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Oracle HRMS for Saudi Arabia Supplement, Release 12.2

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

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

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

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Preface

Intended Audience

Welcome to Release 12.2 of the *Oracle HRMS for Saudi Arabia 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 xii for more Oracle E-Business Suite product information.

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Structure

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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 iRecruitment 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.

Enterprise and Workforce Management

Organization Structures

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 1-5

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*

Representing Organizations

In Oracle HRMS, the organizations you set up to represent your enterprise as an employer are the Business Group, and in the US and Canada, one or more GREs within the Business Group.

Below this level, you represent the groupings in which employees work, such as branches, departments or sections, by means of *internal organizations*. To enable the assignment of employees to an internal organization, you classify it as an HR Organization.

Korea users only You must also define an organization classification called Business Place. You assign your employees to the business place in Korea, and use this to store establishment information such as business registration number, health insurance number, and address.

You also maintain information in the system about various types of *external organizations* relevant to human resources and payroll management and administration. These can include training vendors, tax offices, benefits carriers, or certification bodies.

External organizations can appear in your organization hierarchies together with *internal* organizations and are defined in the same way.

Note: You can never assign employees to external organizations, even those classified as HR Organizations.

Organization Classification

Whenever you create an organization you have to give it a *classification*, such as Business Group or HR Organization. The classification you give to an organization defines its purpose and functionality within Oracle HRMS.

Selecting a classification enables you to set up additional information about your organization. The classification you enter controls the additional information you can set up.

Classification are predefined, and each Oracle Product group is installed with the classifications and information types relevant to their application. For example, Oracle Financials has different classifications from Oracle HRMS.

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

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.

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

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:** Use this classification to record 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:** Use this to identify the organization that serves as the legal point of contact for settling any disputes and manage the personal details of the workforce.

Note: It is not advisable to classify an organization as both a company and an establishment. You should create two separate organizations.

- **URSSAF Center or ASSEDIC Center:** Use this when defining an external organization that is a Social Security organization. You can select the organization when entering additional organization information for an establishment. URSSAF organizations may also be selected when entering additional organization information for a company.
- **Insurance Provider or Pension Provider:** Use this when defining 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:** Use this when defining an external organization that collects the company's yearly training contribution.
- **CPAM:** Use this when defining an external organization that is a CPAM office. You can select the organization when entering employment information in the People window.
- **Public Sector Other External Organization:** Use this to record details of the various types of external organizations with whom the public-sector types of companies deal. Be sure to create organizations with this classification as external organizations.
- **Grouping of Employers:** Use this to identify the employers (normally establishments) who have decided to group together in order 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.

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.

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

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.

Levels of Internal Organizations

You decide for yourself the level of organization detail your enterprise needs in Oracle HRMS. At one extreme, a Business Group/GRE can be the only organization defined in the system. However this will severely limit your ability to manage and report on employee assignment and payroll information, and to control access to HRMS records. At the other extreme, you can define an organization for every grouping of employees, however small. But the costs of maintaining organizations at this level will probably outweigh the benefits.

When thinking about the internal organizations to set up for your enterprise in Oracle HRMS, consider what your current managerial groupings are. Then you can adjust up or down to determine the best level of organizational detail for your enterprise to maintain.

Government Reporting Entities (GREs)

After defining one or more business groups for your enterprise, you set up one or more Government Reporting Entities (GREs) within each business group. The employer registered with the General Office of Social Insurance (GOSI) is the GRE/Legal Entity. This GRE/Legal entity is the employer who:

- Issues pay to employees.
- Withholds taxes from employees' pay and is liable for employer taxes and tax reporting.
- Provides other government-mandated reporting such as GOSI reports.

Each GRE has a unique nine-digit number (sometimes called the employer GOSI number) issued by the GOSI office. Your enterprise may have just one such number, in which case your business group and GRE are the same organization.

Large enterprises may include a number of different divisions or companies each with its own identification number from the GOSI office, in which case you set up a GRE for each.

Information for General Office of Social Insurance (GOSI)

The GRE is responsible for the Hazards and Annuities deductions. To process GOSI

Hazards and Annuities deductions, enter the following information:

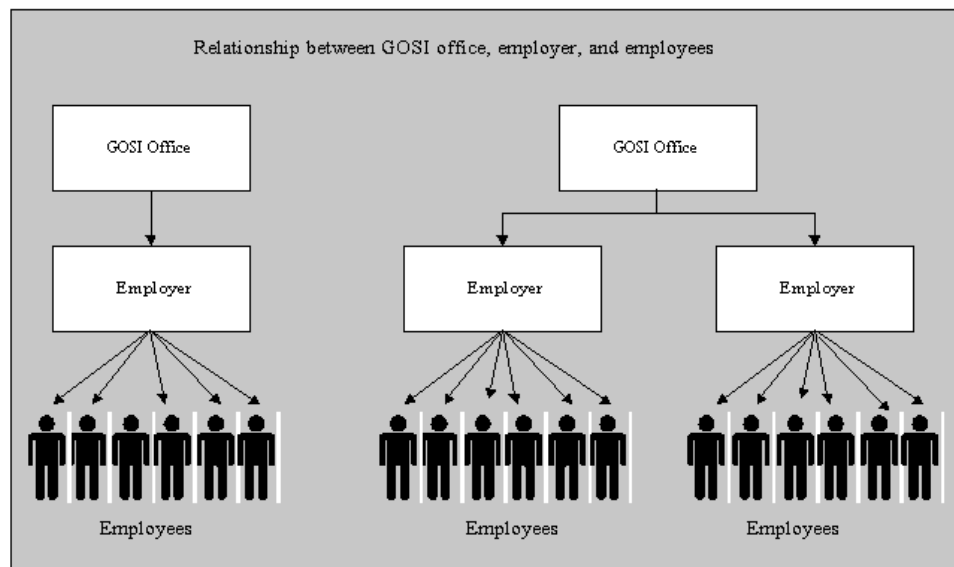
- GOSI Office Details
- Employer-Level GOSI Details
- Employee-Level GOSI Details
- GOSI Hazards Percentage

The relationship between the employee and the employer (legal entity) is the key component for supporting the processing of GOSI deductions.

Important: The GRE in Oracle HRMS, holding the GOSI identification number, is the same organization as the Legal Entity that appears in Oracle Financials. GRE may appear as GRE/Legal Entity on pick lists. If your enterprise uses Oracle HRMS and Oracle Financials, define only one GRE to represent each employer organization with a unique GOSI identification number.

The diagram shows the relationship between employee, employer and GOSI office in enterprises with one GRE and multiple GREs.

GOSI office, Employer and Employee Relationship

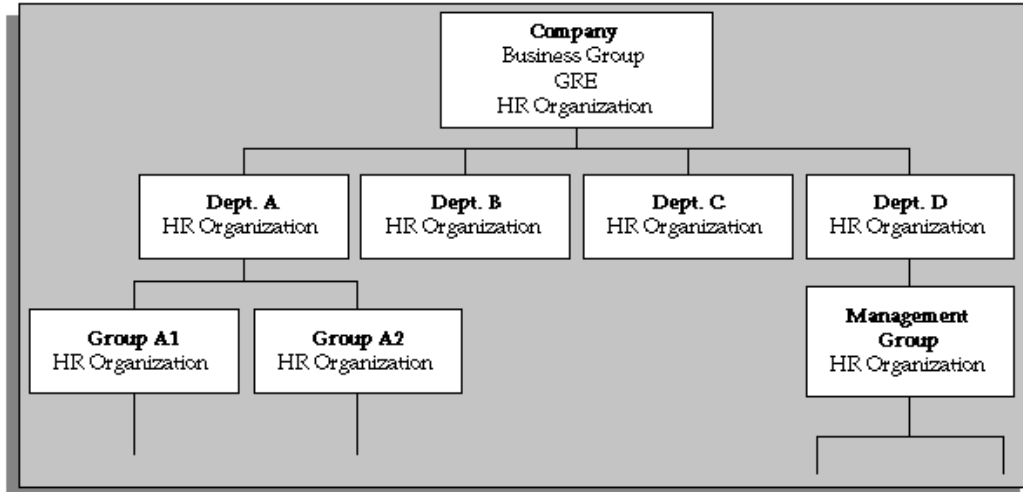


Enterprises with One GRE

Enterprises with only one identification number from the GOSI need only one GRE in which to place all employees. In Oracle HRMS, the business group and the GRE are the

same organization. Appearing below is an example organization chart for a business group with one GRE.

Single Company Business Group/GRE



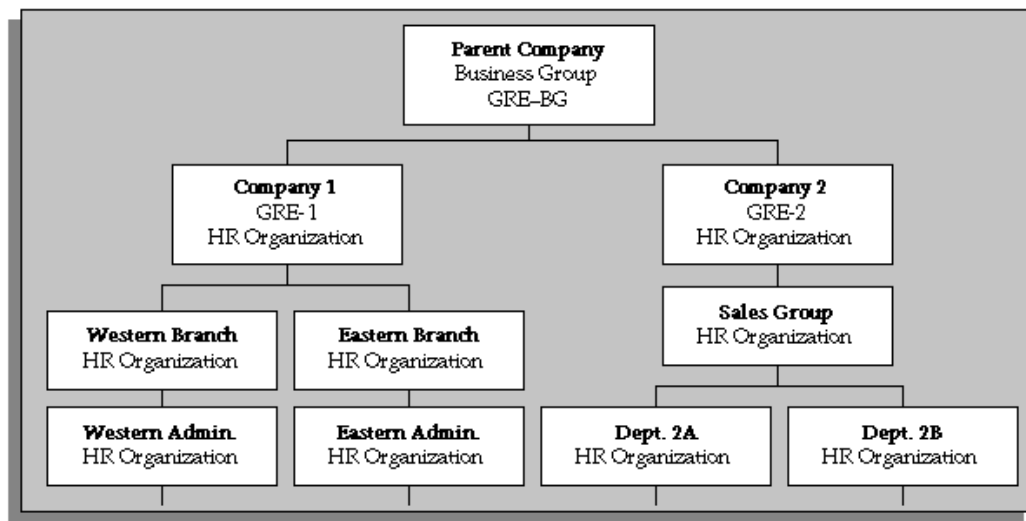
In a company like this, some employees can have assignments to the business group organization itself, if it also has the classification HR Organization. Most have an assignment to one of the various HR Organizations subordinate to the business group. All employees belong to the same GRE, which pays them, withholds their taxes, and provides reports on various matters concerning them to government agencies.

