:

1. Select the applicable payroll. You can specify a single payroll or all the payrolls within the consolidation set.

2. Confirm which consolidation set you want to use. There is a default consolidation set for your business group, but you can select a different consolidation set if you want to.

3. Enter the start and end dates for which you want to run the process. Enter a start date to restrict the payments to unpaid prepayments from that date. If you do not enter a start date the process includes all unpaid prepayment runs.

4. Select the payment method.

5. In the Process Date field enter the processing date. This is the day before payment is made to the employee accounts.

6. Enter the employer PayPath information.

7. Enter the employer file number to enable the bank to make payments.

8. Click Submit.

Running the IE SEPA XML File and Report Process

Oracle HRMS delivers the Ireland Single European Payments Area (SEPA) XML file and report that is Allied Irish Bank, HSBC, and Ulster Bank compliant. SEPA is a new European Payment standard that is common across many European countries. You must adopt this payment method to pay employees with a foreign bank account as well

as employees with a domestic bank account

> **Note:** The SEPA process does not affect the existing process for generating the PayPath file.

To set up the IE SEPA XML File and Report process:

1. Navigate to the Organizational Payment Method window (Payroll => Payment Methods).

2. Define a new organization payment method of the type SEPA, with the Third Party Payment check box deselected.

3. Navigate to the Source Bank tab and enter the Bank Details for this payment method and enter the Bank Name, Account Number, Bank Identifier Code, and IBAN number of the employer.

4. After the application creates the organization payment method, link this payment method to the payroll by adding this payment method to the valid payment methods list.

5. Navigate to the Personal Payment Method window (People => Enter and Maintain => Query the employee => Assignment => Others. Select Pay Method from the list.)

6. Create the personal payment method and link the organization payment method created in step 4, for all the assignments that are ready to be paid through SEPA.

7. Navigate to the Bank Details field and enter the IE Bank Details for this personal payment method and enter the Bank Name, Account Number, Bank Identifier Code, and IBAN number of the employee.

After completing the above setup, you can use the IE SEPA XML File and Report concurrent program by entering the mandatory parameters. After the program completes, it generates the payment xml file with an .mf extension. To view the readable format paper report, click the Output button of the corresponding concurrent request.

> **Note:** The Employer and Employee Bank Identifier Code, IBAN Number, and Country fields are mandatory fields on the xml file. Ensure that you enter these fields through the application interface, else the concurrent program completes with warnings. In such a case, open the log file to read the warning messages. You must correct these warnings by entering the mandatory data. After you correct the data, roll back the previously run concurrent request and submit the new request to generate the payment xml file again

To run the IE SEPA XML File and Report process:

1. Run the IE SEPA XML File and Report process from the Submit Requests window.

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

3. Click in the Parameters field to open the Parameters window. This process contains the following parameters:

   • Payroll (Mandatory)

   • Consolidation Set (Mandatory)

   • Start Date

   • End Date

   • Payment Method

   • Process Date (Mandatory)

   • Batch Booking

   • Category

4. Select the applicable Payroll, Consolidation Set and Process Date.

5. Click OK.

6. Click Submit.

Running the Payments Summary Report

Run this report when you want to view the payments for each payment method type and organizational payment method for a specified payroll and payroll period. The report also lists the account details for each organizational payment method.

To run the Payments Summary Report:

1. Select Payments Summary Report in the Name field.

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

3. Select the following:

   • payroll - you can specify a single payroll or all the payrolls within the consolidation set.

- period

- consolidation set - There is a default consolidation set for your business group, but you can select a different consolidation set.

4. Select the predefined template the application provides or create a new template to generate the Payments Summary Report. You must have access to XML Publisher Responsibility to create a new template. See: XML Publisher User Guide.

5. Click OK and then click Submit.

Setting Up the EHECS Report

The Earnings Hours and Employment Cost Survey (EHECS) Report is a mandatory report that employers must submit to the Central Statistics Office (CSO) of Ireland every quarter. However, before running the concurrent program, you must set up the following:

1. Select the occupation category from the Employment Category list in the Assignment window.

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

2. If you define your own occupation categories, then you must map the occupation to the categories in the predefined user table EHECS_CATG_TAB using the Table Structures and Table Values windows.

   In the Table Structures window and query the table EHECS_CATG_TAB. Add a new row for each occupation. Ensure you enter the lookup code of the occupation as provided in the EMPLOYEE_CATG lookup.

   > **Note:** Set your effective date to 01-JAN-2008

   In the Table Values window, query for the EHECS_CATG_TAB table and add each of the occupation codes under one of the columns, Managers/Clerical Workers/Production Workers with the values M / C / P respectively.

   If you define your own assignment categories, then you must map those assignment categories to the employment types in the predefined user table EHECS_ASG_CATG_TAB

   In the Table Values window, query for the EHECS_ASG_CATG_TAB table and add each of the assignment codes under one of the columns Apprentice Trainee/Full Time/Part Time with the same Exact and Value details as your lookup code.

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

See: Setting Up User Tables, Columns and Rows, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

See: Entering Table Values, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

3. Select the employment type from the Assignment Category list in the Assignment window.

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

4. Enter the mandatory declarant details

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

5. Enter employer level data, using the EHECS Information window.

   See: Entering EHECS Information, page 1-24

6. If you use the details specified in the predefined elements, then feed the predefined balances using the Balance Feeds window or if you do not process the data as elements in your payroll, then use the EHECS Override Information window to enter this information.

   See: Entering EHECS Override Information, page 1-25

Running the EHECS Report

The Central Statistics Office (CSO) of Ireland requires a mandatory report - Earnings Hours and Employment Cost Survey (EHECS) every quarter. You run this report using the Submit Request window.

To run the EHECS Report:

1. Enter IE EHECS Report in the name field.

2. Click in the parameters field and enter the following information:

   - Year - enter the year for which you want to generate the report.

   - Quarter - enter the reporting quarter (1, 2, 3 or 4).

   - Report Type - select whether the report is Original/Amended.

   - Employer - select the legal employer for whom to generate the report.

   - Payroll - select a payroll to generate the report for a subset of employees under

a particular payroll.

- Assignment Set - select an assignment set to generate the EHECS for a set of assignments only.

- Occupational Category - select this if you want the report to consider a particular occupational category only. Note that the summary for the other categories will be reported as 0 in this case.

- Declaration Date - enter the date of declaration.

- Address Change - if there was a change in the employer's address during this quarter, select Yes, else select No.

- Comments - Enter any comments that you want to report in the Survey report.

3. Click OK and Submit to generate an XML output.

4. Click the View Output button to view the output. The application saves the xml file in your environment's output directory. Rename this xml file as required and submit it. To view the formatted version of the report, submit the process XML Report Publisher, providing the request ID of the successful IE EHECS Report process. If you need to change any data and regenerate the report, then you can roll back and rerun the IE EHECS Report process.

5. If the IE EHECS Report ends in an error, it is possible that there is some missing mandatory data required for reporting or the data does not meet the validation criteria. Click the View Log button to verify the reason for the failure.

Running the NES Report

Oracle HRMS supports the Ireland National Employment Survey (NES). Every year, the CSO requests a sample of employers to complete the National Employment Survey. This survey encompasses general employer information and earnings-related employee information. The employee information includes a reference year and a reference month within that year and is drawn for a sample number of employees. Oracle HRMS provides you the IE NES Report to submit the data required for the survey.

To run the IE NES Report:

1. Specify the reference year.

2. Specify the reference month.

3. Enter the sample fraction. This value specifies the number of employees whose information is reported. The sample fraction can be one in one, one in two, and so on. Enter the denominator of the fraction.

4. Enter the employer name.

5. Select the payroll. This is an optional field.

6. Select the assignment set. This is an optional field.

7. Select the occupational category. This is an optional field.

8. Enter the declaration date.

9. Select if address change is applicable.

10. Specify a value in the Send To Employee field.

11. Enter applicable comments. This is an optional field.

Setting Up Gender Pay Gap Reporting Process

Before you generate the Gender Pay Gap report, you must set up the following:

1. Balances are provided to store year to date ordinary pay, year to date BIK pay, and year to date bonus pay. You must set up the individual elements that feed into these balances.

   • IE Gender PayGap Ordinary Pay

   • IE Gender PayGap Bonus Pay

   • IE Gender PayGap BIK Pay

2. Run the IE Gender Pay Gap Archiver process to archive the data that is required to generate the Gender Pay Gap Report. See: Running the IE Gender Pay Gap Archiver Process, page 7-30

3. Run the IE Gender Pay Gap Report program for the selected archive process to generate a comma-delimited file. See: Running the IE Gender Pay Gap Report, page 7-31

Running the IE Gender Pay Gap Archiver Process

Run this process to archive the data that is required for the IE Gender Pay Gap Report. You run this process from the Submit Request window.

To run the IE Gender Pay Gap Archiver Process:

1. In the Name field, select **IE Gender Pay Gap Archiver**. The Parameters window

opens.

2. Select **Employer PAYE Reference** from the list of values. It is a mandatory parameter.

3. Select the payroll from the list of values.

4. Enter the end date or the snapshot date (in the format 30-JUN-YYYY). It is a mandatory parameter.

5. Click **OK**.

Running the IE Gender Pay Gap Report

Run this program to generate the IE Gender Pay Gap Report in the comma-separated value (CSV) format with data for each selected assignment. Run this report from the Submit Requests window.

To run the IE Gender Pay Gap Report:

1. In the **Name** field, select **IE Gender Pay Gap Report**. The Parameters window opens.

2. Select the archive request ID. This is a mandatory parameter.

3. Click OK.

Setting Up IE ERR

Employers report the details of certain payments made to employees and directors to the Revenue electronically on or before the payment date. Oracle provides an archive process to report the expenses and benefits paid by the organization for their employees. This archive process generates a JSON file to submit to Revenue through Revenue Online Services (ROS). To produce the JSON file to send to the Revenue, perform the following steps:

1. If you are making payments outside of the payroll system, set up the following elements. You must enter the payment details for employees or directors using element entries for the following categories.

   • IE Small Benefits Exemption

   • IE Remote Working

   • IE Travel and Subsistence

If you are paying the benefit through the payroll system, then the values to report are selected from the run results(pay_run_results, pay_run_result_values). You must configure your existing formulas and formula result rules to feed these IE ERR elements. When you run the IE ERR Archive, you must specify the source of information as Paid Through Payroll.

- IE Pay Small Benefits Exemption

- IE Pay Remote Working

- IE Pay Travel and Subsistence

2. Run the IE ERR Archive process to archive the data. Verify the output for warnings or errors from the archive process.

   See: Running the IE ERR Archive Process, page 7-32

3. Run the IE ERR Report (JSON) to submit the generated JSON file to the Irish Revenue.

   See: Running the IE ERR Report, page 7-33

   The application internally saves the archive information in the extra assignment information type IE_ERR_ARCHIVE_INFORMATION.

   See: Assignment Extra Information Type, page 2-32

Running the IE ERR Archive Process

Run the IE ERR Archive process to archive the required payment details of employees. You run this process from the **Submit Requests** window.

To run the IE ERR Archive process:

1. In the **Name** field, select **IE ERR Archive** process.

2. Select the employer PAYE reference in the business group. The default value is NA.

3. Select the payroll for the given employer PAYEE reference.

4. Select from the following request type:
   - Line Item Delete

   - ERR Submission

   - ERR Submission & Line Item Delete

5. If you have selected either **ERR Submission** or **ERR Submission & Line Item**

Delete in the **Request Type** field, then select one of following options:

- Paid through Expense System

- Paid through Payroll

6. Enter the period start date and end date. You can select the start and the end dates only if you selected **Paid Through Expense System** as the **Processing Type**.

7. Select **Request ID To Delete** if you selected the **Request Type** as **Line Item Delete** or **ERR Submission & Line Item Delete**.

> **Note:** You can only delete the requests for which the ERR Archive process has been run.

8. Select **Yes** to run the process in debug mode.

9. If you run in debug mode, then depending on the processing type, you can select the person name.

- If the parameter **Processing Type** is set to **Paid Through Expense System**, then select the **Person Name** from the given **Employer PAYE Reference and Payroll**.

- If the parameter **Processing Type** is set to **Paid Through Payroll**, then select the **Person Name** from the given **Pre-Payment Request ID**.

10. Click Ok and then click Submit.

Running the IE ERR Report (JSON)

Run this report from the Submit Requests window to generate the JSON output based on the IE ERR archive.

To run the IE ERR Report:

1. In the **Name** field, select **IE ERR Report**.

2. Select the request ID of the IE ERR Archive processes. This step is mandatory.

3. Select **Yes** to run the process in debug mode.

4. Select the person name in the selected Archive Request ID.

5. Click **Ok** and then click **Submit**.

Rolling Back the IE ERR Archive Process

You can roll back the ERR Processes using the IE Rollback process. This ensures that additional information held in the Assignment EITs is also deleted and kept in sync.

You must roll back the IE ERR report process before rolloing back the archive process.

Run the **IE ERR Archive Rollback** process from the **Submit Requests** window.

To run the IE ERR Archive Rollback process:

1. In the **Name** field, select the **IE Rollback**.

2. Select the year.

3. In the **Payroll Process** field, select the IE ERR to roll back.

4. Select the process type as **Magnetic Report**.

5. Select the assignment set.

6. Click **OK** and then click **Submit**.

8

Payroll Processing and Analysis

Payroll Processing

Process Part of a Payroll

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

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

Assignment Sets

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

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

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

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

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

- Include all assignments

- Include or exclude individually identified assignments

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

Consolidation Sets

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

Element and Distribution Sets

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

You can select element sets as follows:

- Include all elements

- Include or exclude individually identified elements

- Include or exclude classifications of elements.

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

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

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

QuickPay

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

QuickPay: Two Options for PrePayments:

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

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

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

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

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

Troubleshooting QuickPay: Concurrent Manager

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

You may receive one of the following error messages:

- **The process has not started**

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

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

  Ask your system administrator to investigate the reason for this.

Continuous Calculation

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

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

Starting a Payroll Run

You start a payroll run in the Submit Requests window.

To run a payroll:

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

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

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

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

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

5. Select the payroll period for the run.

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

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

7. Select a run type.

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

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

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

10. Choose Submit.

Setting Up Continuous Calculation

To set up your system for continuous calculation:

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

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

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

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

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

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

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

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

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

   See: Running the Continuous Calculation Process, page 8-6

Running the Continuous Calculation Process

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

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

To run continuous calculation:

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

2. Select a payroll.

3. Schedule your process.

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

4. Choose Submit.

Pre-Processing for a Payroll

Pre-Processing for a Payroll

Within Oracle Payroll the Pre-Processing for a Payroll enables you to run various reports and processes to comply with legislative requirements.

To run the Lookup RPN process for the first ever pay period, you must set the parameter to Employer Reference Number. Ensure you leave the Payroll field blank for the first pay period.