Enterprises with Multiple GREs

For large enterprises that include several different employers with their own GOSI identification numbers, all the employees in each company may be paid by that company, and hence all require an assignment to a GRE that coincides with their company. In this case you set up within the business Group, a GRE for each employer.

In enterprises like this, all employees assigned to an HR Organization within a company have an assignment to the same GRE, and conversely, all employees in a given GRE belong to the same company.

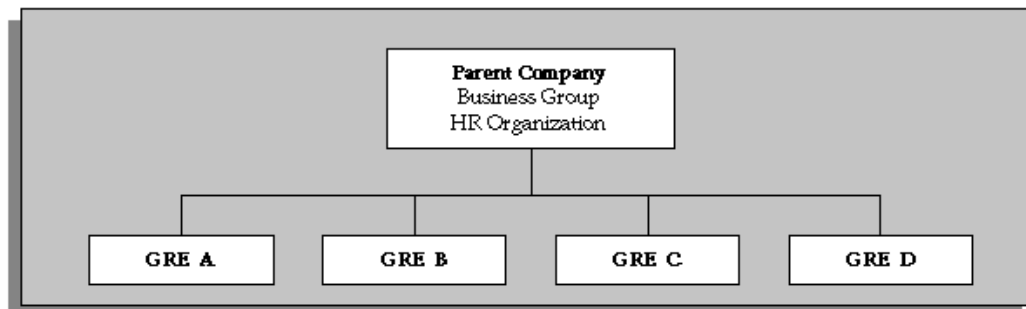
GREs Coincident with Companies



Alternative Structuring of Companies and GREs

In other large enterprises, the GREs responsible for paying groups of employees are not the same as the companies within the business group, which may be organized, for example, according to the particular types of work or projects they undertake. The figure above reflects the structure of companies in this type of enterprise. The figure below represents the employing organizations that pay employees, and have a separate structure that is independent of the companies.

GREs Independent of Companies



In this type of enterprise, employees assigned to a particular GRE may have a work assignment to any company, constituting the enterprise, and a particular company can include employees assigned to several different GREs.

In enterprises like this, employees are clear about which company they are working in, but may be unaware of their membership in a separate GRE. As the functions of GREs relate to payroll administration and governmental reporting, they have little direct

impact on employees' daily lives at work.

Business groups with multiple GREs often associate some GREs together in a Tax Group.

Creating an Organization

Use the Organization window to create:

- Business groups
- External organizations (for example, tax offices, 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 select the New button 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.

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

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

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

7. Save the basic organization details.

Entering Organization Classifications

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

See: Organization Classifications, page 1-5

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

To enter organization classifications:

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

Note: Save each classification after entering and enabling it.

Creating Public Pension Agency Organization

Create a PPA organization to process the PPA payments. While creating the PPA organization using Organization window, attach the Saudi PPA Office organization classification and provide the two digit office code in the Additional Organization window for the Saudi PPA Office. See: Creating an Organization, page 1-18, Entering Organization Classifications, page 1-20, and Entering Additional Information, page 1-20.

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 1-21

For HR organization see: HR Organization, page 1-22

For representative body see: Representative Body, page 1-22

For constituency see: Constituency, page 1-23

For bargaining association see: Bargaining Association, page 1-24

For company cost center see: Company Cost Center, page 1-24

For professional body information see: Professional Body Information, page 1-24

For legal entity see: GREs/Legal Entity, page 1-25

See Classification and Additional Information Types, *Oracle 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 Enterprise and Workforce Management Guide*
 - Budget Value Defaults, see: Business Groups: Entering Budget Value Defaults, *Oracle Enterprise and Workforce Management Guide*
 - Work Day Information, see: Business Groups and HR Organizations: Work Day Defaults, *Oracle Enterprise and Workforce Management Guide*
 - Benefits Defaults, see: Business Groups: Defining a Default Monthly Payroll, *Oracle Enterprise and Workforce Management Guide*
 - PTO Balance Type, see Business Groups: Selecting a PTO Balance Type, *Oracle Enterprise and Workforce Management Guide*
 - Recruitment Information, see: Business Groups: Entering Recruitment Information, *Oracle Enterprise and Workforce Management Guide*
 - Payslip Information, see: Entering Payslip Information, *Oracle Enterprise and Workforce Management Guide*
 - Self Service Preference Information, see: Entering Self-Service Preference Information, *Oracle Enterprise and Workforce Management Guide*
 - GOSI Office, see: Business Groups: Entering Saudi GOSI Office, page 1-25
 - Saudi Payslip Balances, see: Business Groups: Entering Saudi Payslip Balances,

page 1-26

- Saudi Payslip Elements, see: Business Groups: Entering Saudi Payslip Elements, page 1-27

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 Enterprise and Workforce Management Guide*
 - Costing Information, see: HR Organizations: Entering Costing Information, *Oracle Enterprise and Workforce Management Guide*
 - Parent Organization, see: HR Organizations: Entering Parent Organizations, *Oracle Enterprise and Workforce Management Guide*
 - Work Day Information, see: Business Groups and HR Organizations: Entering Work Day Defaults;, *Oracle Enterprise and Workforce Management Guide*
 - Payslip Information, see Entering Payslip Information, *Oracle Enterprise and Workforce Management Guide*
 - Self Service Preference Information, see Entering Self-Service Preference Information, *Oracle 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 Enterprise and Workforce Management Guide*
 - Constituency information, see: Entering Constituency Information for a Representative Body, *Oracle 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 Enterprise and Workforce Management Guide*
 - Organization, see Entering Organization Information for Constituencies, *Oracle Enterprise and Workforce Management Guide*
 - Organization Hierarchy, see Entering Organization Hierarchy information for Constituencies, *Oracle Enterprise and Workforce Management Guide*
 - Grade, see Entering Grade information for Constituencies, *Oracle Enterprise and Workforce Management Guide*
 - Bargaining Unit, see Entering Bargaining Unit information for Constituencies, *Oracle Enterprise and Workforce Management Guide*
 - Job, see Entering Job information for Constituencies, *Oracle Enterprise and Workforce Management Guide*
 - Collective Agreement Grade, see Entering Collective Agreement Grade information for Constituencies, *Oracle 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 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 Enterprise and Workforce Management Guide*
 - Reporting Information, see: Entering Reporting Information for an HR Organization or a Company Cost Center., *Oracle 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 Enterprise and Workforce Management Guide*.
4. Repeat these steps to enter further information.

To enter GRE/legal entity additional information:

1. Click on the organization classification for which you want to enter additional information.
2. Choose the Others button to open the Additional Organization Information window.
3. Select the following:
 - Saudi GOSI Details, see: GREs/Legal Entities: Entering Saudi GOSI Details, page 1-27
 - GOSI Reference Formula, see: GREs/Legal Entities: Entering GOSI Reference Formula, page 1-28
4. Repeat these steps to enter further information.

Business Groups: Entering Saudi GOSI Office

Enter details of the General Office of Social Insurance (GOSI) to process your GOSI payments and reports.

To define the Saudi GOSI office:

1. In the Organization window, query Saudi GOSI Office, if it does not already appear there. In the Organization Classifications region, select Saudi GOSI Office.
2. Choose the Others button to display the Additional Organization Information window.
3. Click in the GOSI Details field of the Additional Organization Information window to open the GOSI Details window.
4. Enter the two-digit GOSI Office code in the Office Code field.
5. Save your work.

Business Groups: Adding GOSI Hazards Percentage

Enter details of the General Office of Social Insurance (GOSI) Hazards Percentage.

To add GOSI hazards percentage:

1. In the Organization window, query your organization in the **Name** field, if it does

not already appear there. In the **Organization Classifications** region, select **GRE/Legal Entity** in the name field.

2. Choose the **Others** button to display the **Additional Organization Information** window.
3. Click in the **GOSI Hazards Percentage** field of the **Additional Organization Information** window to open the **GOSI Hazards Percentage** window.
4. Enter a value in the **Date From** field. This is mandatory field.
5. Enter a value in the **Date To** field.
6. Enter a value in the **GOSI Hazards Percentage** field. This is a mandatory field.
7. Save your work.

Business Groups: Entering Saudi Payslip Balances

To generate an online payslip for an employee to view in Oracle SSHR, you need to enter payslip balance information for your business group.

To enter Saudi payslip balances:

1. In the Organization window, query the business group if it does not already appear there. In the Organization Classifications region, select the business group.
2. Choose the Others button, and select Saudi Payslip Balances.
3. Click in the Additional Organization Information window to open the Saudi Payslip Balances window.
4. Select the Balance Name for which you want to display the information.
5. Select a dimension for the balance in the Balance Dimension field.
6. Enter a description of the balance information in the Balance Narrative field. This information appear on the payslip as you enter it here. The payslip will show only non-zero balances.
7. Choose the OK button.
8. Save your work.

Business Groups: Entering Saudi Payslip Elements

To generate an online payslip for an employee to view in Oracle SSHR, you need to enter Saudi payslip element information for your business group.

To enter payslip elements:

1. In the Organization window, query the business group if it does not already appear there. In the Organization Classifications region, select business group.
2. Choose the Others button, and select Saudi Payslip Elements.
3. Click in the Additional Organization Information window to open the Saudi Payslip Elements window.
4. Select the Element Name and the input value for the element.
5. Enter a description of the element information in the Element Narrative field. This information appears on the payslip exactly as you enter it here.
6. Choose the OK button.
7. Save your work.

Business Groups: Defining PPA Office

Enter details of the Public Pension Agency (PPA) to process the PPA payments.

To define the PPA office:

1. In the Organization window, query your business group.
2. Select Business Group organization classification and click Others.
3. Select Public Sector Details and enter Yes.
4. Save your work.

GREs/Legal Entities: Entering Saudi GOSI Details

Enter the GOSI details of the employer to process your GOSI deductions.

Note: When creating an organization with the classification of GRE/Legal Entity, you must enter the required information in the Saudi

GOSI Details EIT.

To enter the Saudi GOSI details:

1. From the Organization window, query the organization if it is not already displayed and select the GRE/Legal entity in the Organization Classifications region.
2. Choose the Others button to display Additional Organization Information window.
3. From the Additional Organization Information window, select Saudi GOSI Details.
4. Click in the field to display the Saudi GOSI Details window.
5. Enter the mandatory Saudi GOSI details:
 - Enter the nine-digit GOSI number.
 - Select the GOSI office name with which the employer is registered. If the GOSI office you want to select is not displayed, please set the office up as an external organization. See: Business Groups: Entering Saudi GOSI Office, page 1-25
 - Select the calculation method. This information defines whether the deduction for an employee is Actual or Fixed.
 - Enter the GOSI contact telephone number.
 - Select any one of the employee in your organization as the signatory.
6. Save your work.

GREs/Legal Entities: Entering GOSI Reference Formula

Enter the GOSI Reference Formula details to enable the process of GOSI deductions to fetch the base value in the absence of the pay value for the element Setup GOSI Reference Salary.

To enter GOSI Reference Formula details:

1. From the Organization window, query the organization if it is not already displayed and select the GRE/Legal entity in the Organization Classifications region.
2. Choose the Others button to display Additional Organization Information window.

3. From the Additional Organization Information window, select GOSI Reference Formula.
4. Click in the field to display the GOSI Reference Formula window.
5. Enter the formula you have created. For more information on writing formulas, See: Writing or Editing a Formula, *Oracle FastFormula User Guide*
6. Save your work.

GREs/Legal Entity: Entering PPA Office Details

Enter the PPA office details to process the PPA deductions.

To enter the PPA office details:

1. From the Organization window, query the organization if it is not already displayed and select the GRE/Legal entity in the Organization Classifications region.
2. Choose the Others button to display Additional Organization Information window.
3. From the Additional Organization Information window, select Saudi PPA Details.
4. Click in the field to display the Saudi PPA Details window.
5. Enter the following:
 - Public pension agency number for the employer.
 - Select the public pension agency office for the employer.
 - Select the user defined formula to override the Contributory Salary contribution for PPA calculations.
6. Save your work.

Employment Agreement and Legal Compliance

Occupational Health: Medical Assessments, Disabilities and Work Incidents

Oracle HRMS enables you to record medical assessments, disability information, and work incidents for the people in your enterprise. It also enables you to link this information together. For example, if a medical assessment is required as the result of a work accident, and that assessment then diagnoses a disability in the person, you could relate these records to one another.

Note: The Medical assessments, disabilities and work incidents functionality may not be used by your localization.

Medical Assessments

The Medical Assessment window enables you to enter information about the medical assessments (consultations) provided to the people in your enterprise. For example, you can record:

- When the assessment took place, and the organization and person who performed it.
- The result of the assessment, for example, if a disability was identified.
- If the purpose of the assessment is to evaluate a particular disability, whether the person is considered fit for work.
- Any work incident that was the reason for this assessment.

A person can have multiple medical assessment records. For example, a person may have a recruitment medical and several annual medicals.

Disabilities

Using the datetracked Disabilities window, you can enter information about a person's disabilities. For example, you can record:

- The nature and severity of the disability
- The full-time equivalent that this person represents towards your enterprise's quota of disabled employees
- The details of the registration of this disability with an official organization

- Any work incident that was the cause of this disability
- The medical assessment that first identified this disability.

A person can have multiple disability records. Each disability can be linked to one work incident and to one medical assessment that diagnosed (or identified) the condition. Once a disability has been diagnosed and recorded, you can link it to multiple assessments that evaluate the disability.

Work Incidents

Oracle HRMS enables you to record work incidents, for example, accidents, that involve the people in your enterprise. Work incidents are incidents that occur:

- at work
- on the way to or from work
- in other circumstances that are defined as work-related by your enterprise.

Using the Work Incidents window, you can record:

- The details of the incident, for example, when and where it occurred.
- The health and safety official and/or representative body that were notified of the incident
- Medical details, such as any injury occurred, treatment given, and medical organizations involved
- Whether any compensation was paid
- Whether this person was absent as a result of the incident
- The job the person was doing when the incident occurred

A person can have multiple work incident records.

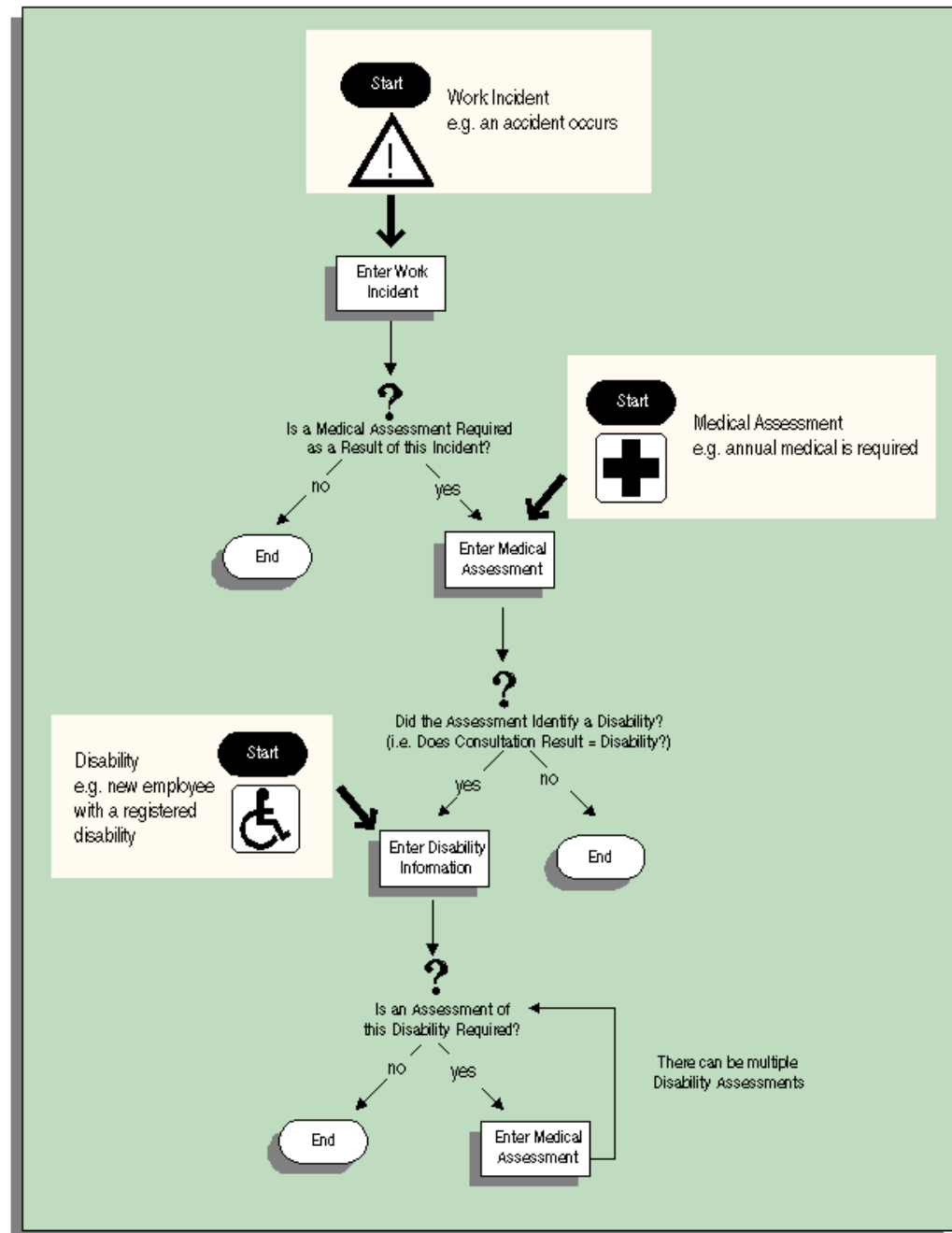
The graphic illustrates the relationship between the medical assessment, disability and work incident tasks. It shows the full process that you could follow if you wanted to record:

- A work incident that occurred
- The medical assessment that was required as a result of the work incident
- The disability record that was required as a result of a "Disability" result in the medical assessment

- The subsequent "Disability type" medical assessments that were required to evaluate the disability on a regular basis

The "Start" boxes show the points at which you can start the process, depending on the task you need to perform.

Recording a Disability



Entering Work Incident Information

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

To enter work incident information:

1. Enter information about the incident:
 - Enter a unique reference number for this incident.
 - Enter the date on which the incident occurred.
 - If the incident occurred over time, enter the date on which the incident was identified or reported.
 - Select the type of incident that occurred.
 - Enter the time at which the incident occurred, if known.
 - Check the check box if the incident occurred over a period of time. For example, check this box if the incident was a gas leak.
 - Select the circumstances of the incident in the Activity field. For example, you can specify if the incident occurred en route to work.
 - Enter the date on which the incident was reported.
 - Enter the reference number for a related work incident. The list is limited to incidents that involved this person and that occurred on or before the date of this incident.

Incident Description:

1. Choose the Incident Description tab.
2. Enter more detail about the incident:
 - Select the main cause of the incident in the Hazard field.
 - Enter the location of this incident, for example, if the incident occurred in the workplace, identify the room and building.
 - Enter a further description of the incident, if required.

Incident Reporting:

1. Choose the Incident Reporting tab.
2. Enter the reporting details:
 - Select the name of the person who reported this incident. You can only select a

person who is on the system and who is in the same Business Group.

- Select the method used to report this incident, for example, a voicemail.
- Enter the date and time when the incident was reported. This cannot be earlier than the date and time recorded for the incident.

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

- Enter the organization to whom the incident was reported, for example, the local fire station or police.
- Enter contact details for anyone who witnessed the incident.