> **Note:** Your employee data will not be populated in the Revenue systems until you have completed one full cycle and provided a Pay Submission. As a result, the New Lookup RPN response file may not produce the desired results.

Once you complete running the IE New Lookup RPN process for the first pay run of 2019, you can run the IE New Lookup RPN or IE Lookup RPN processes using the Payroll parameter.

You run the New Lookup RPN process if you have hired new employees after the last payroll run. Upload the JSON output generated by the New Lookup RPN process to Revenue and save the response you receive from Revenue.

Upload the Response from Revenue using the IE JSON Response Upload process. If there is no response from Revenue, or, for example, no PPS Number, then the application processes the employee as emergency.

Upload the response from Revenue.

> **Note:** Note if there is a PAYE exclusion order, no RPN will be generated.

You can now run payroll and prepayment for employees. Run the IE Payroll Submission Archive process, and then run the IE Payroll Submission Report. Upload the response from Revenue using the IE JSON Response Upload process.

Running the IE Lookup RPN Report

Use the IE Lookup RPN process to generate a report requesting employee-level information from Revenue for processing statutory deductions. This report is in JSON format.

Run the IE Lookup RPN from the Submit Requests window.

To run the IE Lookup RPN:

1. In the **Name** field, enter **IE Lookup RPN**.

2. In the **Parameters** window, enter the following details:

   - **Employer PAYE Reference** - this is a mandatory field

   - **Effective Date** – this is a mandatory field. RPNs are requested for employees that exist in the application as on this date. Since the payroll is run at the end of the pay period, it is advisable to use the end date of the pay period as the Effective Date.

   - **Payroll** - this is an optional field and contains a list of all payrolls associated with the selected Employer PAYE Reference.

     > **Note:** If you do not specify the payroll parameter, then the generated JSON file will contain only the header information as displayed in the following sample JSON:
     >
     > ```
     > '{"requestType": "lookupRPN","
     > employerRegistrationNumber": "1234567M","taxYear":
     > 2019,"softwareUsed": "Oracle EBS","softwareVersion":
     > "2018.01"}'
     > ```
     >
     > When the JSON response with only header information is submitted to Revenue, the Revenue site provides tax certificates relating to all employees who belong to the specified PAYE Reference registered with Revenue.

   - **Debug Mode** - this is an optional field. By default, this is set to No.

   - **Employee** - if you selected **Yes** as the **Debug Mode**, then this field is enabled. Optionally select a name to run the report for a specific employee. The list displays all persons under the Employer PAYE Reference and the Payroll you selected.

3. **Override Last Update Date** – this is an optional field. Use this to enter a value to be populated in the dateLastUpdated parameter in the JSON Request.

   > **Note:** If no value is provided for the **Override Last Update Date** parameter, then the dateLastUpdated field is populated from the effective date of the last Lookup RPN Request that has the same parameters. If there is an IE Lookup RPN process run present with an effective date in the future, then the dateLastUpdated field is populated with that future date, which may cause an error when you upload the RPN Request to revenue.

4. Click **OK**, and **Submit** to generate the JSON report.

> **Note:** The above process automatically spawns the request with the name Payroll File Reporter. The output of this Payroll File Reporter is in the JSON format and you can use file to submit to Revenue. Alternatively, to access this file from the file system, use the value of the File Name parameter in the Payroll File Reporter request.

Running the IE New Lookup RPN

Use the **IE New Lookup RPN** to archive all the new employees. The details of the employees in JSON format are sent to revenue to retrieve the RPN ID.

Run the **IE New Lookup RPN** from the **Submit Requests** window.

To run the IE New Lookup RPN:

1. In the **Name** field, enter **IE New Lookup RPN**.

2. In the **Parameters** window, enter the following details:

   - **Employer PAYE Reference** - this is a mandatory field.

   - **Payroll** - this is a mandatory field and contains a list of all payrolls associated with the selected **Employer PAYE Reference**.

   - **Debug Mode** - this is an optional field.

   - **Employee** If you selected **Yes** as the **Debug Mode**, then this field is enabled. Optionally select a name to run the report for a specific employee. The list displays all persons under the **Employer PAYE Reference** and the **Payroll** you selected.

3. Click **OK**, and **Submit**.

> **Note:** The above process automatically spawns the request with the name Payroll File Reporter. The output of this Payroll File Reporter is in the JSON format and you can use file to submit to Revenue. Alternatively, to access this file from the file system, use the value of the File Name parameter in the Payroll File Reporter request.

Using the IE UI Upload page:

Use the PAYE Revenue Response Upload page to validate JSON response obtained

from Revenue after uploading the Lookup RPN or New Lookup RPN files to the Revenue site (generated from the application).

To search for and validate a JSON response:

1. To search for a submitted request, enter the following parameters:

    • Select a value in the **Tax Year** field. This is a mandatory field.

    • Select the **Employer PAYE Referenc**e from the list of values. This is a mandatory field.

    • Select the **Request Type** from the list of values. This is a mandatory field.

    • Optionally, select a **Payroll Name** to search for a request based on a specific payroll.

    • Optionally, enter a **Submission Request ID** to search for a response for a specific request ID.

    • Optionally select a **Status** to filter by status.

2. Browse the response file obtained from Revenue for the request and submit it for validation.

Running the IE JSON Response Upload process

Once the file is successfully validated by the PAYE Revenue Response Upload, use the IE JSON Response Upload Process to update the JSON response in the application.

To run the IE JSON Response Upload process:

1. In the **Name** field, enter **IE JSON Response Upload Process**.

2. In the **Parameters** window, select a value for **Employer PAYE Reference**. This is a mandatory field.

3. Optionally, enter a **Payroll**.

4. Select a **Response Type**. This is a mandatory field and contains a list of values. You can choose from **Lookup RPN**, **New Lookup RPN**, and **Payroll Submission**.

5. Select a **Tax Year** from the list. This is a mandatory field.

6. Select a **Request ID**. This is a mandatory field and displays a list of all requests run for the selected **Employer PAYE Reference**, **Response Type** and **Tax Year**.

7. Optionally select an **Upload Mode**. You can choose from **Validate Only** and **Validate and Commit**. By default, if you selected **New Lookup RPN** or **Lookup RPN** as the **Response Type**, then the default value for **Upload Mode** is **Validate Only**.

8. Click **OK** and **Submit**. The Response Upload Date is stored in an EIT and when you run a payroll for a particular period, the application uses this to validate if the IE Lookup RPN report has been run between the payroll period start and end dates.

Post Processing for a Payroll

Post-Processing for a Payroll

PrePayments Process

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

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

Payroll Submission Archive and Payroll Submission Report

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

Cheque/Check Writer Process

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

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

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

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

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

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

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

Void Cheque/Check Payments Process

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

Check Writer - Override Payment Date Process

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

External/Manual Payments Process

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

Data Locks for Payroll Processes

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

Data Locks: Automatic or User Selectable

Automatic

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

User Selectable

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

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

Data Locks: Rollbacks Can Override Them

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

Generic Upgrade Mechanism Overview

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

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

Navigate to System Administrator > Security: Responsibility: Define.

Query your responsibility and the Request Group used.

Go to Security > Responsibility > Request.

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

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

Note: Not all the upgrade programs have been enabled for all localizations. Contact your administrator for the upgrade program for your localization.

BEE Input Value Upgrade at Business Group Level:

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

Balance Date and Time Definition Upgrade:

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

QuickPay Exclusions Table Upgrade:

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

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

Remove Applicant Assignment Link Usages:

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

Single Latest Balance Table Upgrade:

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

- PAY_PERSON_LATEST_BALANCES

- PAY_ASSIGNMENT_LATEST_BALANCES

- PAY_BALANCE_CONTEXT_VALUES

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

Sparse Matrix Null Run Result Values Functionality:

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

Sparse Matrix Null Result Values Upgrade:

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

Update Action Type of Assignment Action:

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

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

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

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

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

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

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

following query:

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

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

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

Upgrade Entry Process Details with Tax Unit

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

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

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

Disability Status Upgrade (UK only):

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

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

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

South Africa: End Date Business Address at Person Level:

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

UAE: Upgrade Social Insurance Element Entries

Run the Generic Upgrade Mechanism program with this parameter to update the Registration Date for the Social Insurance element with a blank value for existing employees.

UK: Update NI Element Input Values (Investment Zone)

Run this process with this parameter to update the historic NI entries for the employees who have been hired on or after 6 April 2023. The process creates entry values for the new input value IZ Eligibility End Date with blank values for NI Element. You must run the program RTI GB Update NI Category before running the payroll to ensure that the NI categories are updated as expected.

Related Topics

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

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

Void and Reversal

Void and Reversal module enables users to void a check and then reissue or cancel the check as a single process. Users can run the Void Check process for a particular payroll, payment method, or payment type or for different assignment actions of different payrolls. It also enables voiding a large number of checks being processed by a single Check Writer run.

Depending on your requirement, you can choose one of following options:

• Void

• Void and Reissue

• Void and Cancellation

Void - You can use Void when you need to reprint a check that has been lost or damaged or if there is a printing error. Voiding a check does not prevent the payment from being made again

Void and Reissue - When you need to print a new check due to voiding with the same amount, you can use the Void and Reissue option. The Void and Reissue involves two processes: voiding the check and then running the Check Writer process.

Void and Cancellation - You use this option when the check has already been printed

but the amount on the check is not valid, due to inaccurate data provided to payroll. You not only want to void the check but also want to undo the current calculations on this employee. Typically, you recalculate the payroll with the correct data and thus reversing the run results and balances. Here, the first step is to void the check and subsequently run a set of processes to correct the problem. The processes are voiding the check and then reversing the payroll run. You can run these processes in two different modes depending on the kind of assignment actions to be processed. You can run for a particular payroll, payment method, or payment type or for different assignment actions of different payrolls.

Accessing Void and Reversal

Oracle delivers the sub-menu Process Flow to enable you to access the Void and Reversal module. Ensure that the menu is attached to your responsibility.

Clicking on Process Flow function opens the Payment History page for Void and Reversal module. On this page, you can search for payments based on different criteria such as payroll name, payment method, assignment number, or employee name.

Click on Go to retrieve all active payments. You can select the mode for any transaction - whether single or batch mode.

Batch - You can run the flow for assignment actions, which belongs to one payroll, one payment method, or one payment type.

Selective Payment: You can run the flow for assignment actions, which belongs to different payroll, payment method or assignment number.

Using the Void Selective Payment option : Using the Selective Void mode, you can perform operation on a single check selectively. Clicking on Void Selective Payment enables you to select checks for further actions.

The Search lists all valid check payments from where you can move selective payments using Move/Move All link for voiding. You can view the details for each payment in the Description section for each box by highlighting the Payment row. You can perform the following operations on the selected checks using the Action Parameters page:

• Cancel Check

• Void Check Payment

• Reissue Check

Cancel Check - You can use this option to void and reverse a check in single step. Enter a reason and an effective date when you want to cancel the check.

Void Check Payment - You can use this option to only when you want to void the selected check. Enter a reason and the effective date.

Reissue Check- You can use this option to reissue a check. You must specify the overriding check number and overriding check date to void the check and run the

Check Writer process. Specify the reason and an effective date when you want to reissue.

The Summary page summarizes the checks selected for processing. You can select payments for voiding. You must select at least one payment for processing.

You can use the Process Monitor page to view and track your requests. You can cancel the submitted requests by selecting the Process check box and clicking on Cancel Request. You can also purge the completed requests using the Purge Completed Requests button. Once the process is completed, you can view the status along with details and log. You cannot cancel the Void process.

Using the Void Batch Payment option:

If you have a large number of checks that must be voided, you can use Void Batch Payment option. To void checks in Batch mode, navigate to Payment History page and click on Void Batch Payment. You can search for employees in bulk and select the required payments. Select the Action type for processing these payments such as

- Cancel Check

- Void Check Payment

- Reissue Check

Clicking Submit takes you to the Process Monitor page where you can view and track your processes.

Running Post-Run Processes for QuickPay

To run PrePayments and other processes from the QuickPay window:

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

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

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

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

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

     Important: Oracle recommends you to run QuickPay Prepayments

after a QuickPay run to avoid any issues during processing.

Viewing Payroll Process Results

To view, retry or roll back payroll processes:

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

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

2. Choose Find.

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

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

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

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

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

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

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

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

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

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

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

  - Costings that were correctly costed (Normal Number)

  - Costings posted to the suspense account

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

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

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

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

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

  - Cleared

  - Uncleared

  - In error

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

Running the Gross to Net Summary Report

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

You run this report from the Submit Requests window.

To run the Gross to Net Summary report:

1. In the Single Request field, select Gross to Net Summary Report.

2. Click in the Parameters field and select the parameters for the report.

3. Select a specific payroll. You must enter either a payroll or a consolidation set to run the report.

4. The period automatically populates for the selected payroll.

5. Select a consolidation set. If you select a payroll in the Payroll field that is associated with a consolidation set, the consolidation set automatically populates. You must enter either a payroll or a consolidation set to the report.

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

7. Select Yes to generate a detailed report. Otherwise select No.

8. Select Yes to show a reversal for the current period in the report.

9. Click OK and then Submit.

Printing the Payslip

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

You run the payslip report from the Submit Request window.

To run the payslip report:

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

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

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

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

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

6. Click Submit.

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

Running the Employee Assignments Without Payroll Report

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

You run this report from the Submit Requests window.

To run the Employee Assignments without Payroll report:

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

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

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

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

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

6. Click OK.

7. Click Submit.

Running the Payroll Actions Not Processed Report

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

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

To run the Payroll Actions Not Processed Report:

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

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

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

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

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

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

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

8. Click OK.

9. Click Submit.

Running the Employee Assignments Not Processed Report

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

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

To run the Employee Assignments Not Processed report:

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

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

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

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

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

6. Enter the sort options for your report.

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

8. Click OK.

9. Click Submit.

Running the Element Register Report

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

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

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

To run the element register report:
1. Enter the Beginning Date Paid and the Ending Date Paid to specify your reporting period.

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

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

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

   • Element Name - your report only includes a single element

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

criterion is element set, you enter the name of the particular element set that you want to report on.

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

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

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

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

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

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

9. Select a file type for your output.

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

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

10. Click OK and then Submit.

Running the Element Result Listing Report

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

You run the report in the Submit Requests window.

To run the Element Result Listing report:

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

2. In the Parameters window, select the name of either the consolidation set or payroll

for which you want to see information.

3. Select the element and date range for which you want to see information.

4. You can further restrict information you see by selecting an organization.

5. Select a maximum of three input values for which you want to see run results of each employee's last assignment process. These input values appear on the report in the order in which you select them.

6. Select additional sort parameters for assignment information if you require them. The default is payroll, which is always the first parameter. You can also select from organization, employee name and assignment number.

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

8. Click OK and then Submit.

Running the PrePayments Process

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

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

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

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

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

> **Additional Information:** You cannot delete personal payment methods if a PrePayment process is run.