Official Notifications:

1. Choose the Official Notifications tab.
2. Enter the official notification details:
 - Select the name of your organization's health and safety representative and enter the date on which they were notified of the incident
 - Describe any remedial action that was taken (or is planned) as a result of this incident.
 - Select the organization and person that are the representative body for this person and enter the date on which they were notified of the incident

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

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

Medical Details:

1. Choose the Medical Details tab.
2. Enter any medical details:
 - Select the type of injury and/or disease caused by the incident.
 - Enter any further description of the injury or disease.

- Check the box if the person received medical attention as a result of this incident. Then enter the name of the physician and/or the contact details for the hospital that was consulted or that provided treatment.

Note: If treatment was provided by an internal organization or person, for example, an occupational health organization or a first-aid officer, enter the details into the Hospital Details field.

Other Information:

1. Choose the Other tab.
2. Enter other information about this incident:
 - If compensation was awarded for this incident, enter the amount. Then select the currency for the compensation amount. The business group's currency is shown as the default.

Note: If you enter a compensation amount, the Currency field cannot be left blank.
 - Enter the date on which the compensation was given.
 - Enter the job the person was doing at the time of the incident. The list is limited to jobs with effective start dates before the incident and effective end dates, if any, after the incident.
 - Enter the time the worker began work on the day of the incident.

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

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

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

Further Work Incident Information:

1. Click in the Further Information field to open the Further Work Incident Information window.

2. Enter the date on which the organization stopped the wage of the employee.
3. Enter the unique patient number assigned by the hospital.
4. Enter the hospitalization details including the date on which the employee was admitted to the hospital and the duration of the stay at the hospital.
5. Enter the start date and end date for the employee's period of rest at home.
6. Enter the number of external visits the employee has made to the hospital.
7. Enter information about any medical violation.
8. Enter any details about the violation, such as missed medical appointments, medical advice or prescriptions that the employee did not follow.
9. Enter the total number of days the employee was escorted to the hospital by a family member, a friend or an employee.
10. Enter the date on which the employee resumed work.
11. Save your work.

What Next?

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

Running the Saudi Disabled Employee Report

Run the Saudi Disabled Employee Report to create a list of all the disabled employees in your organization.

You run the Saudi Disabled Employee Report from the Submit Request window.

To run the Saudi Disabled Employee Report:

1. Select the Saudi Disabled Employee Report in the Name field.
2. Enter the Parameters field to open the Parameters window.
3. Select the Organization Hierarchy for which you want to see the information.
4. Select the Version for the organization hierarchy.

Note: You can also view all the disabled employees that are present in the organizations lower down the hierarchy from the organization and the version selected.

5. Select the Organization name.
6. Select the disability type, such as hearing impairment, intellectual disability, physical disability, psychiatric disability, and visual impairment.
7. Select the employment office. If the employment office you want to select is not displayed, please set the employment office. See: Creating an Organization, page 1-18
8. Select the disability status, such as active, closed, inactive, and pending.
9. Enter the Date on which you want to see the report.
10. Choose the Submit button.

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

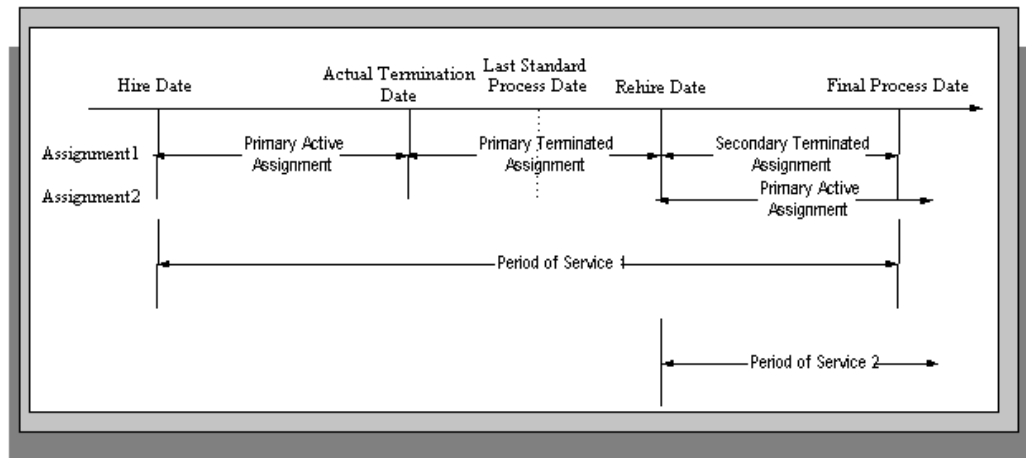
- An ex-contingent worker's earliest hire date is either 1 day after the actual termination date of the most recent placement or the day after the last of any future-dated changes, whichever is later. For back-to-back hiring, there can be no future-dated changes.

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 2-25

To cancel a hire:

1. Query the employee in the People window.
2. Select Cancel Hire in the Action field.
3. Save your work.

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

Running the iRecruitment Create Enrollment Process

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

Using this program, you can create enrollment records for:

- An individual person hired for a vacancy.

- All the employees hired for a vacancy.
- All the employees hired in a business group.

You run this process from the Submit Request window.

To run the iRecruitment Create Enrollment process:

1. Select the iRecruitment Create Enrollment Process in the Name field.
2. Click in the Parameters field to open the Parameters window.
3. Select the business group for which you want to run the process. iRecruitment processes the compensation plans for the new hires in this business group and enrolls them into the relevant compensation plans. The business group information is mandatory.
4. Optionally, you can run the process for a specific vacancy or an employee in the business group.

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

What's Next

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

People Management

People in a Global Enterprise

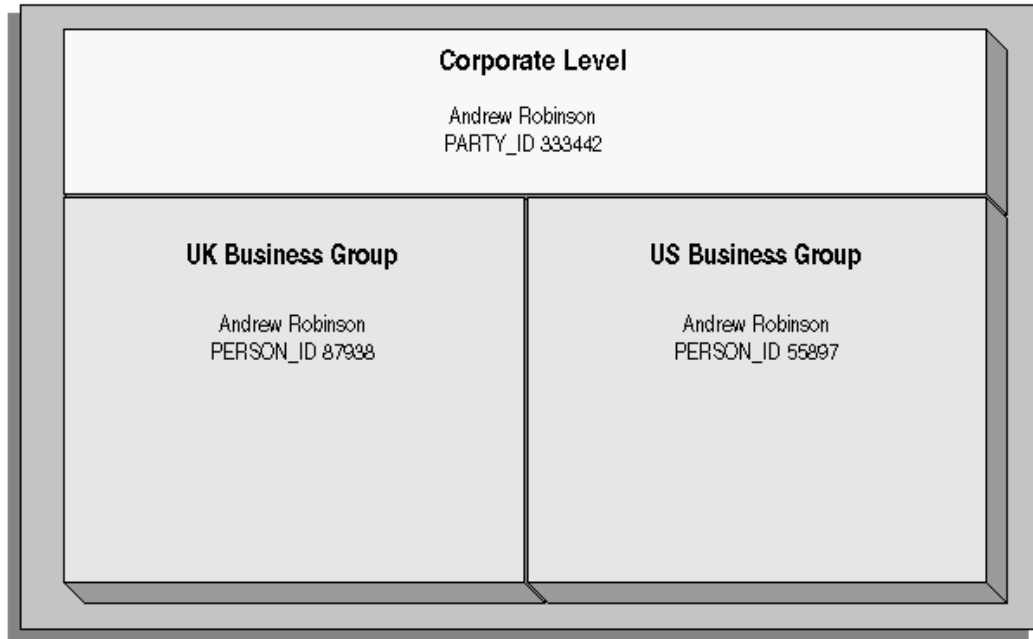
Based on a common core application for all countries, Oracle HRMS provides you with the ability to support both local and corporate requirements for global enterprises.

People who are employees, contingent workers, applicants, or contacts of other internal people are entered within a legislative or cultural context. In Oracle HRMS, this means they have a record in a business group that complies with the legislative requirements of a specific country.

From a corporate perspective, for your employees, contingent workers, and applicants you also need to view this information across business groups to enable you to set up reporting lines and relationships between people and organizations in different countries.

As part of your global enterprise, you may have international employees who transfer between business groups to work temporarily in other countries. It is likely in this instance that you will have several local records for that person in different business groups. You still however, need to be able to identify at a corporate level that these records all relate to the same person.

A Multi-Organization Person Record



Oracle HRMS provides you with a corporate level record for each of your employees, contingent workers, and applicants. This record links all the local records for a person and is available in all business groups and also to other E-Business applications.

Note: People who are entered only as contacts of other internal people do not have a corporate level record. This enables you to restrict access to a contact's information to one business group.

To create this global view of a person, Oracle HRMS is integrated with Trading Community Architecture (TCA). TCA enables you to store person information at a corporate level so that it is available across all applications in your e-business suite. TCA provides a single place in which a person can be uniquely identified as a *party*. A sub-set of the personal information entered in HRMS is automatically held at the corporate level in TCA.

Some people, for example, customers, are only held at the corporate level as parties. They can be linked to other HR people as appropriate.

Note: You must have the HR: Cross Business Group profile option set to Yes for your responsibility to create links between people in different business groups.

To ensure the records in the corporate and local levels are synchronized it is important that lookup types that relate to global person information contain exactly the same lookup codes in TCA and HRMS. For example, if you add a new code to the TITLE

lookup type, you must ensure the same code is added to the equivalent TCA lookup type. If the codes do not match identically then the field is cleared in TCA when an update is made in HRMS.

Benefits of Linked Person Records

One of the benefits of having the person records linked is that if any of the following information is updated in one business group, then it will be visible, in read-only format, in all other business groups relating to the person.

- Qualifications
- Establishments attended
- Competencies

Note: Competencies may be defined as global or local to a business group. Only global competencies are visible from within another business group. Those that are local to one business group can only be seen within the context of that business group.

In addition to this, you can enable person synchronization. This enables you to update certain information against one record and have it automatically applied to all other records relating to the person. This ensures that you have a common set of information for one person across all countries in which that person operates.

Note: To control the synchronization of your person records you use the HR: Propagate Changes profile option.

See: Person Record Synchronization, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

Duplicate Person Search

When creating a new person record, you can search for existing duplicate person records in a single or multiple business groups:

- Multiple business groups: This search uses the global name format (Global List Name). HRMS provides the HR: Cross BG Duplicate Person Check profile option to enable the duplicate person check functionality across multiple business groups. You must set the HR: Cross Business Groups and HR: Cross BG Duplicate Person Check profile options to Yes to display a list of potential duplicates across business groups.

For more information about the HR: Cross BG Duplicate Person Check user profile, see: User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration*

Guide

For information about the global name format (Global List Name), see: *Person-Name Formats, Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

- Single business group: This search uses values such as, last name, first name, date of birth, or national identifier to search for duplicate records.

Validating People in Multiple Business Groups

When you create a new person record in any business group in Oracle HRMS, the application looks for matching records in all business groups and lists the records of potential duplicates. If you indicate that one of these records relates to the same person as your new record, the application automatically adds the global person reference to the new record.

When determining whether to store information at the corporate or legislative level, Oracle HRMS applies the following rules:

- Employees, applicants, and contingent workers have both corporate and legislative records.
- Ex-employees, ex-applicants, and ex-contingent workers retain both corporate and legislative records.
- People whose system person type is Other have a legislative record only.

Note: HRMS considers any person with a system person type of Other to be a contact; contacts do not have to be part of an active contact relationship in Oracle HRMS.

- Employees, applicants, contingent workers, ex-employees, ex-applicants, and ex-contingent workers who are also contacts have both corporate and legislative records.

When a contact becomes an employee, contingent worker, or applicant, the application creates a corporate-level record if one does not already exist.

Note: In this case, if you subsequently cancel (rather than terminate) the contact's employment, application, or placement, the application deletes the corporate-level record.

HRMS makes all changes to corporate-level and legislative-level records that are required as a result of person-type changes at the time the change is entered, rather than when the change comes into force.

Transferring Employees Between Business Groups

Using the Global Deployments function, HR Professionals can transfer employees permanently or temporarily between business groups. Oracle HRMS automatically creates or updates employee records in both source and destination business groups when you initiate the transfer. Similarly, when a temporary transfer ends, Oracle HRMS automatically updates records in both business groups again.

See: Employee Transfers and Secondments, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

Person Numbering

In Oracle HRMS, every employee, applicant, and contingent worker has a person number. If you select global person numbering, Oracle HRMS allocates numbers from a single sequence to workers of the relevant person type throughout the enterprise.

If you transfer an employee between business groups using the Global Deployments function when global employee numbering is in effect, then the transferred employee automatically retains the employee number from the source business group. In all other cases, a person who moves from one business group to another does not retain the person number from the original business group, even when global person numbering is in effect. Note, however, that you can write a formula to generate a global custom number sequence for a person type. You can handle other business needs, including the need to retain person numbers between business groups, in a person number formula.

Person Names

Oracle HRMS defines some standard formats for person names, which you can edit. You can also define your own person-name formats. For example, you can define formats for use in custom code or legislation-specific versions of the standard formats if your localization does not supply them. Person-name formats can be local or global:

- Local formats are suitable for users in a single legislation who view person names in a character set appropriate to their legislation.
- Global formats are generally suitable for users in global enterprises who prefer to view person names in a single (typically, Western) character set, so that all names, regardless of origin, have the same representation.

See: Person-Name Formats, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

Oracle Human Resources Information Discovery Plus Workforce Explorer Page

If Oracle Human Resources Information Discovery Plus is licensed and implemented, then you can use the Workforce Explorer page to search and view dashboard metrics

related to person data. As an HR executive, manager or as a member of senior management, you can use the Workforce Explorer page to search employees by leveraging quick search and guided navigation capabilities. HR users can analyze and interpret person data with the aid of key metrics, maps, tags, flexible charts and graphs. It also provides the ability to navigate to HR transaction pages (Talent Profile) for performing employee personnel actions.

For more information about how to set up Oracle Human Resources Information Discovery and using the Workforce Explorer Page, refer to the *Oracle Human Resources Information Discovery Plus* chapter in the *Oracle E-Business Suite Information Discovery Integration and System Administration Guide*.

Person Extra Information Types

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

Note: To be able to access the predefined EITs, you must link the EIT to your responsibility.

See: Setting Up Extra Information Types Against a Responsibility,
Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide

The predefined person EITs are:

- Saudi Iqama Details: Captures information about the work/residence (Iqama) permit an employee holds, such as Iqama number, profession, issue and expiry dates, Hijrah Issue Date, Hijrah Expiry Date, and the place of issue.
- Saudi Passport Details: Captures information about the visa holder's passport, such as passport number, profession, issue and expiry dates, and the place of issue.
- Oracle Student System (OSS) Person Details: OSS identification data for the student employee. The field Synchronize OSS Data controls synchronization of student employee address and telephone information between HRMS and OSS.
- Saudi Hafiza Details: Captures information about the employee's Hafiza number and date and place of issue.

Previous Job Extra Information Types

You can define as many Extra Information Types as you require to hold information about previous job responsibility.

Note: To be able to access the predefined EITs, you must link the EIT to your responsibility.

See: Setting Up Extra Information Types Against a Responsibility,
Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide

There is one predefined Extra Information Type:

- Saudi Previous Employer Job Responsibility-Use this EIT to hold the details of the employee's previous job responsibility.

Assignment Extra Information Types

You can define as many Extra Information Types as you require to hold information about assignments. The following predefined assignments EITs are available:

- Hiring Decision Number - Use this to enter the unique hiring number of a government sector employee.

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), nationality, religion, and the employee's name details in an alternative language, mainly English.

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 name details in the Name region:
 - Select a title such as His Highness or Prince.

Kuwaiti and UAE users: Select a title, such as Mrs. or Doctor for formal correspondence.

- Enter the person's name in the First Name field.
 - Enter the name of person's father name.
 - Enter the name of the person's grandfather.
 - Enter the person's family name.
3. Select a gender.
 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.

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

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

Entering Employee Information

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

5. 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.

Entering Identification Information

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

6. 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.

7. Enter the Civil Identity Number (Civil ID).

Kuwaiti users: This step is not mandatory for applicants.

UAE Users: Enter the National Identifier for the person.

Entering Personal Details

Enter personal details in the Personal tabbed region.

8. Enter the date of birth. You must do this before you can assign an employee to a payroll.

Note: The Age field displays the age of the person is automatically, on entering the birth date of the person.

9. Enter additional birth information into the Place of Birth, Region of Birth, and Country of Birth fields.
10. If the Work Telephone field is displayed, enter a work telephone number. Otherwise, use the Phone Numbers window to enter this information.
11. In the Status field, select a marital status.
12. Select whether your employee, applicant or contingent worker is:
 - Registered disabled
 - Not registered disabled

- Partially disabled
- Fully disabled

13. Save your work.

Multiple Person Record

14. If your data already includes a person with the same civil identity number, or with the same family name 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, page 2-11

- 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.

Entering Additional Personal Information (People Window)

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

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

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

1. Choose the Office Details tabbed region.
2. Enter the office number.
3. Enter the internal location of this office.
4. Enter the office identifier for internal mail.
5. Enter the person's email address.
6. In the Mail To field, select Home or Office to indicate the person's preferred mail destination.

To enter information for an applicant:

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

To enter background check information:

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

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

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

To enter further name information:

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

To enter medical information for a person:

1. Choose the Medical tabbed region.
2. Select the person's blood type.
3. Select the date of the person's last medical test.
4. Enter the name of the physician who performed this test.

To enter other information for a person:

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

3. Enter the employee's work availability with your company. You select either the full time or part time work availability for the Saudi employees. You need to select Full time option for all the employees.
4. Select the language the person prefers for correspondence. For example, select German if the person prefers to correspond or receive company information such as terms of pension plan in German.

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

5. If the person has died, enter the date of death.
Date of death defaults to the person's termination date if:
 - in the Terminate window you enter the termination reason of deceased, but
 - you do not provide the actual termination date, and
 - you have not yet entered a date of death
6. Select the current student status, if the person is a student.
7. In the Date Last Verified field, you can enter the date the person last checked this personal information for accuracy.
8. Check the Military Service check box if the person is employed in a military service.
The value of this field can impact benefits calculations.
9. Check the Second Passport Exists check box if the person possesses multiple passports.

To enter benefits information:

1. Choose the Benefits tabbed region.

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

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

and add the HR View Benefits function to the menu.

2. Enter a benefit group for your employee or applicant. Benefit groups help determine a person's eligibility for a plan or set benefit rates. For example, benefit groups can address mergers and acquisitions where eligibility is complicated, or assist in grandfathering a person into a very old plan.
3. Enter what kind of tobacco (cigarettes, pipe, cigar, or chewing, for example) your employee uses, if any.
4. Enter the medical plan number, which is the policy or group plan number of an externally provided medical plan.
5. Enter the adoption date, if the employee has adopted a child. This information, with the child's date of birth, can determine dependent eligibility. You can enter the adoption date only if you have entered a date of birth for the person. The adoption date must be the date of birth or later.
6. Enter the date you received the death certificate of a deceased employee. You can enter this only after you have entered the date of death in the Other Information region. The receipt of the death certificate must be after or equal to the date of death.
7. Enter an adjusted service date for your employee. Benefits can use this date, rather than the date first hired, to determine the length of service for eligibility, enrollment, and rates. The adjusted service date can credit service for former employers, grandfathered benefits, or in the case of mergers and acquisitions.
8. Change the date first hired. For employees who have previously worked for your enterprise, the Date First Hired field displays the start date of the employee's earliest, previous period of service. This date must be on or before the start date of the earliest period of service.
9. Check the Other Coverage check box, if the employee or applicant has externally provided coverage.
10. Check the Voluntary Service check box, if your employee or applicant is volunteering, for example as a missionary.

To enter alternate names:

1. Choose the Alternate Names tabbed region.

Note: In this tabbed region, you enter the name details in an

alternative language, mainly English. This information is important for the passport office.

2. Enter the person's name in the First Name field.
3. Enter the name of the person's father.
4. Enter the name of the person's grandfather.
5. Enter the person's family name.

To enter additional information:

Choose the Additional Information tabbed region.