Canada only: The PrePayments process creates different results depending on the setting of the Payroll Archiver Level option, which is set at the business group level. If you set it to "Tax Group," PrePayments consolidates the payment for all GREs of an assignment (which must belong to the same tax group), and Cheque Writer/Deposit Advice generates only one cheque or deposit (this can happen only at the beginning of the year, after running the last payroll for the previous year and before running the first payroll of the current year). If you set it to "GRE," PrePayments creates separate payments for each GRE, and Cheque Writer/Deposit Advice generates a cheque or deposit advice for each GRE.

See: Entering Payroll Archiver Level Information, *Oracle HRMS Enterprise and Workforce Management Guide*

You run this process from the Submit Requests window.

To run the PrePayments process:

1. In the Name field, select PrePayments.

2. In the Parameters window, select the name of the payroll or consolidation set to run the process for.

   When you select a payroll, the default consolidation set is displayed.

3. Enter the start and end dates of the time span for the prepayments processing to cover.

   > **Note:** If you specify the end date and not a start date, the process automatically uses the start date of the period for the end date you specified.

4. If required, enter an override payment method. The method you select overrides all other payment methods for this processing.

5. Choose OK.

6. Choose Submit.

Running the Payroll Submission Archive Process

Use the Payroll Submission Archive process to generate the IE Payroll Submission report.

To run the Payroll Submission Archive process:

1. In the **Name** field, select **Payroll Submission Archive**.

2. In the **Parameters** window, select the **Employer PAYE Reference**. This is a mandatory field. When you select the **Employer PAYE Reference**, all payrolls associated with the selected **Employer PAYE Reference** display in the **Payroll** field.

3. Select a value for the **Request Type**. You can choose from:

   - **Line Item Delete** – use this to delete payroll submission files that were previously submitted to Revenue.

   - **Payroll Submission** – use this for generating payroll submission files used to upload to Revenue

   - **Payroll Submission and Line Item Delete** – use this option to simultaneously delete payroll submission files that were previously submitted to Revenue and to generate payroll submission files to upload them to Revenue.

4. Select a value for **PrePayment Request ID**. This is a mandatory field and lists all the prepayments associated with the selected **Employer PAYE Reference**.

5. Optionally select a **Request ID** to **Delete** from the list. This list contains those requests for which Payroll Submission Archive process has been run.

6. By default, the **Debug Mode** field is set to **No**. You can choose to set it to **Yes**. This is an optional field.

7. If you select **Yes** in the **Debug Mode** field, then the **Person Name** field is enabled. You can select a value from the list that contains all persons associated with the selected **Employer PAYE Reference** and **Payroll**. This is an optional field.

8. Click **OK** and **Submit** to run the process.

To run the IE Payroll Submission Report (JSON) process:

1. In the **Name** field, select **IE Payroll Submission Report (JSON)**.

2. In the **Parameters** window, select the **Archive Request ID**. This is a mandatory field and contains a list of all **Request IDs** associated with the **IE Payroll Submission Archive** process.

3. By default, the **Debug Mode** field is set to **No**. You can choose to set it to **Yes**. This is an optional field.

4. If you select **Yes** in the **Debug Mode** field, then the **Person Name** field is enabled.

You can select a value from the list that contains all persons associated with the selected **Employer PAYE Reference** and **Payroll**. This is an optional field.

5. Click **OK** and **Submit** to run the process.

> **Note:** The above process automatically spawns the request with the name Payroll File Reporter. The output of this Payroll File Reporter is in the JSON format and you can use file to submit to Revenue. Alternatively, to access this file from the file system, use the value of the File Name parameter in the Payroll File Reporter request.

> **Note:** To correct a previously submitted request, first generate the delete payroll submission request (before rolling back the pre-payment request) and subsequently generate a new payroll submission with new Pre-Payment request.

Running the IE Payroll Submission Reconciliation Report Process

Use the IE Payroll Submission Reconciliation Report process to generate the PDF format of the IE Payroll Submission report.

To run the IE Payroll Submission Reconciliation Report process:

1. In the **Name** field, select **IE Payroll Submission Reconciliation Report**.

2. In the **Parameters** window, select the **Payroll Action ID**. This is a mandatory field, and displays a list of **Payroll Action IDs.**

3. Click **OK** and **Submit** to run the process.

Running the Third Party Prepayments Rollup Process

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

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

You run this process from the Submit Requests window.

To run the Third Party Prepayments Rollup Process:

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

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

3. Enter the start and end dates of the time span for the third party prepayments rollup processing to cover.

   > **Note:** If you specify the end date and not a start date, the process automatically uses the start date of the period for the end date you specified.

4. Select the payment method to be rolled up in that run.

5. Click Ok and then Submit.

Running the Third Party Prepayments Rollup Details Process

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

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

You run this process from the Submit Requests window.

To run the Third Party Prepayments Rollup Details process:

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

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

3. Enter the start and end dates of the time span for the third party prepayments processing to cover.

   > **Note:** If you specify the end date and not a start date, the process automatically uses the start date of the period for the end date you specified.

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

5. Click Ok and then Submit.

Running the Cheque/Check Writer (Generic) Process

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

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

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

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

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

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

4. Enter the payment type and the payment method.

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

6. Enter the cheque style.

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

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

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

Running the Cheque/Check Writer Process

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

To run the Cheque/Check Writer process:

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

   Irish Payroll: Select IE Cheque Writer

Mexican Payroll: Select Cheque Writer (Mexico).

US Payroll: Select Check Writer.

All others: Select Cheque Writer.

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

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

4. Enter your cheques/checks payment method.

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

6. Enter your cheque/check style.

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

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

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

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

8. Choose Submit.

Running the Void Cheque/Check Payments Process

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

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

To run the Void Cheque/Check Payments process:

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

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

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

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

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

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

Reissuing a Voided Cheque/Check

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

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

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

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

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

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

4. Run the Void Payments Report any time after the void has been processed. See: Running the Void Payments Report, page 8-36

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

1. Reverse the cheque/check that you have voided in the Reverse Payroll Run window. See: Correcting Run Results: Reversals, page 8-91

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

3. Run QuickPay for the new amounts that is to be paid to the employee. See: Running QuickPay, *Oracle HRMS Payroll Processing Management Guide*

4. Run the PrePayments process. See: Running Post-Run Processes for QuickPay, page 8-20

5. You can now do one of the following:

    • Manually issue the cheque/check. See: Making External/Manual Payments, page 8-38

    • Run the Cheque/Check Writer process again.

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

7. Run the Void Payments Report any time after the void has been processed. See: Running the Void Payments Report, page 8-36

Running the Cheque Listing Report

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

Run this report from the Submit Requests window.

To run the Cheque Listing report:

1. Select Cheque Listing in the Name field.

    Irish Payroll: select IE Cheque Listing

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

3. Select the sort order for this report.

4. Choose Submit.

Running the Void Payments Report

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

Run this report in the Submit Requests window.

To run the Void Payments report:

1. In the Name field, select Void Payments Report

    Irish Payroll: Select IE Void Payments Listing

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

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

   US Payroll: You can optionally select a GRE.

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

4. Click OK and then Submit.

Running the Payroll Cheque/Check Payment Report

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

To run the Payroll Cheque/Check Payment report:

1. Enter the Process Start Date.

2. Enter the Process End Date.

3. Select a Payment Method.

4. Click Finish.

Voiding Magnetic Tape Payments

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

- The period of notice required for a reversal

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

- The preferred transmission method for the reversal request

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

To run the Void Magnetic Payments process:

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

2. Enter the effective date for the void process.

3. Enter a reason for voiding the payment.

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

5. Select the payment that you want to void.

6. Click Submit

Making External/Manual Payments

You can use the External/Manual Payments window to:

- Make check/cheque payments to employees.

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

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

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

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

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

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

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

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

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

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

    2. Select the run date.

    3. Navigate to the QuickPay Pre-payments field.

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

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

To make a cheque/check payment to an employee:

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

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

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

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

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

5. Save your entry.

To make a cash payment to an employee:

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

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

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

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

5. Save your entry.

To prevent a voided payment from being reissued:

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

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

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

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

5. Save your entry.

Running the Generic Upgrade Mechanism Process

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

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

To run the Generic Upgrade Mechanism process:

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

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

    *   BEE input values at the business group level

    *   Balance Date and Time Definitions

    *   QuickPay Exclusions

    *   Single Latest Balance Tables

    *   Remove Applicant Assignment Link usages

    *   Sparse Matrix Null Run Result Values Functionality

    *   Sparse Matrix Null Result Values Upgrade

    *   Update Action Type of Assignment Action

    *   Elements for Enhanced Retropay for all Business Groups (US/AU only)

    *   Upgrade Entry Process Details with Tax Unit

    *   Involuntary Deduction at Business Group level (UK)

    *   Disability Statuses (UK)

    *   Update NI Element Input Values (Investment Zone) (UK)

    *   South Africa: End Date Business Address at Person Level (ZA only)

    *   US: Upgrade Third Party Rollup Balance. See Processing Third Party Payments Rollup for US Payroll, *Oracle HRMS Payroll Processing Management Guide (US)* for more information.

    *   Upgrade Social Insurance Element Entries (UAE)

3. Click OK.

RetroPay Processing

Overview of RetroPay Processing

Purpose of the RetroPay Process

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

- An employee receives a pay award that is backdated to a previous pay period.

- The payroll department makes a retrospective correction for an error that occurred in a previous pay period
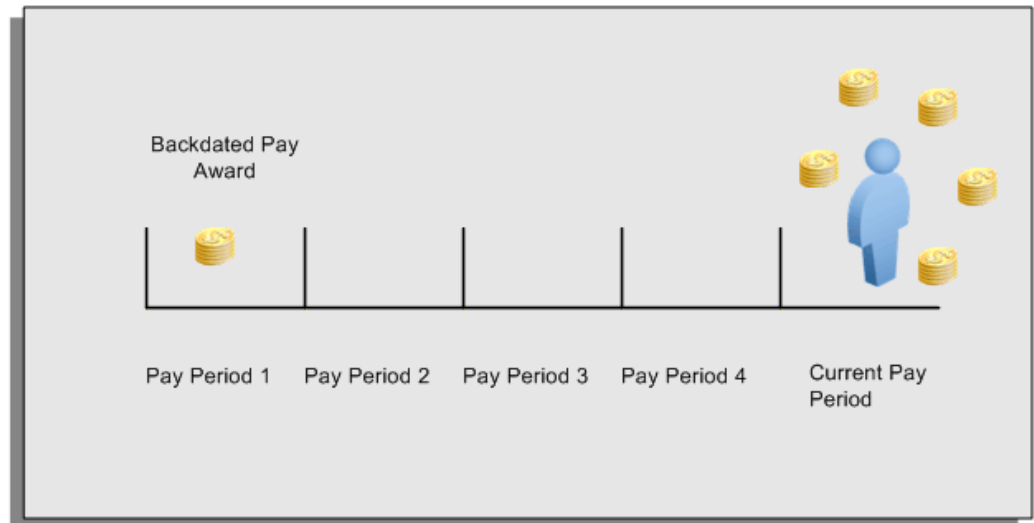
For example, at the start of the current pay period, this employee has a pay award backdated to pay period 1. The employee has not yet received any payments for this award. In the current pay period the employee is entitled to payments that represent the backdated amounts for:

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

- The current pay period

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

Period Earned is Distinct from Period Paid
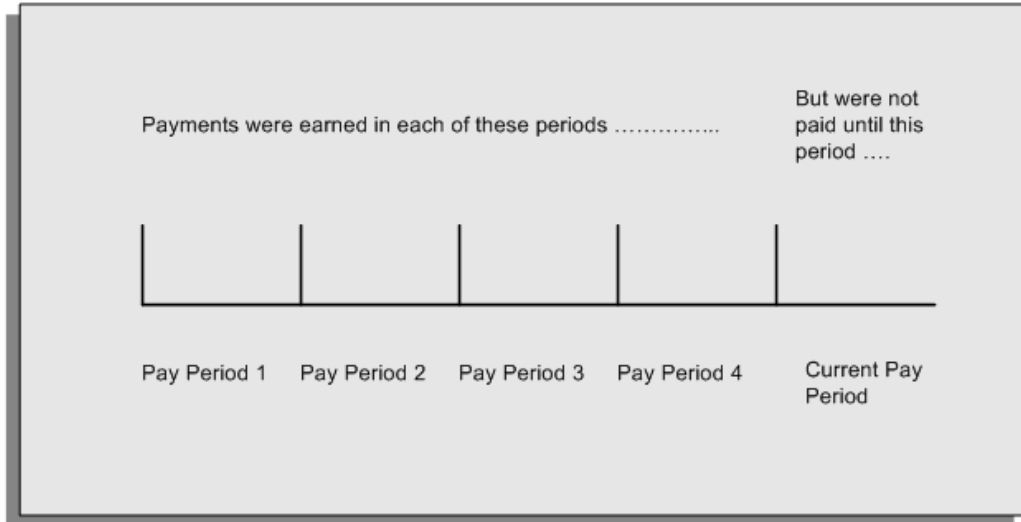
When backdated payments occur, the accuracy of your subsequent payroll processing depends on distinguishing between:

- The period in which the payment was earned

- The period in which the payment was made
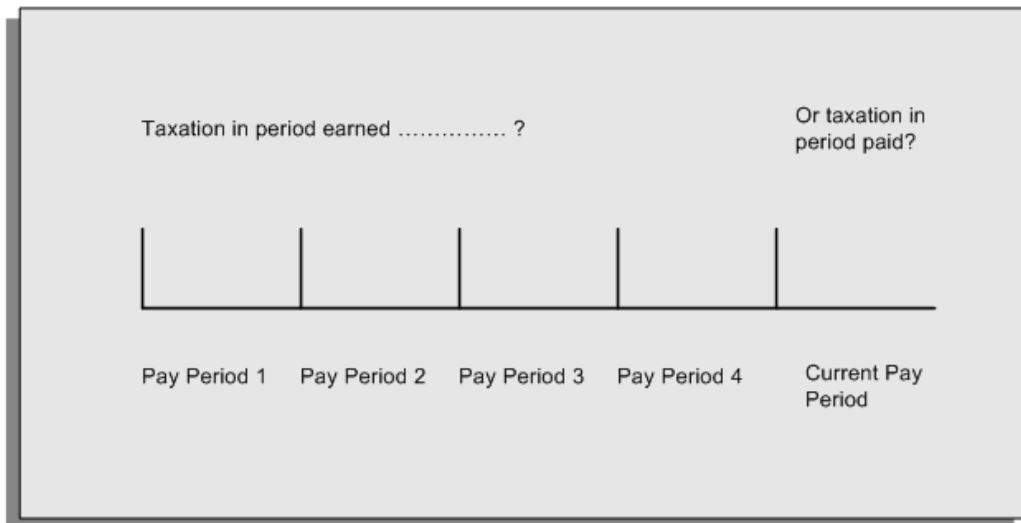
For example, the taxation implications are different for:

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

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

The RetroPay Process Does Not Overwrite Your Historical Payment Records
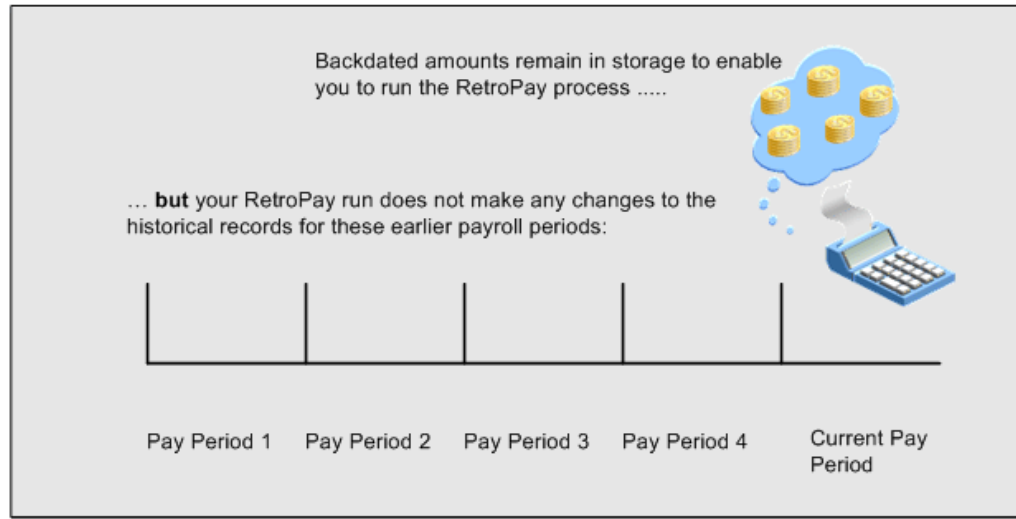
You never overwrite historical payroll data when you run RetroPay. Although you recalculate all periods that have retroactive changes whenever you run a RetroPay, you never modify the stored results for these periods. Instead, you create one or more RetroPay entries to receive the process results.

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

Process RetroPay with Overlapping Periods

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

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

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

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

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

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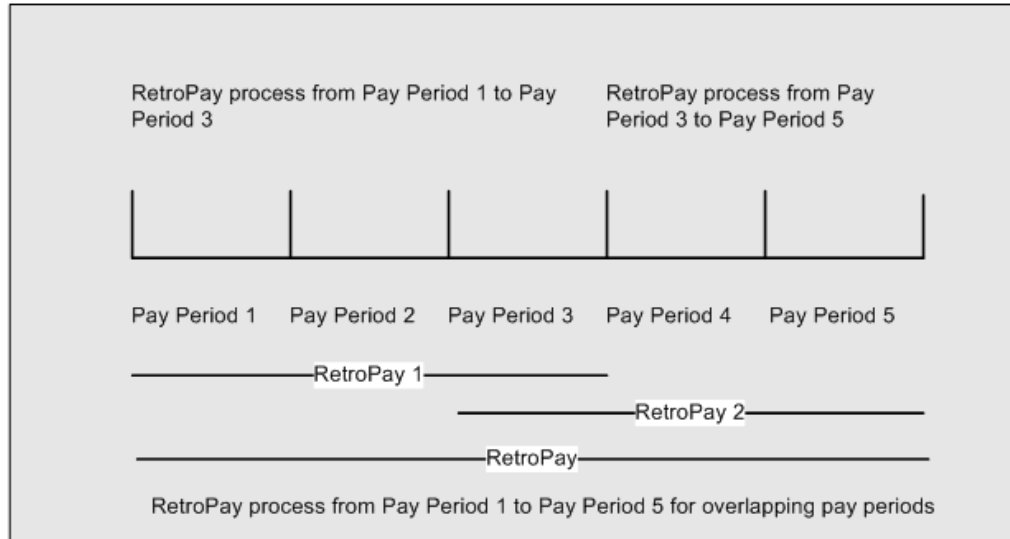
When to Run the RetroPay Process

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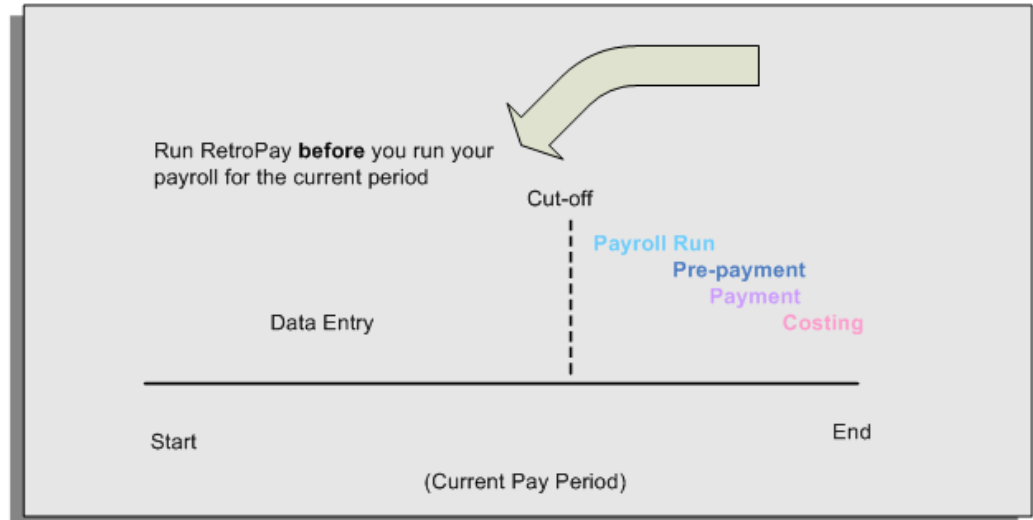
It is important to run your RetroPay process at the correct point in the payroll cycle. Always run RetroPay immediately before you run a payroll, and, for greatest accuracy, as close to the cut-off date as possible. The cut-off date is the point at which all data entry for the payroll is complete.

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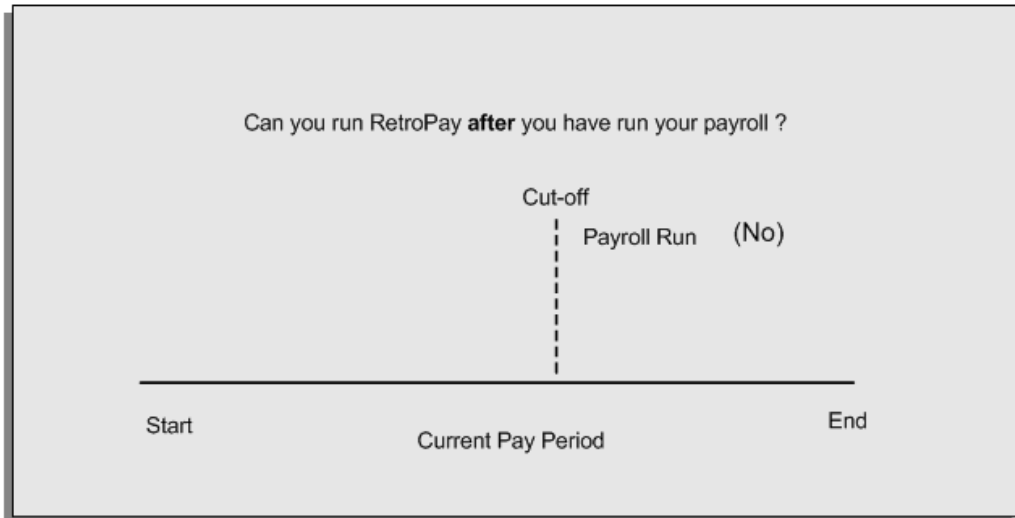
The RetroPay process cannot occur after your payroll run. If you run your payroll and then discover further backdated adjustments you must hold them over until a later payroll period and run the RetroPay process in that subsequent payroll period.

Backdated Adjustments Are Always Paid in the First Open Payroll Period
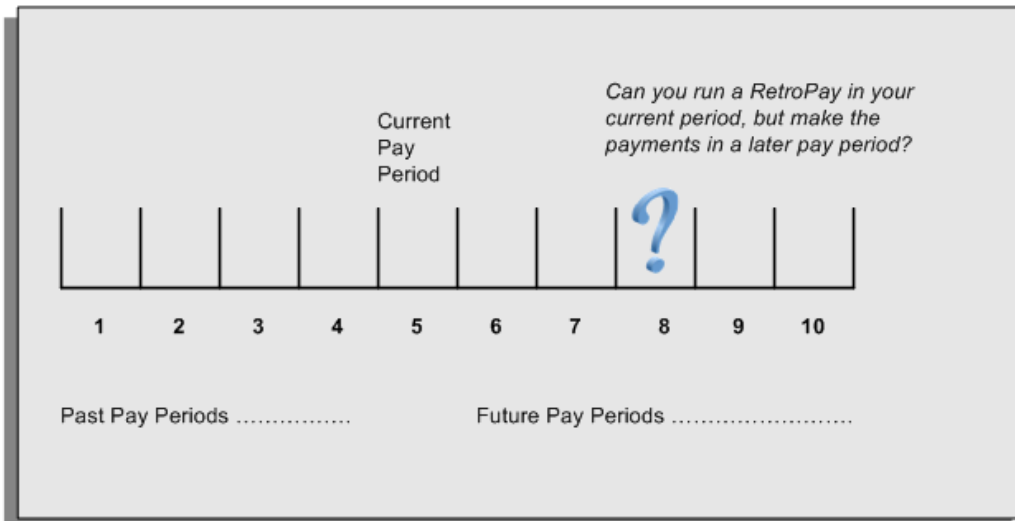
When you run a RetroPay process in your current payroll period, any backdated adjustments are always paid in your current payroll period. So, a RetroPay process in period 5 calculates any backdated adjustments from periods 1 to 4, and marks them for payment in period 5.

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

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

Troubleshooting RetroPay

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

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

• Troubleshooting Enhanced RetroPay and Retro-Notification, page 8-49

Troubleshooting Enhanced RetroPay and Retro-Notification

Problem Description	What to Do
View RetroPay Status does not display some of my expected choices	Contact your System Administrator. The configuration of View RetroPay Status is determined at setup.
	If the legislation rule RETRO_STATUS_USER_UPD is set to Y, then you have a choice when you view RetroPay status. You can either exclude the assignment from RetroPay processing (you select Deferred), or include it (you select Confirmed Awaiting Processing).
	However, if RETRO_STATUS_USER_UPD is set to N, then the assignment is automatically included in the next RetroPay run (it displays in View RetroPay Status as Included Awaiting Processing).

Problem Description	What to Do
After setting up Enhanced RetroPay, the Enhanced RetroPay run does not produce any results. US only : the Retro-Notification report (Enhanced) does not record a salary change for an employee unless you add the changed details from View RetroPay Status.	In both cases: Navigate to the Element window and ensure that the Default Component check box is checked. The United States has one component only (RetroPay) and one reprocess type (Reprocess) - you must check the Default Component check box for the element.
RetroPay Element field is missing when Enhanced RetroPay is enabled.	This is intended behavior. The RetroPay Element field is hidden when Enhanced RetroPay is enabled. You now add your RetroPay elements from the Retro Components button available from the Recalculation tab of the Elements window.

Troubleshooting RetroPay

Problem Description	What To Do
RetroPay process element entry not generated for one or more assignments.	Check that the element links exist, then check your RetroPay setup., page 8-51
Unexpected value returned.	Check your RetroPay setup., page 8-52
Start and end times ignored.	Check for a previous RetroPay run that overlaps with your current run. If there is an overlap, rerun a new RetroPay with dates that fully include the period processed by the earlier RetroPay.
RetroPay Warning: *Process Log shows zero employees in error - did not create element entries for processed employees.*	Check that you are using the correct balance in the RetroPay set. If you are processing RetroPay within a single calendar year, choose a balance that represents gross pay for year to date. If your RetroPay spans two years, do not select a balance with the _YTD dimension.

Problem Description	What To Do
Cannot use the Element Entries window to delete RetroPay generated elements.	Roll back the RetroPay process, remove the unwanted assignments from the assignment set and then rerun RetroPay.
	Note: The RetroPay process does not permit use of the Element Entries window to make these changes. This is expected behavior rather than an error.
RetroPay Error: *APP-6370 Cannot create an entry past the termination rule date.*	The setup of your RetroPay element (specifically, the termination rule) does not enable you to process terminated employees. Remove the assignments of terminated employees from your assignment set and then rerun RetroPay.

Detailed Problem Resolutions

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

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

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

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

2. Check that RetroPay entries exist for this assignment. Do this by inspecting the log file for the HR_HRPROC_EE_NOT_CRE message and searching for the text *Warning RetroPay has detected no change*. This text indicates that RetroPay entries do not exist. There are no differences between the original payroll run and the RetroPay run.

3. Check that your RetroPay setup correctly defines all the required balances. The RetroPay process always uses a balance to track the difference between an original entry and a retro entry. If retro-payments do not specifically feed your RetroPay balances, then the RetroPay process cannot identify that a retro-payment has occurred.

   Example (from U.K. Payroll)

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

4. Confirm that your RetroPay element has a classification of Earnings. The Earnings classification ensures that you can pay the amounts identified by the RetroPay process. Other classifications, such as Information, do not allow you to make payments.

5. Find out whether your RetroPay definition includes any Year to Date (_YTD) balances. If you run a RetroPay process that spans the end of year, you could see unexpected results if you are using _YTD balances. Errors occur because the payroll run clears the_YTD balance at the end of year in preparation for the next year.

6. Check that there is a correct end date for the payment of RetroPay entries. Do this by View | Lists | Employees by Element to see whether the entry was created for an unexpected period. If this is the case, set the end date to the first date of the payroll period in which the RetroPay entry should be paid. For example, if you run RetroPay for June to September 2021 to pay back pay in October 2021, your start date should be 01-JUN-2022 and your end date 01-OCT-2022.

Check Your RetroPay Setup

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

1. Check the logic of the RetroPay setup to determine that you are feeding the correct balance and confirm that you are not feeding the correct balance more than once.

2. Find out whether your RetroPay definition includes any Year to Date (_YTD) balances. If you run a RetroPay process that spans the end of year, you may see unexpected results if you are using _YTD balances. Errors occur because the payroll run clears the_YTD balance at the end of year in preparation for the next year.

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

   In particular:

   • Balances like Gross Pay can reflect multiple changes to an assignment. These changes can affect the recalculated value of that assignment.

   • Generic changes such as updates to a formula can affects the results of associated elements, and introduce balance value changes that subsequently

affect RetroPay values.