1. Select the nationality of the person. This information helps to identify the employees' wages.
2. Select the religion of the person. The system displays the default value-Muslim.
3. Select the educational level of the person. The system displays this information in the GOSI Saudi Workers Movement report.

To view Hijrah Date:

Choose the Hijrah Date tabbed region.

In this tabbed region, you view the date of birth and hire date of the employee as per the Hijrah calendar.

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.

Running the Saudi Iqama Expiry Report

Run the Saudi Iqama Expiry Report to create a list of all the iqamas due to expire for a selected period.

You run the Saudi Iqama Expiry Report from the Submit Request window.

To run the Saudi Iqama Expiry Report:

1. Select the Saudi Iqama Expiry Report in the Name field.
2. Enter the Parameters field to open the Parameters window.
3. Select the Organization Hierarchy for which you want to see the information.
4. Select the Version for the hierarchy.
5. Select the Organization name.
6. Enter the period within which the iqama expires, such as 6.
7. Select the duration in the Expires In Units field, such as months, years, and weeks. This value refers to the iqama expiry period.
8. Enter the Date on which you want to see the report.
9. Choose the Submit button.

Running the Saudi Passport Expiry Report

Run Saudi Passport Expiry Report to create a list of all the passports due to expire for a selected period.

You run the Saudi Passport Expiry Report from the Submit Request window.

To run the Saudi Passport Expiry Report:

1. Select the Saudi Passport Expiry Report in the Name field.
2. Enter the Parameters field to open the Parameters window.
3. Select the Organization Hierarchy for which you want to see the information.
4. Select the Version for the hierarchy.
5. Select the Organization name.
6. Enter the period within which the passport expires, such as 6.
7. Select the duration in the Expires In Units field, such as months, years, and weeks. This value refers to the passport expiry period.
8. Enter the Date on which you want to see the report.
9. Choose the Submit button.

Running the Saudi Contract Expiry Report

Run the Saudi Contract Expiry Report to create a list of all the contracts due to expire for a selected period.

You run the Saudi Contract Expiry Report from the Submit Request window.

To run the Saudi Contract Expiry Report:

1. Select the Saudi Contract Expiry Report in the Name field.
2. Enter the Parameters field to open the Parameters window.
3. Select the Organization Structure for which you want to see the information.
4. Select the Version for the organization structure.
5. Select the Organization name.
6. Select the contract type, such as specified period contract, task-specific contract, or unspecified period contract.
7. Select the employment status, such as family or bachelor status.
8. Enter the period within which the contract expires, such as 6.

9. Select the duration, such as months, years, and weeks. This value refers to the contract expiry period.
10. Enter the Date on which you want to see the report.
11. Choose the Submit button.

Entering Previous Employment Details

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

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

- Previous Employer
- Previous Job
- Assignment - Previous Job Mappings

To enter previous employment details:

1. Enter the previous employer name.
2. Enter an address.
3. Select a country.
4. Select the type of business.
5. Select a subtype for the business type selected at step 4.
6. Enter a description for the employer.
7. Enter start and end dates for the employee's period of employment. The dates entered automatically calculate the period of service in years, months and days.
8. You can override the period of service calculation by entering your own period of service in the Years, Months and Days fields.
9. Select the termination reason, such as disciplinary, dismissed, non-renewal of contract and resignation, if required.
10. Select the All Assignments check box to specify that the service period is taken into account for all assignments.

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

11. Save your work.

To enter previous job details:

1. Select an empty row in the Previous Job region or place your cursor within an existing row and choose the New button to add a new row.
2. Enter start and end dates for the previous job. The job entered must be associated with the employer and period of service entered previously. The dates entered automatically calculate the period of service in years, months and days.
3. Enter a job title.
4. Select an employee category.
5. You can override the period of service calculation by entering your own period of service in the Years, Months and Days fields.
6. Enter a description for the previous job.
7. Select the All Assignments check box to specify that the previous job period is taken into account for all assignments.

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

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

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

9. Save your work.

To map previous jobs to an assignment:

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

2. Select an assignment to map to a previous job specified earlier.
3. Select a job to map to the assignment. Selecting a job automatically displays the Start Date and End Date fields as specified for the job in the Previous Job region.
4. You can override the period of service calculation by entering your own period of service in the Years, Months and Days fields.
5. Use the Further Information flexfield to enter further previous job usage details.
6. Save your work.

Entering an Assignment (Assignment Window)

When you enter an employee or contingent worker, or hire an applicant, Oracle HRMS automatically creates a default assignment. You can view and update the default assignment in the Assignment window.

You can then enter additional assignments, if required, using the Assignment window.

To enter an assignment:

1. Set your effective date to the start date of the new assignment.

Note: If you are a German user and want to link a contract to this assignment you should do so before completing any further fields as some fields in the Assignment window default to values defined on the contract and cannot be overridden here. Add contract details using the Contract field on the Employment Terms tabbed region. If you are assigning a contingent worker, the Employment Terms tabbed region does not display, preventing you from adding a contract.

2. Select the organization to which you want to assign the employee or contingent worker. By default, the employee has an assignment either to the business group, or to the organization to which he or she applied. Contingent workers have a default assignment connected to the business group.

If you overwrite these defaults, a window appears asking if the change is an update or a correction. Select Correction.

If you are creating an additional assignment, no default business group or organization is displayed.

3. Select the job or position for which this person has been assigned.

Note: France only: For a public sector type organization, the Position field is read only. Oracle HRMS displays the position details you recorded using the HR Administrator Actions pages.

Note: Russia only: Click the Attachments Menu icon on the tool bar to enter the contingent worker's job description.

Note: India only: The position selected is displayed on the employee's Form 16.

4. For employee assignments, select a grade for information or to use grade rates or grade scales to determine the appropriate compensation levels for the employee.
5. If you defined a location for the business group or other organization, it appears as a default. Change this, if required.

Mexico only: The assignment's location determines its GRE.

- If you have assigned multiple GREs to a location (through the generic hierarchy), you must choose which one applies to this assignment. Navigate to the Statutory Information tabbed region and make a selection in the Government Reporting Entity field.
- If you change your assignment's GRE, you must specify a Social Security Leaving Reason (under the Social Security Affiliation tabbed region).

See: *Transferring Employees, Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

6. **France only:** Select the establishment as it serves as the legal point of contact for settling any disputes and manages the personal details of the workforce.

Note: For a public sector type organization, the Establishment field is read only. Oracle HRMS displays the establishment details you recorded using the HR Administrator Actions pages.

7. Select the people group and enter information defined in your people group flexfield. This is optional.
8. Select a payroll if you are paying an employee using Oracle Payroll, or if you intend to record for the employee certain types of compensation and benefits (represented on the system by *nonrecurring elements*).

Note: If Oracle Payroll is installed and you are an HR User, you cannot assign employees to payrolls. Ask your system administrator to change your HR:User Type profile option if you need to assign employees to payrolls.

9. Select a status for the assignment. By default a new assignment has the status Active Assignment (or an equivalent user status defined on your system).

See: Assignment Statuses, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

10. **Korea Only:** Select the business place to which you assign your employee.
11. Enter an assignment number to uniquely identify the assignment. By default, this number is the same as the employee or contingent worker number, for the first assignment.
12. For employee assignments, select a collective agreement if the employee is covered by one.

You can calculate values based on a collective agreement only for an employee's primary assignment.

13. Select an assignment category, for example part-time or full-time.

For Hungarian users only: Select an employment category, for example part-time or full-time.

For Mexican users only: Select the employee's Social Security employment type.

For Dutch users only: If the Assignment Category is set to Dismissal Pay , then nothing will be sent in the Employment field of the CBS File. Ensure any assignments to be retrieved for the CBS file do not have this value selected in the Assignment Category.

Change any assignments with the category Trainee to Fulltime-Trainee, to return a value of 1 in the Employment field of the CBS File.

14. For employee assignments, select the employee category, for example blue collar or white collar.

For Mexican users only: Select the employee's Social Security employment category.

For Spanish users only: Select the professional category, for example administration clerk or civil servant.
15. Enter the information you want to hold in the tabbed regions, for example, supervisor details, special ceiling progression points, or salary information.

See: Entering Additional Assignment Details, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

You can use the Oracle HRMS and Common application Components (CAC) integrated schedule features to assign a schedule to the worker's assignment. If you want the application to only display schedules the worker is eligible for, then run the Eligibility Engine process for the worker.

See: Setting Up Availability, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

Entering Additional Assignment Details (Assignment Window)

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

To enter supervisor information for an employee or contingent worker:

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

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

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

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

To enter probation period and notice information for an employee:

1. Choose the Probation and Notice Period tabbed region.
2. Amend the default probation period for your employee's assignment, if required.
3. Enter the notice period for the assignment, if required.

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

1. Choose the Standard Conditions tabbed region.
2. Amend the standard work day information for your employee or contingent worker assignment, if required.
3. This step is for employees only. For benefit administration, enter whether the assignment is hourly or salaried.

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

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

1. Choose the Miscellaneous tabbed region.
2. Enter the internal address details (such as the floor or office number), if required. The system adds the details to the location address.
3. Select a reason for adding or changing the assignment. For example, you can use the Reason field to record promotions for your employees. You define valid reasons as values for the lookup types Reason for Change to Employee Assignment (EMP_ASSIGN_REASON) for employees and Contingent Worker Assignment Reasons (CWK_ASSIGN_REASON) for contingent workers.
4. Select the Manager box if the assignment is at manager level and you want to include this worker in the Organization Hierarchy Report as a manager. (You can select Manager for a contingent worker assignment only if the HR: Expand Role of Contingent Worker user profile option is set to Yes.)
5. Check the Primary check box to update a secondary assignment to Primary.
See: Changing Primary Assignments, Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide
6. If you use Oracle Services Procurement to provide purchase order information for contingent worker assignments, the purchase order line may include the projected assignment end date. In this case, the date appears in the Projected Assignment End field. Otherwise, enter the projected end date of the assignment.