Setting Up the Retro-Notifications Report

You use the Retro-Notifications report to identify any changes that have a retrospective effect for payrolls that you have already run. You can define the relevant types of change by setting up an event group to specify the changes. Follow these steps to set up the Retro-Notifications report:

To enable dynamic triggers:

1. Navigate to the Dynamic Triggers window.

2. Enable any dynamic triggers that the application generates. It is important to enable these triggers to ensure your payroll processing updates each database table correctly. The recommended minimum list of triggers to enable for the Retro-Notifications report is as follows:

Table Name	Trigger Type
PAY_ELEMENT_ENTRY_VALUES_F	Update
PAY_ELEMENT_ENTRIES_F	Update
PAY_ELEMENT_ENTRIES_F	Insert
PAY_ELEMENT_ENTRIES_F	Delete

To define an event group:

1. Navigate to the Table Event Group window.

2. Enter a name for your Event Group, for example, Retro-Notification Events.

3. Select Retro as your event groups type.

4. Save your entries.

5. Select the events that will produce notification if retrospective changes occur. Specify the following information to identify the type of update and the database table to which it applies:

   • Update Type

- Base Table Name

- Column Name

For example:

Update Type	Table	Column Name
DateTrack Correction	PAY_ELEMENT_ENTRY_VALUES_F	SCREEN_ENTRY_VALUE
DateTrack Update	PAY_ELEMENT_ENTRIES_F	EFFECTIVE_START_DATE
DateTrack Update	PAY_ELEMENT_ENTRIES_F	EFFECTIVE_END_DATE
DateTrack End Date	PAY_ELEMENT_ENTRIES_F	
DateTrack Insert	PAY_ELEMENT_ENTRIES_F	
DateTrack Delete	PAY_ELEMENT_ENTRIES_F	

To enable the Incident Register:

1. Navigate to the Functional Area Maintenance window.

2. Query the Incident Register and ensure that you have triggers defined.

3. Decide whether to capture the triggers by legislation, business group, or payroll. Navigate to each tab to make your selection.

Setting Up Enhanced RetroPay with Component Usages and Element Time Spans

You can decide whether each retrospective payment requires:

A full reprocessing in which you recalculate all amounts for the current payroll. This option is typical when you are processing backdated payments, or when you want to deduct tax for backdated amounts in the period when it was earned, rather than in the current payroll period.

A limited reprocessing in which you recalculate only some of the amounts for the current payroll. This option is typical when you are processing corrections, or when you want to deduct tax for retrospective changes in the current payroll period rather than in the period when it was earned.

Components for RetroPay

Oracle Payroll describes each different type of RetroPay run as a component. You set up RetroPay component usages to define how RetroPay will process the component. For example, you could set up a component Earnings Correction for the element Basic Salary. A component always has:

- A name (for example, Earnings Correction)

- A reprocess type (Static, Partial, Reprocess) to determine how to process the component

Element Time Spans for RetroPay

For each of these components, you define an element time span to specify the start and end dates of the retro processing, and which RetroPay element applies for each time span. If you are creating RetroPay elements manually, you must follow the process given below to set up retro components and element spans to process RetroPay correctly.

> **Tip:** Check if your Localization has components and time spans predefined that you can use to process retropay.

> **Additional Information:** Check if your localization has any upgrade processes enabled if you are upgrading your current elements.

Setting Up Retropay Component Usages:

Retropay component usages assign the components to the elements you created, ensuring all the elements recalculate with the latest values.

1. Query your defined element, in the Element window.

2. Select the Recalculation tab, and check the Retro Components button.

> **Note:** South African users: Select the predefined ZA Statutory Updates event group from the list of values in the Recalculation Events field. Alternatively, you can create and attach an event group of your choice

3. In the Retropay Components region of the Retropay Element window, choose the component field, and an appropriate component from the list of values.

> **Note:** Do not enable the Retro Component of the elements that are themselves being used to process retropay for another element.

4. Select the Reprocess Type. If you select Static, then Retropay will not process any changes to the element when running the relevant component. Opting for the Reprocess Type ensures the element changes process.

5. Save your work.

6. You can now enter the element time spans.

Setting Up Element Span Usages for Elements:

The element time span usages defines the start and end dates for retropay processing. Most elements have the standard time span of Start of Current Year to End of Time already assigned, to cover any changes made in the current year. For each earnings element, or imputed earnings element with a defined retropay component usage, you must define two element span usages. These element span usages cover the earnings for both the current and the previous year, defining not only how far back processing should cover, but also up to where a particular retropay element carries forward the retro changes. You must define your retropay elements and components before defining the element time spans.

Set up the Element Span Usages in the Retropay Elements window.

1. Query your defined element in the Element window.

2. Select the Recalculation tab, and check the Retro Components button.

3. In the Retropay Elements region, select the appropriate time spans from the From and To fields, to define the time period the retropay element is covering.

4. Select the retropay elements you created from the Retropay Element field.

5. Save your work.

Setting Up Overlapping RetroPay Using Balance Adjustments

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

To set up Retro Overlap using Balance Adjustments:

1. Run the corresponding concurrent program to enable the retro overlap feature for your localization, for e.g. Enable Retro Overlap for all UK Business Group.

2. Set up all the Retro Element Types and associate them with their corresponding elements.

3. Define a retro element for every element that feeds a balance. The Balance Adjustment process uses the retro entries created in future periods to do adjustments.

4. Enable the 'Do Not Process' check box for any new retro elements used for retro balance adjustments.

Understanding the Sequence of Your RetroPay Activities

Given below is the sequence of retropay activities.
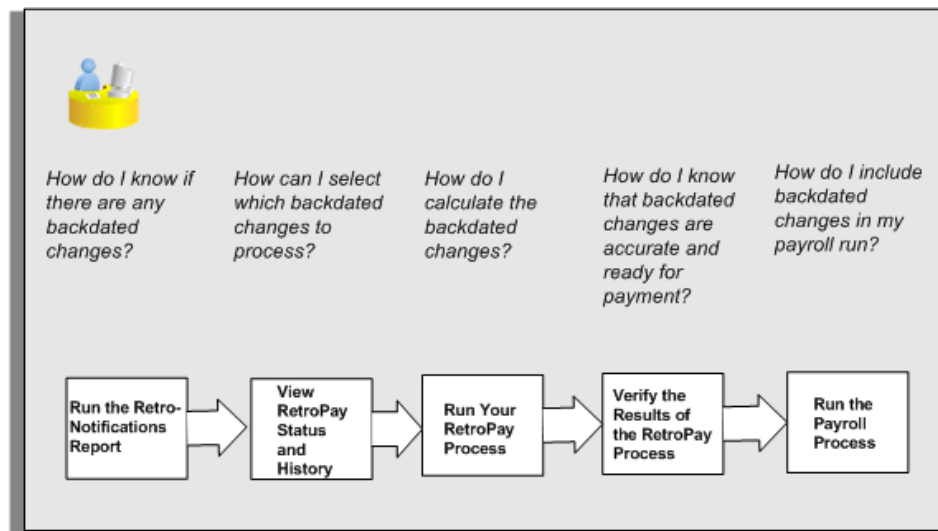
Follow this sequence to:

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.
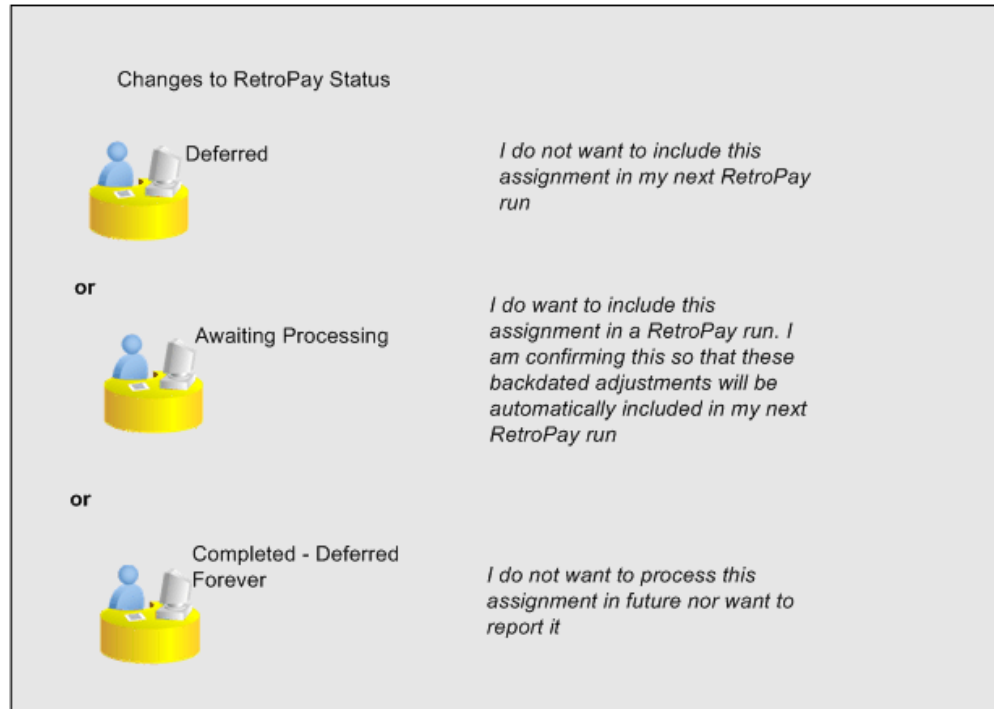
The Retro-Notifications report identifies the assignments with backdated adjustments. If you defer, then the assignment is not included when you next run RetroPay.

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

Initial Status	Intermediate Status	Final Status
Awaiting Processing →	Processing →	Completed
Awaiting Processing →	(n/a) →	Deferred
Deferred →	(n/a) →	(n/a)
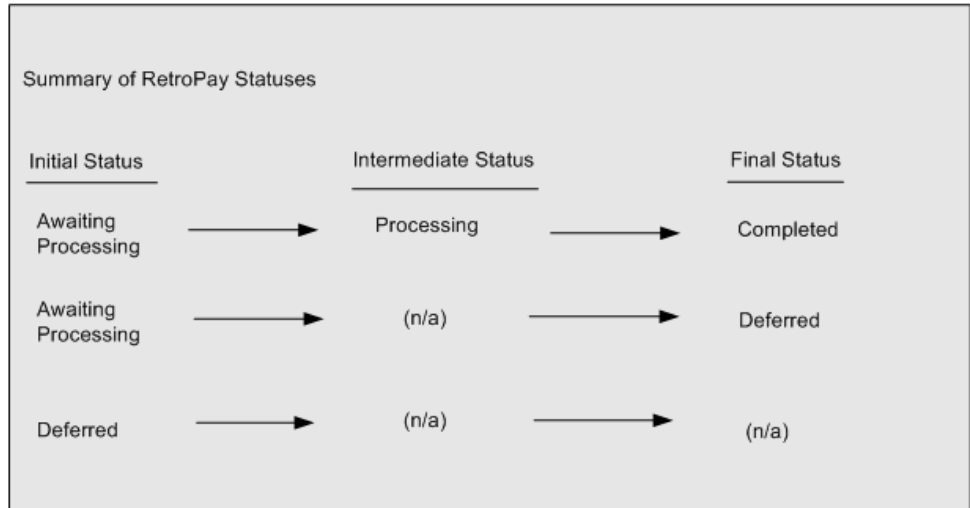
Once RetroPay processing begins, the initial status changes to an intermediate status of Processing.

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

Initial Status		Final Status
These items are reported as All Outstanding		*These items are reported as All Completed*
Deferred		Completed
Awaiting Processing		Completed Deferred Forever

See: Viewing RetroPay Status and History, page 8-60

3. **Run the RetroPay Process**

   You enable Oracle Payroll to make retrospective adjustments for the combination of changes identified on the Retro-Notifications report, and subsequently modified when viewing RetroPay status.

4. **Verify Your RetroPay Results**

   When you have run the RetroPay process, verify your results and correct any errors.

5. **Run Your Payroll**

   Finally, run your payroll to reflect the adjustments that you have made for the retrospective payments.

Viewing RetroPay Status and History

You use the RetroPay Status window to control how you want to process changes that have a retrospective impact. You typically find outstanding retrospective changes where changes are entered in Self-Service HRMS independently of Oracle Payroll.

Use the RetroPay Status window to:

- Identify any assignments that have changes implying retrospective processing.

- Specify how you would like to process any outstanding retrospective changes.

- Confirm that your application has processed the specified requests.

- Create or update multiple retro assignments for status as Awaiting Processing or Deferred.

You can still use the Retro-Notifications report to identify all outstanding retrospective changes that have not been applied, and group them into an assignment set ready for processing.

However, the advantage of using the RetroPay Status window is that you can identify what you want to process, or exclude from processing, and then mark your selections for completion.

To search for assignments that have retrospective changes:

1. Select the search criteria for assignments that you want to view. If you do not select any criteria, then your search returns all assignments that have retrospective changes. You can search for any of these criteria:

   Name: Specify a name, or search for all names.

   Assignment Number: Specify an assignment or search for all assignments.

   Recalculation Date: Use this start date and end date to determine the period for retrospective changes.

   Status: Select the status that you want to identify.

   - All Completed. This status displays all assignments with retrospective implications that are already processed.

- All Outstanding. This status displays all assignments with retrospective implications that are not yet processed.

- Awaiting Processing. This status indicates that this assignment has cleared for processing and that the processing will occur in the next payroll run.

- Completed. This status indicates that this assignment has now been processed.

- Completed - Deferred Forever. This status indicates that the retro assignments created by the system are deferred forever. The action of the retro assignment (RETRO_ASSIGNMENT_ACTION_ID) is to changed to -1. The retro assignments are not processed in the future nor reported with the new status.

- Deferred. This status indicates that an assignment was scheduled for processing, but that the processing was deferred and will not occur until you change the status.

- Processing. This status indicates that an assignment is being processed.

Recalculation Reason: This criterion indicates why retrospective processing is necessary and enables you to search particular categories of retrospective change to process them independently of other retrospective changes.

2. Click Go when you have selected all your search criteria.

To change the status of an assignment:

You typically change the status of an assignment when you want to defer processing that was previously scheduled, or to indicate that you have already processed this change even though it was automatically scheduled.

1. Select the assignment that you want to change.

2. Select the new status for the assignment from the Change Status list of values.

3. Click Change Status.

To view the elements included on each assignment:

1. Select the assignment name in the Name column.

2. View the elements for this assignment, and the Recalculation Reason for each element.

To update or delete elements for each assignment:

1. Select the assignment name.

2. Click Update to add an element to the assignment.

3. Click Delete to remove an element from the assignment.

To confirm that your specified requests have been processed:

1. Query the individual assignment, but leave the status field blank.

2. Alternatively, query all assignments with a status of All Completed or All Outstanding and check the details for your individual assignment.

To create multiple retro lines:

1. Select the Create Retro Lines button.

2. A spreadsheet opens.

3. In the spreadsheet that appears, enter new records with a status of Awaiting Processing or Deferred.

4. Click on Upload. You can select Commit All Rows or Each Row option, if you want the application to validate all records and commit or validate each record prior to uploading the details to the database. If you select Each Row option, then all successful records will be uploaded and error records will not be uploaded. Only on successful validation, the application makes changes to the database.