To enter employment terms for an employee:

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

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

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

To enter special ceiling information for an employee:

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

To enter salary information for an employee:

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

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

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

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

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

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

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

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

1. Choose the Project Information tabbed region.

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

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

To enter supplier information for a contingent worker:

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

If you are not using Oracle Services Procurement:

1. Choose the Supplier tabbed region.
2. Select the name of the supplier and the supplier site for the contingent worker.
3. Enter supplier IDs for the contingent worker and the assignment, if available. These values identify the worker and the assignment to the supplier.

If you are using Oracle Services Procurement:

1. Choose the Supplier tabbed region.
2. Select a purchase order number for this assignment.
3. If only one purchase order line exists, it appears in the Purchase Order Line field. Otherwise, select a purchase order line. Note that the Purchase Order Line field is enabled only when you select a purchase order.
4. Information from the purchase order appears automatically in the Supplier Name and Supplier Site fields. If the purchase order line includes a job value, it replaces any value in the Job field.
5. Enter supplier IDs for the contingent worker and the assignment, if available. These values identify the worker and the assignment to the supplier.

To enter General Organization for Social Insurance (GOSI) or Public Pension Agency (PPA) details:

1. Choose the GOSI/PPA tabbed region.
2. Select the name of the employer.
3. Enter the employee's GOSI or PPA Number. If your employee does not have either number, then leave the field blank.
4. Specify whether your organization makes GOSI or PPA Annuities for Saudi employees. The default value is Yes.

Additional Information: You cannot specify GOSI or PPA Annuities for non-Saudi employees. For non-Saudi employees, the default value is No.

5. If you selected Yes in the Annuities field, enter the Annuities join date.
6. In the Hazards field, specify if your organization provides GOSI or PPA Hazards deductions on behalf of the employees. The Hazards field default is Yes for all employees.
7. Edit the Hazards join date, if required.

To enter grade ladder information for an employee:

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

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

To enter employment details information for an employee:

Kuwaiti users only: Social security reports use this information.

1. Choose the Employment Details tabbed region.
2. Select the employer. Social security reports displays the name of the employer.
3. Enter a valid 11-digit social security number for your Kuwaiti employees.

Additional Information: If this person is a Kuwaiti national, then the social security number is mandatory. The application checks the nationality of the person against the local nationality set for the business group, which should always be set to Kuwait.

4. Select the date of commencement of subscription to the complementary or supplementary insurance scheme.

Entering a New Employee

Two templates are provided in Oracle HRMS that enable you to enter employees. These are:

- **Enter Employees** - This is intended to be used by users who are only interested in entering new employees onto the system, for example data entry clerks. It only uses the Maintain window and includes all the fields required to set up an employee.
- **Maintain Employees** - This enables users to enter employees onto the system, and also to maintain existing records. It uses the Find, Summary and Maintain window to enable users to control a large amount of information relating to employees and their assignments.

Your system administrator will have set up these templates according to the needs of your enterprise and will have restricted your access according to the role you have to perform.

To enter a new employee using the Enter Employees template:

Using enter employee template you enter the following:

- Employee Details
- Alternate Names
- GOSI Details
- Extra Information

Employee Details:

1. Choose the Employee Details tabbed region.
2. If the New window is not displayed choose the New icon in the toolbar. Select New Employee.
3. Enter the personal details for the new employee. You must enter:
 - Title
 - First Name
 - Father Name
 - Grandfather Name
 - Family Name
 - Gender
 - Marital Status
 - Nationality
 - Religion
 - Civil Identity Number (Civil ID)
 - Person Type
 - Employee Number and Hire Date
 - Date of Birth (for assignment to a payroll)

All other personal information is optional.

4. Enter the assignment details for the new employee. You must enter:
 - Organization (this defaults to the current business group)

You can also select other employment information, such as, job or position, grade, supervisor, and payroll details.

5. Save your work. If you have missed any mandatory information, you are prompted to enter it before the new record is saved.

Alternate Names:

1. Choose the Alternate Names tabbed region.
2. Enter the person's name in the First Name field.
3. Enter the person's father name.
4. Enter the person's grandfather name.
5. Enter the person's family name.
6. Save your work.

GOSI Details:

Use the GOSI details tab to enter the information about the GOSI for the employee.

1. Choose the GOSI Details tabbed region.
2. Select the employer name.
3. Enter the nine-digit GOSI number of the employee.
4. Specify whether your organization makes GOSI Annuities for Saudi and non-Saudi employees. The system displays the default value based on the employee's nationality. The default value for Saudi employees is Yes and for non-Saudi employees is No. Select Yes, if your organization provides GOSI Annuities deductions for the non-Saudi employees.
5. If you selected Yes in the Annuities field, enter the Annuities join date.
6. In the Hazards field, specify if your organization provides GOSI Hazards deductions for the employees. The Hazards field default is Yes for all employees.
7. Edit the Hazards join date.
8. Save your work.

Extra Information:

Use the Extra Information tab to enter information about the iqama and the passport

details for the employee.

1. Choose the Extra Information tabbed region.
2. Select Saudi Iqama Details option.
3. Enter the iqama details for the new employee. You must enter:
 - Iqama Number
 - Place of Issue
 - Expiry Date
 - Profession
 - Issue Date
4. Save your work.
5. Select Saudi Passport Details option.
6. Enter the passport details for the new employee. You must enter:
 - Passport Number
 - Place of Issue
 - Expiry Date
 - Profession
 - Issue Date
7. Save your work.

To enter a new employee using the Maintain Employees template:

1. Display the Summary window of the Maintaining Employees form.
2. Choose the New icon in the toolbar or right-click on People By Name in the Data Organizer and choose New from the right mouse menu.
3. Select New Employee and choose OK.
The Personal tab is displayed for you to start entering information about the employee.
4. Set your effective date to the date when you want the assignment to begin, such as

the hire date You can enter a date in the Date field next to the timeline bar and choose Go.

5. Enter personal information for the employee. You must enter:

- Name
- Type
- Gender
- Employee Number and Hire Date
- Date of Birth (for assignment to a payroll)
- Civil Identity Number (Civil ID)

All other personal information is optional.

6. Choose the Communication tab if you want to enter contact information, such as addresses and phone numbers.

7. Enter application information in the Assignment, Compensation, and Schedule tabs, as required.

See: Entering Employment Information, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

8. Save your work. If you have missed any mandatory information, you are prompted to enter it before the new record is saved.

If a person already exists on your application 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 is displayed that shows all the people who share the details. See: Multiple Person Records, page 2-20

Compensation and Benefits Management

General Compensation Structures

Predefined Elements

The following table shows the predefined elements for payroll runs.

Predefined Elements

Element Name	Description
GOSI	This is a recurring element that is attached to each assignment and initiates GOSI processing. It has a formula attached to it, which returns the calculated values to the indirect elements.
Employer GOSI Hazards	This is a non-recurring element that contains the value of the employer's liability for GOSI Hazards.
Employer GOSI Annuities	This is a non-recurring element that contains the value of the employer's liability for GOSI Annuities.
Employer GOSI Subsidy	This is a non-recurring element that contains the value of the additional employer's liability for GOSI Annuities.
Employee GOSI Annuities	This is a non-recurring element that contains the value of the employee's liability for GOSI Annuities.
GOSI Reference Salary	This is a non-recurring element that contains the value of the employee's reference salary for GOSI deductions.
Employee GOSI Arrears	This is a non-recurring element that contains the value of the employee's outstanding GOSI liability.
Employee GOSI Arrears Payment	This is a non-recurring element and contains the value of the employee's payment to reduce the GOSI arrears.

Element Name	Description
GOSI Reference Salary Adjustment	This is a non-recurring element and contains the value of the salary adjustment for GOSI.
Setup GOSI Reference Salary	Use this non-recurring element if you want to specify a pay value as the base for calculating GOSI deductions throughout the year. Otherwise the payroll run calculates GOSI deductions using the formula attached to the GRE.
PPA	Non-recurring indirect element triggered by GOSI/PPA element depending on the organization classification set at the organization level. This element triggers the PPA related calculations by calling the SA_PPA_CALCULATION formula.
Setup PPA Reference Salary	Non-recurring direct element that contains the employee's contributory salary for the current year.
PPA Reference Salary Adjustment	Non-recurring direct element to modify the reference salary anytime in between the year, since you can set up the Setup PPA Reference Salary element only once a year, during the start of the year.
PPA Reference Salary	Non-recurring indirect element that displays the value for the reference salary (contributory salary).
Employee PPA Annuities	Non-recurring indirect element that displays the value for the employee PPA contributions.
Employer PPA Annuities	Non-recurring indirect element that displays the value for the employer PPA contributions.
Employee PPA Arrears	Non-recurring indirect element that stores the excess amount in case the PPA annuities value for a particular payroll period is more than the net payment during the payroll run.

Element Name	Description
Employee PPA Arrears Payment	Non-recurring direct element that you must attach to pay the arrears.
Employer PPA Hazards	Non-recurring indirect element that displays the value for the employer occupational hazards contributions.
Group Decision Information	Use it to capture the Group Decision number

The following table shows the two predefined element sets for earnings and deductions. You can use these element sets to view the information in SOE report.

Predefined Element Sets

Element Set Name	Description
SA_SOE_EARNINGS_ELEMENTS	Use this element set to hold the earnings elements.
SA_SOE_DEDUCTIONS_ELEMENTS	Use this element set to hold the deductions elements.

Survey of the Classifications

The survey of the classifications identifies:

- The function of elements within each primary classification, page 3-4
- The processing priority range, default priority, and cost type for each classification, page 3-6
- A list of the predefined secondary classifications within each primary classification, page 3-7

Primary Classifications

Primary element classifications are supplied as startup data, and you cannot delete or update them as they are designed to meet legislative requirements.