   If you select the Upload All Rows or Each Row, then the application does not validate the details prior to uploading.

To update the multiple retro lines:

1. Query the assignments with Awaiting Processing or Deferred.

2. Click on Download to Spreadsheet check box and click Go.

3. In the spreadsheet that opens, you can update the status. You cannot modify any employee or assignment information but can only change the status of the assignment or you can delete the retro entry or update the reprocess date of the retro entry.

   > **Note:** In the Entry Delete/ Update column, ensure to select the applicable value if there are any entry changes made. If you do not select any value the application does not make any changes to the database.

4. Click on Upload. You can select Commit All Rows or Each Row option, if you want

the application to validate all records and commit or validate each record prior to uploading the details to the database. If you select the Each Row option, then all successful records will be uploaded and error records will not be uploaded. Only on successful validation, the application makes changes to the database.

If you select the Upload All Rows or Each Row, then the application does not validate the details prior to uploading.

Viewing RetroPay Enhanced Results

You can query the assignment actions of the Retropay Enhanced process and review the corresponding retro entries created.

> **Note:** Oracle Payroll delivers the "RetroPay Enhanced Results" (PAY_WS_RETRO_RESULTS) function to view the RetroPay enhanced results and this function is also associated with the global View menu (GLB_HRMS_VIEW_INFO). By default, this function is available in the US (US_HRMS_VIEW_INFO) and Canada (CA_HRMS_VIEW_INFO) menus. For the Mexico localization, the seeded "MX HRMS Navigator" menu includes the global GLB_HRMS_VIEW_INFO menu. Therefore, the "RetroPay Enhanced Results' function will be available to all responsibilities associated with the seeded "MX HRMS Navigator" menu.
>
> If required, system administrators must add the "RetroPay Enhanced Results" function to other localization seeded menus and custom menus.

To view the RetroPay Enhanced Results:

1. Click the View Results on the Assignment Process Results window to view the results for a particular the Retropay Enhanced assignment action.

2. Query the Assignment Actions of the Retropay Enhanced process effective between the specified dates for a given assignment or payroll. You can enter any of the following to query the retro assignment actions

   • assignment number

   • full name

   • effective date from and effective date to

   • payroll name

   • status of the assignment action

3. Click on the following details of the Retropay Enhanced assignment actions matching the search criteria to display the appropriate information:

- Full Name - Click on the Full Name to get the list of Retro Entries created by the selected action.

- Assignment Number

- Action Status - If the action is in Error status, then click on the status to review the error messages.

- Effective Date - View the effective date of the Retropay Enhanced assignment action.

- Reprocess Date - Date provided by the Retropay Notification Report or the Retro Status Page.

- Overlap Date - Overlap Date calculated by the Retropay Enhanced process internally. During the process, the run actions are rolled back and re-run from this date for the assignment.

4. In the Retropay Entries section, you can view the following information:

- retro element

- effective start date

- effective end date

- retro component

- base element - the element for which the retro element is created

- original date earned

- Details - Click on the icon in the Details column to display the input values of the retro element created with a comparison of the run result values from the original period. The table also displays the retro element entries with their input values from the same source in previous periods. The comparison assumes that the base element and retro element have the same set of input values with the same order of display sequence.

Running the Retro-Notifications Report (Enhanced and Enhanced PDF)

After you have defined the components and element time spans, you can check the retrospective changes occurred. Oracle Payroll provides two types of retro notification reports that you can use report to identify all retrospective changes that have occurred

since the last payroll run. This information is particularly useful when changes with retrospective impact are entered in Self Service HRMS independently of the Payroll department.

Oracle Payroll enables you to produce the report either in a text format or as PDF format. You can choose to run the report depending on your requirement:

- Retro -Notifications (Enhanced) Report - run this report to generate the output in text format

- Retro -Notifications (Enhanced PDF) Report - run this report to generate the output in PDF format that you can further customize to meet your requirements.

The Retro-Notifications report does not perform any RetroPay processing. It only identifies element entries that have changed. You must still run your RetroPay process separately to process these changes. After you have run the Retro-Notifications report, you can

- Run your RetroPay process on all assignments

- Edit the event group to remove or add assignments and then run your RetroPay process.

- Take no retrospective action on any of the assignments.

You can use the RetroPay Status window to schedule processing.

You run the Retro-Notifications (Enhanced) or the Retro-Notifications (Enhanced PDF) report from the Submit Processes and Reports window.

To run the Retro-Notifications (Enhanced) report:

1. Select the payroll. You can only run this report for a single payroll

2. If you want to see the retro-notifications for a particular event group, select an overriding event group.

3. If you want a report, select Yes in the Generate Report parameter.

4. Click OK, and submit.

To run the Retro-Notifications (Enhanced PDF) report:

1. Select the payroll. You can only run this report for a single payroll

2. If you want to see the retro-notifications for a particular event group, select an overriding event group.

3. If you are running the PDF-enabled version of this report, select a template for your

PDF output.

4. If you want a report, select Yes in the Generate Report parameter.

5. Click OK and submit.

Running Enhanced RetroPay

Use the Enhanced RetroPay process to distribute backdated amounts or corrections that you have identified from the Retro-Notifications report.

You run the Enhanced RetroPay process from the Submit Requests window.

To run the Enhanced RetroPay process:

1. Enter an effective date to indicate the date from which you want to create the retrospective elements for Enhanced RetroPay process.

2. Select the payroll.

3. If you want to create retrospective entries in a different pay period other than effective date, enter an entry creation date. The application creates retrospective entries in the pay period in which the Entry Creation Date occurs.

   If you leave this field blank, the application creates the default retrospective entries as of Effective Date.

4. Click Submit

Running Quick RetroPay

Run Quick RetroPay to process any retrospective payments for a single assignment. You run the Quick RetroPay process from the Submit Requests window.

> **Note:** It is not mandatory to run the Retro-Notifications Report for QuickRetropay process.

To run the Quick RetroPay process:

1. Enter a date on which you want to create the derived retro element entries. This is mandatory.

2. Select the assignment number of the assignment for which you want to run the backdated change. This is mandatory.

3. If you want the retro entries to get created in a different payroll period than that of

Effective Date, then you specify an Entry Creation Date. This is optional.

4. Enter an earliest date from which you want to reprocess the assignment backdated changes. If you do not specify any date, then the application calculates it internally. This is optional.

5. If you want the retro-notifications for a particular event group, select an overriding event group.

6. Click Submit.

Advance Pay

Advance Pay Process

The Advance Pay process enables you to pay employees in advance for holidays or other events. The process performs payroll runs for the periods to be advanced, using all date effective information in place, and stores the final net figure as the amount to be advanced.

You can always represent Advance Pay as a single consolidated amount. However, if your legislation has the Advance Pay by Element process enabled, then you can also calculate and display the total amount of Advance Pay for constituent elements in the overall total.

> **Note:** If you do have the choice of using both the Advance Pay process and the Advance Pay by Element process you should note that these processes cannot be overlapped, That is you cannot:

- Run Advance Pay for a period to which Advance Pay by Element has already been applied.

- Run Advance Pay by Element for a period to which Advance Pay has already been applied.

The *advance pay period* is the period of the holiday or event for which the advance payment is being made. More accurately, it is the total number of *payroll periods* covering the event. Regular payroll processing continues for the employee during the advance pay period. The amount advanced is progressively recovered in each regular payroll run, and the following actions are also carried out as appropriate:

- If further payments become due to the employee during the advance pay period, these can be paid using the employee's normal payment method. Alternatively, the net payment can be deferred and paid to the employee in the period following the advance pay period.

- If the employee's entitlement during the advance pay period becomes less than the sum advanced, thereby creating an overpayment, the amount owing is recovered automatically in the pay period following the advance pay period.

You can make advance payments for any pay period types, but the most likely ones are weekly or biweekly. You set the maximum number of periods that can be advanced when you define the payroll.

Setting Up Advance Pay for Individual Assignments

To set up advance pay for single assignments:

1. Select the assignment to receive the payment and navigate to the Advance Pay window.

    The arrears check box appears checked if the assignment is linked to an arrears payroll.

2. In the From field, select the start date of the holiday or other event for which you are making the advance payment. Oracle Payroll replaces the date you enter by the first date of the pay period in which it falls.

    At the same time the Payment Date field displays the date for making the advance payment to the employee. This date defaults to the last day of the pay period immediately preceding the start of the advance pay period. You can manually alter this date to the last day of the preceding pay period if you require.

3. Do *one* of the following:

    *   In the Periods field, enter the number of pay periods covering the advance pay period.

    *   In the To field, select the end date of the advance. The system automatically replaces the date you enter by the last date of the pay period in which it falls.

4. Check the Defer check box if you want any net payment amounts to be deferred to the pay period following the recovery of the advance. If you do not check Defer, such payments will be made in the pay period they are earned according to the normal payment method for the assignment.

5. Save the entries you have made.

    The Advance region now displays the period for which the Advance Payment element is entered for the assignment. For arrears payrolls this is one period later than the event period. For other payrolls this period is the same as the event period.

Setting Up Advance Pay for Batch Assignments

To set up advance pay for batch assignments:

1. In the Name field select Advance Pay Batch Setup. Then enter the parameters field to open the Parameters window.

2. Select the payroll for which you want to run the process, then the advance start

period, then the advance end period. These are the first and last pay periods of the advance pay period.

The advance end period list displays the maximum number of pay periods that can be advanced for the payroll you select.

3. Select Yes or No to flag whether you want to defer any net payments that accrue during the advance pay period.

4. Select the assignment set for which you want to run the process.

5. Select the payment date for the advance. This date defaults to the last day of the pay period immediately preceding the start of the advance pay period. You can move this date back by one pay period if required.

6. Select Yes for BEE transfer if you want the batches that the process creates to be transferred to the database automatically. Select No if you want to transfer the batches manually.

7. Enter a unique header name for your batch process. This name is used as a base header name for each BEE batch created. For each batch, the system appends an underscore and an incrementing number, for example, _1, _2.

   This is a mandatory field whether you select Yes or No in the BEE Transfer field.

8. Save your entries.

Running the Advance Pay Listing Report

This report gives information about the advance pay periods for employees due to receive advance pay. The report can be used to detect whether there are assignments with Advance Pay entries during a particular payroll period.

The report lists the following information:

- Name and assignment number of employees with an entry for the Advance Period element in the date range covered by the report

- For each assignment, the dates held on the Advance Period element entry

- Yes/No to show whether the Advance Pay process has already been run for the assignment

- Summary listing, by payroll, of the number of employees with entries, and the number that have been processed

You run this report in the Submit Requests window.

To run the Advance Pay Listing:

1. In the Name field select Advance Pay. Then enter the parameters field to open the Parameters window.

2. You can restrict the information to a particular payroll by entering the payroll name. If you leave the Payroll field blank, the report shows information for the whole business group.

3. In the Summary Version field select No for the full version of the listing, or Yes for the summary version only.

4. Select an organization to restrict the report information.

5. Enter a date range for the period you want to see information.

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

7. Click OK and then Submit.

Running Advance Pay

Use the Advance Pay process window to run the Advance Pay process.

To run the Advance Pay process:

1. In the Name field select Advance Pay. Then enter the parameters field to open the Parameters window.

2. Select the payroll for whose assignments you are running the process.

3. Enter the effective date of the process. This should be the date on which you intend to pay the advance.

4. Select an element set if you want to exclude items from the calculation. For example, you may want to exclude some pay elements, such as expenses, from the Advance Pay run.

5. Choose the Submit button.

Running the Advance Pay Process

Use the Advance Pay process to pay employees in advance for holidays or other events.

You may need to do each of the following to run the Advance Pay process.

1. Set Up Advance Pay for Individual Assignments, page 8-69 (if applicable).

2. Set Up Advance Pay for Batch Assignments, page 8-69 (if applicable).

3. Run the Advance Pay Listing Report, page 8-70

4. Run the Advance Pay Process, page 8-71

5. View the results of the Advance Pay process, page 8-72

Running Advance Pay by Element

You run the Advance Pay by Element process from the Submit Requests window. This process may not be available for all legislations.

To run the Advance Pay by Element process:

1. In the Name field, select Advance Pay by Element. The Parameters window displays automatically and you can provide details as follows:

   • Select the Payroll for which you want to run Advance Pay by Element.

   • Enter the Effective Date of the payroll.

   • Enter the Advance End Date - this is the date at which you want the Advance Pay processing to terminate.

   • Select the Assignment Set to which the Advance Pay by Element calculation applies.

   • Select an Element Set Name if you want to specify that Advance Pay processing should only apply to some elements on this assignment. Otherwise, leave this entry blank if you want to process all the elements for this assignment.

2. Choose the Submit button

Viewing the Results of the Advance Pay Process

You can view the results of the Advance Pay in the Advance Pay window.

To view the results of the Advance Pay process:

• View the amount of the advance. Note that the amount outstanding remains at zero until the first payroll run of the advance pay period completes.

• If you want to see advance payments for future events, move your cursor down.

- If you want to see historical information, change the effective date.

- If you want to see Deferred Payments, check the Defer check box This information is also datetracked and you can see current and future information as above.

Exception Reporting

Payroll Exception Reporting: Overview

You run exception reports immediately after the payroll run to identify potential overpayments or underpayments. This helps you to avoid corrections when you accidentally make an incorrect payment. For ease of use, you can do each of the following to control the output and definition of your exception reports:

- Request your report output in either CSV or text format so that you can use familiar desktop tools for editing the output

- Group a set of reports so that you can run them as a single reporting request

- Override exception criteria for a single run of a report without changing your underlying report

- Run predefined exception reports, or define additional reports that incorporate your own exception criteria. For example, you cannot modify the predefined High Gross Pay and High Net Pay reports. You can, however, define your own reports to identify other exceptions.

- Select your preferred exception criteria from a forms interface without having to develop your own query code.

Examples of Exception Reporting Criteria

You must always select a balance and a balance dimension for exception reporting. This table lists additional criteria that you must define, explains what each one means, and gives an example to illustrate how you use them:

Exception Criterion	What it Identifies	Example
Comparison Type	The period against which you want to compare when determining whether an exception has occurred	Average in Months

Exception Criterion	What it Identifies	Example
Comparison Value	This is a numerical value to determine how averages are calculated when you are using an average as your basis for comparison	If you select 3 as the comparison value for a comparison type of Average in Months, then you are comparing the current month with the average of the previous 3 months.
Variance Type	The category of variance that you want to report on.	Either Percentage or Amount
Variance Value	The magnitude of overpayment or underpayment that you want to report on.	**Variance Value of 500** If Amount is your variance type, and you are reporting on a total amount of 5000, then a variance value of 500 means that amounts greater than 5500 are regarded as overpayments and amounts less than 4500 are regarded as underpayments.
Variance Operator	The precise range of variance that you want to report on. You can use variance operators to specify that you are only interested in a particular section of the range defined by the variance value.	Greater than, Less than, Equal

These are only examples. There is an extensive list of comparison types and variance operators enabling you to set the required degree of precision for your own reports.

See Comparison Types for Exception Reporting, page 8-81

See Variance Operators and How You Can Use Them, page 8-83

Exception reporting activities are as follows:

Setting Up Exception Reports

- Create an exception report

- Group existing exception reports

Running Exception Reports

- Run an exception report, or exception report group

- View an exception report

Examples of Exception Report Setup

This topic explains what values to include if you want to:

- Set up an Exception Report to show Net Pay Amounts greater than 5000

- Derive the Total Payments for your Employee Population

Setting Up an Exception Report to Show Net Pay Amounts Greater Than 5000

To show Net Pay Amounts greater than 5000, set up your report with these values:

Exception Criterion	Values
Balance	Net
Dimension	Assignment Period-to-date
Comparison Type	Current Period
Comparison Value	0
Variance Type	Amount
Variance Operator	Greater Than
Variance Value	5000
Output Format	Spreadsheet (CSV)

Derive the Total Payments For Your Employee Population

To derive the total payments for your organization, make these entries to produce a spreadsheet listing all assignments and then sum them to derive the total payments for your employee population

Exception Criterion	Values
Balance	Net
Dimension	Assignment Period-to-date
Comparison Type	Current Period
Comparison Value	0
Variance Type	Amount
Variance Operator	Equal
Variance Value	0
Output Format	Spreadsheet (CSV)

Running the Payroll Message Report

You run this report to see any errors for each employee for a payroll run. Those with fatal errors do not process through the payroll. You run the report in the Submit Requests window.

To run the Payroll Message Report:

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

2. Select the name of the payroll for which you want to see messages.

   This is the only required field. If you leave the next three fields blank the system displays all messages for all processes connected to this payroll in all periods.

3. Select a payroll period for which to view messages.

   This restricts payroll messages to the period you select.

4. Select a payroll process type.

   This restricts payroll messages to the payroll process type you select. All messages for all runs of this process during the period selected are returned.

5. Select a payroll process.

This restricts payroll messages to one instance of the payroll process type selected. If you leave the Process Type field blank you can choose one instance of any payroll process for the period selected.

6. Select a message severity level for the messages in the report, or leave the field blank to see messages of all levels of severity.

7. Select assignment number or employee name as sort criteria for the report. The default is employee name.

8. If you want to produce this report in Portable Document Format (PDF), select a template.

9. Click OK and then Submit.

Reconciling Payments

You can use Oracle Payroll in combination with Oracle Cash Management to verify that payments have been processed. The process is:

1. Import the bank statement. You do this in Oracle Cash Management.

2. Run the automatic reconciliations process. You do this from Oracle Cash Management.

3. View the results of the reconciliation process. You can do this either through Oracle Payroll, or Oracle Cash Management.

> **Note: For US only:** For EFT or NACHA payments to be reconciled in Oracle Cash Management, the following 3 pieces of data are checked: amount, transaction date and batch name (file ID + company ID). Manual reconciliation will check amount and transaction date only.

To do this in Oracle Payroll, see Viewing Payroll Process Results, page 8-21

In Oracle Cash Management, you can view the following reports:

• Available Transactions report

• AutoReconciliation Execution report

4. Identify any payments that are marked in error, and reconcile them manually.

> **Note:** If you are using Oracle Payroll with Oracle Cash Management for the reconciliation of payments then you will need

to set up accounting reference data when you are setting up Oracle
Cash Management

See Accounting Reference Information for Cash Management Integration, *Oracle
HRMS Implementation Guide*

Setting Up Exception Reports

You use exception reports to identify potential overpayments or underpayments before
they occur. You can specify the amount, or percentage that will cause an exception to be
noted. If you run your exception reports immediately after the payroll run you can
identify discrepancies and avoid the retrospective corrections necessary when a wrong
payment has already been made.

To create an exception report:

Use the Exception Reports window to create an exception report.

1. Select Add Another Row

2. Enter the report name. You can enter any name that meets your reporting
    requirements - there is no standard format.

3. Select the balance that you want to report on. You can enter a predefined, or user-
    defined balance.

4. Select the balance dimension that you want to report on. Some dimensions apply
    only to particular localizations. There are some dimensions that you must select
    when you choose a particular comparison type:

Balance Dimension	When to Select these Dimensions
_ASG_MONTH, _PER_MONTH	You must select one of these dimensions if you want to use the Average in Months comparison type. These dimensions are not available for Japanese and Australian Payroll.
_PER_QTD, _ASG_QTD	You must select one of these dimensions if you want to use the Average in Quarters comparison type. These dimensions are not available for Japanese Payroll. The _PER_QTD dimension is not available for Australian Payroll.

Balance Dimension	When to Select these Dimensions
_PTD	You must select this dimension for the comparison types Average of Previous Periods, Average of Previous Paid Periods, Average of Total Periods in Days, and Average of Paid Periods in Days. This dimension is not available for Japanese Payroll.
_ASG_MTD_JP	You must select this dimension if you want to use the Average in Months comparison type. This dimension is available for Japanese Payroll only.
_ASG_QTD_JP	You must select this dimension if you want to use the Average in Quarters comparison type. This dimension is available for Japanese Payroll only.
ASG_PROC_PTD	You must select this dimension for the comparison types Average of Previous Periods, Average of Previous Paid Periods, Average of Total Periods in Days, and Average of Paid Periods in Days. This dimension is available for Japanese Payroll only.
_ASG_MTD	You must select this dimension if you want to use the Average in Months comparison type. This dimension is available for Australian Payroll only.
_ASG_PTD	You must select this dimension for the comparison types Average of Previous Periods, Average of Previous Paid Periods, Average of Total Periods in Days, and Average of Paid Periods in Days. This dimension is available for Australian Payroll only.
_ASG_YTD	You must select this dimension if you want to use the Current Year or Previous Year comparison type. This dimension is available for Australian Payroll only.

Balance Dimension	When to Select these Dimensions
_ASG_LE_MTD	You must select this dimension if you want to use the Average in Months comparison type for a legal employer. This dimension is available for Australian Payroll only.
_ASG_LE_PTD	You must select this dimension for the comparison types Average of Previous Periods, Average of Previous Paid Periods, Average of Total Periods in Days, and Average of Paid Periods in Days for a legal employer. This dimension is available for Australian Payroll only.
_ASG_LE_QTD	You must select this dimension if you want to use the Average in Quarters comparison type for a legal employer. This dimension is available for Australian Payroll only.
_ASG_LE_YTD	You must select this dimension if you want to use the Current Year or Previous Year comparison type for a legal employer. This dimension is available for Australian Payroll only.

5. Select the comparison type.

Comparison Types for Exception Reporting:

This table lists each comparison type that you can select and explains how it operates as a basis of comparison:

Comparison Type	How it Operates as a Basis of Comparison
Current Period	Identifies any exceptions within the current payroll period. Does not use any previous period as a basis for comparison.
Previous Period	Uses the previous period as a basis of comparison.

Comparison Type	How it Operates as a Basis of Comparison
Previous Month	Uses the previous month as a basis of comparison.
Previous Quarter	Uses the previous quarter as a basis of comparison.
Previous Year	Uses the previous year as a basis of comparison.
Average in Months	Compares the current month-to-date with the average of previous months-to-date. Only available if you have the balance dimensions ASG_MONTH or _PER_MONTH.
Average in Quarters	Compares the current quarter-to-date with the average of previous quarters-to-date. Only available if you have the balance dimensions _PER_QTD or _ASG_QTD.
Average of Paid Periods in Days	Compares the current period with the number of previous pay period included within the specified number of days. However, only includes those pay periods in which an employee actually received payment. Only available for _PTD dimensions.
Average of Previous Paid Periods	Compares the current period with the number of previous periods in which the employee actually received payment for _PTD dimensions only.
Average of Previous Periods	Compares the current period with previous periods for _PTD dimensions only.
Average of Total Periods in Days	Compares the current period with the number of previous pay periods included within the specified number of days. Only available for _PTD dimensions.

1. Enter your comparison value. For example, if you select 3, when your comparison type is Average in Quarters, this means that your current quarter is compared to the average of the previous three quarters.

   Some comparison values are preset and you cannot change them:

- Current period always has a comparison value of 0.

- Previous Period, Previous Month, Previous Quarter and Previous Year all have a comparison value of 1.

2. Select your variance type. This must be either percentage or amount.

3. Enter a variance operator.

Variance Operators and How You Can Use Them:

You can choose one of the following variance operators. The Exception Reporting Output column indicates the effect of selecting each variance operator assuming that:

- Comparison Type is Previous Period

- Previous period amount is 10,000

- Variance Value is 1000

Variance Operator	Exception Report Output
Variance (+/-)	All assignments that either exceed or are less than the previous period amount by the amount or percentage stated in the variance value. Therefore, *Variance Value (+/-)* returns all assignments having a value between 9000 and 11000.
Less than	All assignments that are less than the previous period amount by the amount or percentage stated in the variance value. Therefore, *Less than* returns all assignments having a value of less than 9000.
Less than or equal	All assignments with a current value either equal to or less than the previous period amount by the amount or percentage stated in the variance value. Therefore,*Less than or equal* returns all assignments having a value of 9000 or less.
Equal	All values that are exactly equal to the higher limit or the lower limit of the variance value. Therefore, *Equal* returns all assignments having a current value equal to 9000 or 11000.

Variance Operator	Exception Report Output
Greater than	All assignments that are greater than the previous period amount by the amount or percentage stated in the variance value. Therefore, *Greater than* returns all assignments having a value of more than 11000.
Greater than or equal	All assignments with a current value either equal to or greater than the previous period amount by the amount or percentage stated in the variance value. Therefore, *Greater than or equal* returns all assignments having a value of 11000 or more.

1. Enter a variance value, unless your comparison type is previous payroll period.

   For all other comparison types you can specify the exact percentage, or the numerical value depending on which variance type you choose. In subsequent exception reports you can change your variance values in the SRS window when you are running the report.

   For examples of how to set exception reporting to identify particular exceptions, see Examples of Exception Report Setup.

Grouping Exception Reports

Use the Exception Report window to group together a selection of exception reports so that they can be run in a single operation. You can include the same exception report in multiple exception groups.

To group exception reports:

1. Check the Select check box for each of the reports that you want to include in your report group.

2. Choose the Create Group button.

3. Enter the group name.

4. Select a consolidation set for this reporting group.

5. Select a payroll for this reporting group.

6. Select your output format.

7. Choose the Apply button to create your group.

Running an Exception Report, or Exception Report Group

Use the Exception Report Window to run exception reports singularly, or as a group. You can also override the variance type or variance for a single run of the report.

To run an exception report :

Use the Submit Requests window to run the exception report:

1. Check that your effective date is compatible with the date for which you want the report to run.

2. Select Exception Report as the report type.

3. If you want to run a single exception report, enter the name of the report. You do not need to enter the Exception Group name if you are running a single report.

4. If you want to run a group of exception reports, then enter an Exception Group name, but do not provide an Exception Report Name.

   Exception reports are identified either by the report name, or by a group name. When you are running the report you must supply either the report name or the group name, but you never have to supply both.

5. Select the payroll that you are reporting on. The consolidation set is the default selection.

6. Override the variance type and variance value if you want to specify particular values for a single run of this report. This does not change your underlying report.

7. **For Australian, India users only**: Select the legal entity for the report. If you do not specify the legal entity in case of a LE dimension, the report does not return a result.

   India users only: Select the component name for the report. If you do not specify the component name in case of a Component Balance dimension, the report does not return a result.

8. Save your work.

9. Click Submit.

To view an exception report:

Use the View Requests window to view an exception report:

1. Choose the Find button and select the report that you want to view.

2. Choose the View Output button.

Retries, Reversals and Rollbacks_Solutions

Correction of Run Results: Rollbacks

Use run rollbacks when you have no need to keep any record that a run occurred. When you roll the run back, the process removes all the assignments and the run results.

For example, if an employee should never have been processed in a run, you can roll back the run for that employee. A rollback completely removes an employee from a run, as if the processing had never occurred.

You cannot roll back payroll processing for individuals or payrolls if post-run processing has already occurred.

US and Canadian Payroll Only: If you are using Net-to-Gross payroll processing then each assignment action for a run type can also generate additional actions derived from the parent action. These additional actions are known as child actions.

Mexico Payroll Only: HRMS Payroll for Mexico provides the Rollback MX Payroll Process concurrent program for rollback purposes. This process enforces Mexico-specific business rules for handling payroll processes.

IE Payroll Users Only: HRMS Payroll for Ireland provides the IE Rollback Process concurrent program for rollback purposes. This process enforces Ireland specific business rules for handling payroll processes.

You can mark a parent assignment action for rollback, but you cannot roll back a child assignment action independently of its parent. You can roll back the QuickPay archiver results using the Rollback MX Payroll Process concurrent program. See: Running QuickPay, *Oracle HRMS Payroll Processing Management Guide*

Uses of Rollbacks

Suppose that just after a payroll run, you receive notification that three employees have been transferred to a different payroll. This means you should not have processed them in the run just completed.

In this case you can roll back the processing for the three individuals. This action completely removes them from the run.

If the whole set of employees a run processes is the wrong set, you can roll back the entire run.

Rollbacks can also be useful if you want to do a run for testing purposes only, examine the results, and then remove all traces of it.

> **Important:** If a recurring element has an end date that coincides with the end of the pay period, then the element end date will be removed

by the rollback.

Correction of Run Results: Retries

Retrying Employee Assignments

You use retries for correcting mistakes shortly after a payroll run finishes. For example, you receive late entries of hours worked for some employees after a run starts, and you must enter these late details for some assignments.

Provided there has been no post-run processing for these assignments, you can mark them for retry. After you have corrected the element entry information for the marked employees, you submit the Retry Payroll Process. The new run processes only those employees marked for retry.

When you mark employee Assignments for retry, the run's status is Incomplete. This protects you from forgetting to correct and rerun an assignment marked for retry.

US and Canadian Payroll Only

If you are using Net-to-Gross payroll processing then each assignment action for a run type can also generate additional actions derived from the parent action. These additional actions are known as child actions.

You can mark a parent assignment action for retry, but you cannot retry a child assignment action independently of its parent.

Automatic Retries

Any assignments having a status of Error after a payroll run are **automatically** retried when you run the payroll again. You do not have to mark these assignments for retry and cannot unmark them. The recommended procedure for dealing with retries, therefore, is as follows:

• Run the payroll and examine the results.

• Check any assignments with a status of Error and make the necessary changes to them so that they can process correctly.

• Check the other assignments. Mark for retry any that require changes and make the necessary changes.

• Run the payroll again. It will now process only the assignments having a status of Error after the first run, together with those you have manually marked for retry.

Retries and Post-run Processing

You cannot run the payroll retry process if you have already started off another post-run process, such as PrePayments. In such a case, to start the payroll run retry process you must first roll back the other process. This deletes all element entries for the process and enables you to run the retry of the payroll.

The payroll run's status remains at Incomplete as long as some employees remain marked for retry.

Retrying Runs

In another situation, you may realize after a run that results for a sizeable number of employees may be incorrect. This could happen, for example, when you neglected to modify a formula for an earnings or deduction before starting the run.

In this case you can make the necessary changes and retry the entire run. The new run ignores employees whose processing is unaffected by the corrections you have made. It reprocesses only those whose original results are incorrect in view of the corrections entered.

Correction of Run Results: Reversals

You can retry an employee or a run only when no post-run processing has occurred. You use *reversals* when you need to correct run results for a single assignment after post-run actions have already occurred.

In other words, reversals are useful when you need to correct run results some time after the run has occurred.

Restarting Earnings or Deductions after Reversals

You may reverse a run for a past period during or after which stop dates exist for earnings or deductions. When this happens, Oracle Payroll issues a warning. This tells you to check whether you should restart any of the stopped earnings or deductions.

For example, the reversal may have cancelled out a deduction that was an employee's final payment toward an outstanding loan. In this case, the warning alerts you to the need to restart the deduction.

Reprocessing Nonrecurring and Additional Entries after Reversals

Reversals of payroll runs with nonrecurring and additional element entries provide an **exception** to the 'once only' rule for processing nonrecurring elements.

Normally, nonrecurring element entries can be given only once to an employee. Additional entries for recurring elements can be given only once in each pay period.

The effect of this rule on payroll run reversals is that nonrecurring and additional

entries do not get reprocessed in subsequent runs following a reversal. As a consequence, the results of subsequent runs will not be identical to the original run results.

To prevent this, Oracle Payroll allows nonrecurring and additional entries to be reactivated and reprocessed in subsequent runs following payroll run reversals. This makes it possible for the run results of subsequent runs to be identical to the original results.

> **Warning:** You cannot roll back a reversal if there are subsequent payroll runs. This is to prevent nonrecurring and additional entries being given twice - in the reversed run and in the subsequent run.

Performing a Batch Reversal

You use batch reversal when you need to correct run results for a batch or multiple assignments after post-run actions have already occurred.

Marking and Retrying Payroll Runs and Other Processes

To mark a small payroll process for retry:

- In the Payroll Processes window, select the process to retry and check the Retry box. This effectively marks every employee assignment included in the process for reprocessing when you retry it.

To mark a large payroll process for retry:

1. In the Submit Requests window, select Mark Payroll Run for Retry in the Name field if you are retrying a payroll run. Otherwise select Mark Process for Retry. These processes have the same parameters, Payroll Process and Assignment Set.

2. Select the process you are marking for retry.

3. Leave the Assignment Set field blank.

4. Choose Submit.

To mark an individual employee assignment for retry:

- In the Assignment Processes window, select the assignment to retry and check the Retry box. Then when you retry the process, only these assignments are reprocessed. This is a convenient approach when only a few assignments require reprocessing.

Marking a Group of Employee Assignments for Retry

To mark a group of employee assignments for retry:

1. Place the group of employee assignments in an assignment set.

   See: Assignment Sets, page 6-3

2. In the Submit Requests window, select Mark Payroll Run for Retry in the Name field if you are retrying a payroll run. Otherwise select Mark Process for Retry. These processes have the same parameters, Payroll Process and Assignment Set.

3. Select the process you are marking for retry.

4. Select the assignment set name.

5. Choose Submit.

Correcting Run Results: Reversals

You reverse pay runs in the Reverse Payroll Run window for the employee assignment.

To reverse a payroll run or QuickPay for an assignment:

1. Select the run you want to reverse.

   All the payroll runs for the assignment are displayed when you open the window.

2. Select the Reverse check box for the run you want to reverse.

   The consolidation set for the run automatically displays as the consolidation set for the reversal.

3. Select a different consolidation set if you want to process the reversal in a different set to the original run set.

Running the Batch Reversals Process

Use the Batch Reversals process to perform quicker reversals of payroll and QuickPay runs. A batch reversal enables you to reverse your payroll calculations for an entire assignment set rather than for a single assignment. You run the Batch Reversals process from the Submit Requests window

To run the batch reversals process:

1. Select the Payroll Action ID.

2. Select the Assignment Set that you want to reverse.

3. Select the Reversal Date to specify the date from which you want to reverse your payroll or QuickPay run.

4. Click OK to confirm your choices.

5. Click Submit.

Retrying a Payroll Run or Other Payroll Process

To retry a payroll run or other payroll process:

1. Mark the entire process, individual employee assignments, or a group (assignment set) of assignments for retry.

2. In the Submit Requests window, select Retry Payroll Run in the Name field to retry a run. Otherwise select Retry Payroll Process to retry another process.

   If the Parameters box does not automatically appear, click in the Parameters field.

3. In the Payroll Process field of the Parameters box, select the process to retry.

4. Choose Submit.

Rolling Back Payroll Runs and Other Processes

You can roll back a process in one of several ways depending on the extent of the rollback.

If you want to ...	Then refer to...
Roll back processes for a few individuals	Rolling Back a Process from the Payroll Processes Window, page 8-93
Roll back processes for many employees (defined as an assignment set)	Rolling Back a Process from the Submit Requests Window, page 8-93
Roll back an assignment process for an individual employee	Rolling Back a Process from the Assignment Processes Window, page 8-93

Rolling Back a Process from the Payroll Processes Window

Use the Payroll Processes window when you want to roll back a process for a few individuals.

To roll back a process from the Payroll Processes window:

1. Select the process record.

2. Select Delete Record from the Edit menu.

Rolling Back a Process from the Submit Requests Window

Use the Submit Requests window when you want to roll back a process for many employees. If you do not want to roll back the process for all employees originally processed, you must create an assignment set. See: Creating an Assignment Set, page 6-3.

To roll back a process from the Submit Requests window:

1. In the Name field, do *one* of the following:

   • Select Rollback to roll back all processes except a payroll run.

   • Select Rollback Run to roll back a payroll run.

   • **Mexico only**: Select Rollback MX Payroll Process.

2. If the Parameters box does not appear, click in the Parameters field.

3. Select the process to roll back. The list for Rollback displays processing dates with the corresponding process types, payrolls, and consolidation sets. The list for Rollback Run displays process run dates with the corresponding period dates and payrolls.

4. To roll back processing for an assignment set, select the set name.

5. Choose Submit.

Rolling Back a Process from the Assignment Processes Window

Use the Assignment Processes window when you want to roll back a process for an individual employee assignment.

To roll back an assignment process:

1. Select the record for the assignment process.

2. Choose Delete Record from the Edit menu.

Running the Archive Payments and Deductions for Payslip (Ireland) Process

Oracle HRMS allows you to view historic payroll data in the Online Payslip and the Pay Advice Report even after you run the Purge Preparation and Purge Deletion processes. To ensure this, you must run the concurrent program Archive Payments and Deductions for Payslip (Ireland).

- You must run this concurrent program before you run the purge process.

To run the Archive Payments and Deductions for Payslip (Ireland) Process:

1. Specify the date from which you want to archive the data.

2. Ensure that the To Date you specify is equal to or earlier than the start date parameter of the earliest archiver process (IE Legislative Reports Generator) for the required period.

3. The Payroll Name is an optional field. Use this field to archive data for a specific payroll period. If you do not enter a payroll name in this field, the application archives all payroll data of the business group.

Running the IE Rollback Process

Use the IE Rollback Process to roll back the following concurrent programs:

- IE New Lookup RPN Report

- IE Lookup RPN Report

- IE Payroll Submission Report

To run the IE Rollback Process:

1. Select a value in the **Year** field. This is a mandatory field.

2. Select a **Process Type** to roll back. This is a mandatory field.

3. Select a **Payroll Process**. This is a mandatory field and displays a list of the processes associated with the **Process Type** and tax **Year**.

4. Optionally select an **Assignment Set** to roll back a specific set of assignments.

5. Click **OK** and **Submit**.

Setting Up the Payroll Purge Process

The Purge process deletes data from a list of payroll tables to maintain data integrity and also rolls up balances to maintain the value of important balances.

Before you run the Payroll Purge process, you must do the following:

1. Run the Upgrade Action Context process to determine the assignments for upgrade.

    See: Running the Upgrade Action Context process, page 8-95

2. Optionally, create a balance set containing a list of balances required for roll-up. This ensures that the process will roll-up only the balances in the default list and those in the balance set. You can define the balance sets using the Payroll > Balance Set window. The application uses this balance set during the Purge Preparation Process.

3. Run the Purge Preparation Phase. Check and ensure that all the balances are correct. If any balance is incorrect, you can rollback the Purge Preparation Phase. You must complete the rollback at this point, because you cannot roll back later.

    See: Running the Purge Preparation Phase, page 8-96

4. Run the Purge Deletion Phase if all the balances in Preparation Phase are correct.

    See: Running the Purge Deletion Phase, page 8-96

Running the Upgrade Action Contexts Process

You run the Upgrade Action Contexts concurrent manager process for a business group to determine the time period for performing an upgrade.

You run the Upgrade Action Contexts process using the Submit Request window.

To run the Upgrade Action Contexts process:

1. In the Name field, select Upgrade Action Contexts.

2. In the Parameters window, enter the start and end date to perform an upgrade for a business group.

> **Note:** .If you have not enabled Action Context functionality prior to running this process, then you must enter the End Date as the current day. For purge to run successfully you should also enter a start date as early as necessary, for example Start of Time.

Running the Purge Preparation Phase

You must run the Purge Preparation Phase to determine the data you want to purge from the application database. The preparation phase decides which assignments to purge and the values of any balances that subsequently require rolling up.

This phase enables you to produce a consolidated total of balances from an assignment and balance set before you purge it.

> **Important:** You must run the Purge Preparation Phase prior to running the Purge Deletion Phase.

You run this process from the Submit Requests window.

To run the Purge Preparation Phase process:

1. Query Purge Preparation Phase in the Name field.

2. In the Parameters window, select the balance set that includes the balances that you want to roll up.

3. Select the assignment set to include all the assignments for which you want to run the purge process.

4. Enter an effective date to determine from when you want to roll up the balances.

5. Click OK and then Submit.

Running the Purge Deletion Phase

Purging unwanted data helps in improving application performance. You run the Purge Deletion Phase process to delete unnecessary data from the database. Remember to backup important data before you run the deletion process as you cannot roll it back and the changes are irreversible.

> **Important:** Run the deletion process only after you have successfully completed the Purge Preparation Phase process.

You run this process from the Submit Requests window.

To run the Purge Deletion Process:

1. Query Purge Preparation Phase Deletion process in the Name field.

2. In the Parameters window, select the payroll action of the associated Purge Preparation Phase process.

3. Click OK and then Submit.

Running the Purge Process Events Process

Run the Purge Process Events process when you want to purge the details of the pay process events table and archive this data prior to a particular date. The application purges and archives this data into a shadow table as a backup. You can use this process to enhance the performance of processes accessing the table pay process events.

Run this process in the Submit Requests window.

To run the Purge Process Events process:

1. In the Name field, select Purge Process Events process.

2. In the Parameters window, enter a date to purge data from the pay process events table prior to this date and the recorded date (if it exists) from pay recorded requests table.

> **Additional Information:** The application collects data in chunks for a complete delete from pay process events table and inserts into pay process events shadow table. The PPE_bulk_limit value is defaulted to 10,000. You can change this parameter to fine tune the performance of process.

3. Click OK and then Submit.

9

Implementing Oracle HRMS

Additional Implementation Steps for Ireland

If you are implementing Oracle HRMS for Ireland 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 Ireland.

Additional Implementation Step

Step 1: Define Organization Structures

When defining your organizations, you must set up Irish specific classifications and additional information for the following:

- Ireland employer information, see: Entering Employer Information, page 1-20

- Ireland PayPath Information, see: Business Groups: Entering PayPath Information, page 1-21

Related Topics

See: Entering Additional Information, page 1-16

Step 2: Set Up Multiple Employer PAYE References

You need to set up multiple employer PAYE References for reporting purposes.

See: Setting Up Multiple Employer PAYE References, page 7-19

Step 3: Set up Pay Related Social Insurance (PRSI) Contributions

To record and process the Pay Related Social Insurance (PRSI) Contributions for employees, you must complete the setup for social insurance calculations.

See: Pay Related Social Insurance (PRSI) Contributions, page 7-3

Step 4: Set Up the Termination Lump Sum Process

You need to set up the termination lump sum process to enable you to make a lump sum payment to an employee for redundancy or retirement.

See: Setting Up the Termination Lump Sum Process, page 7-20

Step 5: Set Up Payments After Termination

You need to perform setup steps to enable you to process payments after termination, in the current year or the previous year.

See: Setting Up Payments After Termination, page 7-21

Step 6: Set Up Benefits in Kind Information

You need to set up benefits in kind information to record and calculate the applicable benefit information.

See: Setting Up Benefits in Kind, page 7-15

Step 7: Set Up Court Order Information

To calculate Court Order deductions, you need to use the element IE Attachment of Earnings Order or IE Attachment of Earnings NTPP Element.

Step 8: Set Up Net-to-Gross Information

You need to set up net-to-gross information to process net-to-gross calculations.

See: Setting Up Net-to-Gross Calculation, page 5-20

Step 9: Set Up Shift Patterns

Set up work patterns to record shift details for your employees, if you want to prorate by working days/hours.

See: Setting Up Shift and Shift Patterns, page 2-35

Step 10: Set Up Proration and RetroPay

You need to set up the proration and retropay information to process these payments correctly.

See: Setting Up Proration or Retro-Notification, page 5-25

Step 11: Set Up Statement of Earnings

You need to set up the online statement of earnings before you can see the values correctly.

See: Setting Up a Global Statement of Earnings, page 6-17

> **Note:** When entering SOE information at the Business Group level,

select the predefined element sets IE_SOE_EARNINGS_ELEMENTS
and IE_SOE_DEDUCTIONS_ELEMENTS and the predefined balance
attribute IE_SOE_BALANCE_ATTRIBUTES.

Step 12: Set Up Continuous Calculation

You need to set up the continuous calculation information to enable you to distribute
your payroll processing throughout a payroll period.

See: Setting Up Continuous Calculation, page 8-5

Step 13: Set Up Advance Pay

You must set up the advance pay information to enable users to process the advance
payments to employees. See: Setting Up Advance Pay for Individual Assignments, page
8-69

Step 14: Set Up Exception Reporting

You need to set up the exception reporting information to identify and view variations
within payroll to avoid retrospective corrections.

See: Setting Up Exception Reporting, page 8-79

Index

Symbols

A

B