List of Primary Classification:

Classification	Meaning
Information	Information elements can be used to represent information items that are not used in payroll processing. They can also be set up to hold information for use in other elements, and to trigger the processing of other elements, for example, loan details.
Earnings	Earnings elements represent most payments made to an employee. These payments are usually subject to deductions of tax and Social Insurance, and are normally processed in the regular payroll run each period.
Absence	Absence elements represent the absence.
Supplemental Earnings	Supplemental Earnings element includes special earnings paid in addition to the earnings for time worked.
Taxable Benefits	Taxable Benefits elements represent the taxable benefits.
Pre-Statutory Deductions	Pre-Statutory Deductions elements represent the deductions that are applicable before the statutory deductions.
Statutory Deductions	Statutory Deductions elements are for mandatory GOSI deductions.
Direct Payment	Direct Payment elements are for expenses or loans made through the payroll that are not subject to tax. They are included in gross or net pay balances.
Employer Charges	Employer Charges element represent payments such as contribution made to any statutory bodies by the employer for the employee.
Involuntary Deductions	Involuntary Deductions elements are compulsory deductions.

Classification	Meaning
Voluntary Deductions	Voluntary Deductions are those deductions that the employee authorizes the employer to make on their behalf.

Primary Classification Processing Priorities and Cost Types

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

Primary Classification	Priority Range	Default Priority	Cost Type
Information	0-12000	500	Debit
Earnings	1001-2000	1500	Debit
Absence	2001-3000	2500	Debit
Supplemental Earnings	3001-4000	3500	Debit
Taxable Benefits	4001-5000	4500	Debit
Pre-Statutory Deductions	5001-6000	5500	Credit
Statutory Deductions	6001-7000	6500	Credit
Direct Payment	7001-8000	7500	Debit
Employer Charges	8001-9000	8500	Debit
Involuntary Deductions	9001-10000	9500	Credit
Voluntary Deductions	10001-11000	10500	Credit

Predefined Secondary Element Classifications

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

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

Element Classifications:

Primary Classification	Secondary Classification	Default
Information	Subject to GOSI: Information	N/A
Earnings	Subject to GOSI: Earnings	N/A
Absence	Subject to GOSI: Absence	N/A
Supplemental Earnings	Subject to GOSI: Supplemental Earnings	N/A
Taxable Benefits	Subject to GOSI: Taxable Benefits	N/A
Pre-Statutory Deductions	Subject to GOSI: Pre-Statutory Deductions	N/A

Absence Management Setup

Absence Categories and Types

Oracle HRMS provides a convenient way to maintain information about the various absence types your enterprise recognizes. To facilitate reporting and analysis of employee absences, you can distinguish between *absence types* and *absence categories*. An absence category is a group of related absence types.

Some absence categories may be predefined for your legislation. The table below contains examples of absence categories and types, for illustration purposes only. You can extend the list of predefined categories and define your own absence types, as required.

Example Absence Categories and Types:

Absence Category	Absence Type
Medical Leave	Illness or Injury
	Work-related Injury
	Work-related Illness
	Medical Appointment
Family Leave	Paid Maternity/Paternity
	Unpaid Maternity/Paternity
	Dependent Care
Personal Leave	Compassionate Leave
	Personal Business
Professional Leave	Certification Classes
	Meeting Attendance

Also, to assist with absence reporting and analysis, you can provide *reasons* to select from when recording employees' time taken for an absence type. For example, if you

need information to analyze the particular family-related responsibilities that cause employees to miss work, you can define reasons for absence types as follows:

Example Absence Category, Types and Reasons:

Absence Category	Absence Type	Absence Reasons
Family Leave	Paid Maternity/Paternity	Birth of a child
		Adoption of a child
	Dependent Care	Child Care
		Elder Care
		Disabled Care

Setup of Absence Types

Setting up each absence type is essentially a two-step process. One step involves defining the type, that is, entering its name, and optionally selecting a category and reasons for it. The other step involves defining an element to associate with the type. This element serves two important purposes:

- It provides a way to *maintain a running total* of time taken for the absence type. The Absence Detail window shows the running total of absences with an end date before the effective date, and with an absence duration on record. Each absence can add to, or subtract from, the running total, depending on how you define the absence type.
- It provides a way to *restrict employee eligibility* for the absence type. The links you build for the element establish which employees are eligible to use the type.

For example, if the absence type compassionate leave is available only to full time employees, you link its element to the assignment category Full Time.

To hold a single running total of time taken for two or more absence types, you associate all the types with the same absence element. For example, your absence category Personal Leave may include two absence types you need for certain reporting purposes, Compassionate Leave and Personal Business. However, you require just one running total to be kept of employees' time taken for both types of personal leave. In this case you simply associate both absence types with the same absence element.

Note: If you want to use absence types without recording accrued totals or eligibility rules, you can define the type with no associated element.

Absence Elements

You can associate each absence type with a recurring or nonrecurring absence element. Each element has an input value with either hours or days as its unit of measure.

Using a Nonrecurring Element

Nonrecurring element entries are valid for one payroll period. When you enter an absence of a type associated with a nonrecurring element, the application creates an element entry for the period in which the absence start date falls. For example, if you enter an absence that starts on 4 May for someone on a monthly payroll, the entry is dated 01 May to 31 May.

The entry is only created when you enter the absence end date, and you must enter the absence duration at the same time. The duration can be defaulted if you set up an absence duration formula. The full value of the absence duration is recorded in the absence element entry, even if the end date falls outside of the payroll period.

Using a Recurring Element

Important: This option is only available if you use Oracle Payroll and the Proration functionality is enabled in your localization.

UK Users: If you use the Statutory Absence Payments feature you must continue to use nonrecurring elements to record long term sick leave.

Use this approach if you want to begin processing absences before end dates are recorded. You do not enter absence duration on the recurring element entry. Instead, you use a payroll formula to calculate the absence duration to be processed in each payroll period. Use the absence duration formula to calculate the duration displayed on the Absence Detail window. This value is deducted from the current PTO accrual when you enter an end date for an absence type that is associated with a PTO accrual plan.

Recurring element entries start on the absence start date and end on the absence end date (if there is an end date). If the absence ends in the middle of a payroll period, the payroll run detects and processes the absence using the proration functionality.

Absence Balance Information

When you define an absence type, you specify whether the application should maintain an increasing balance, a decreasing balance, or no balance of time off. The balance is a running total of the hours or days an employee has taken for the absence type, as recorded in the Duration field.

Increasing Balances of Time Taken

As you would expect, an increasing balance for an absence type starts with no time entered, and increases as you enter employees' hours or days absent. For example, if the absence type Compassionate Leave has an increasing balance, the balance starts from zero for each employee and increases by the number of hours entered for each absence of this type.

Increasing balances are appropriate for most absence types. For absence types for which your enterprise sets a maximum time allowed, the system issues a message when an entry of time absent exceeds this maximum, or Oracle Alert can notify you when an employee reaches the maximum time or takes excess time.

See: *Oracle Alert User's Guide*

When defining an absence type for a PTO accrual plan, you give it an increasing balance that shows the employee's accrued time taken. When you record an absence using the Absence Detail window, you can see the amount of accrued time a plan participant has available for use as vacation or sick leave.

Decreasing Balances of Time Remaining

If your enterprise sets a maximum time allowed for an absence type, you have the option of setting up a *decreasing balance* for this type, instead of an increasing balance. (If the absence type is used for a PTO accrual plan, it is simpler to use an increasing balance and an accrual formula that records an up-front accrual amount.)

For example, suppose your enterprise allows certain employees 32 hours leave per year for professional development. The Professional Leave absence type can have a decreasing balance, and an initial entry of 32 hours.

If you record an employee absence of 4 hours for this absence type, the decreasing balance shows 28 hours still available to be taken.

Decreasing absence balances require more maintenance than increasing balances. They need a prorated initial balance entry for all eligible new hires throughout the year, and require resetting each year for all eligible employees.

Notice that an absence type cannot have both a decreasing and an increasing balance; it has one or the other.

Initializing an Absence Balance

You can initialize or adjust an absence balance using the Element Entries window, or the Element Entry API. You can also initialize a decreasing balance by entering a negative value using BEE. For example, if you enter -16 hours using BEE, a decreasing balance starts at 16 hours. However, be aware that using BEE creates an absence record that will show on employees' absence history.

Referencing Absent Time in Payroll Runs

You can define an absence element as an Information element or an Earnings element.

Using an Information Absence Element

If you define an Information absence element, you can use a recurring Earnings element to manage the calculation and payment of vacation and sick pay. When you define the absence element, you check the Database Item box for the input value that holds the absence balance. Entries to this input value then become database items that formulas for payroll calculations can access.

US Users: You will typically set up your absence elements in the Information classification for employees who do not submit timecards (Timecard Required = No on the Statutory Information tab of the Assignment window). If you are using the seeded Regular Salary or Regular Wages elements, the payroll run creates indirect results for the seeded Vacation Pay or Sick Pay elements when it finds absence entries in the Vacation or Sickness categories. These elements appear on the Statement of Earnings, but the Information elements do not. You do not need to set up any additional absence Earnings elements for these employees.

Other localizations: Typically, you define an Earnings element to have a skip rule that triggers processing when it finds an entry for the absence element. The element's payroll formula uses the database item for the entry value so that it automatically gets the sum of all the entries in the pay period. Then, using the salary database item to get the salary or hourly rate, it calculates the total absence pay for the period. You can also use the formula to reduce regular earnings for the period so employees do not get paid twice.

The advantage of this approach is that it simplifies the processing of absence payments into one calculation.

Using an Earnings Absence Element

Select the Earnings classification for absence elements if you want to process absences individually in each payroll period. You can use these elements with Oracle Time and Labor. This approach creates a one-line entry on the statement of earnings for each absence type. Typically, you would create nonrecurring Sick and Vacation Pay earnings elements. You can also create different absence elements for each rate or multiple of pay if the element must appear on the statement of earnings as a different line item.

US Users: For employees who *do* submit timecards (making entries in BEE to the Time Entry Wages element), you can create your absence elements as Earnings. This also applies if you do not use the seeded Regular Salary and Regular Wages elements, and you want your absence payment to show on the Statement of Earnings. Use the Earnings window to initiate the element. Select the Category *Regular* and check the Reduce Regular box.

Retrospective Entries and Adjustments

Oracle Payroll users: If you enter or update an absence retrospectively, or you delete an absence that started in the past, these changes are listed in the Retro Notification report the next time you run this report. This enables you to use RetroPay to correct any payroll processing.

Absence Categories for Saudi Government Sector

Oracle HRMS provides a convenient way to maintain information about the various absence types your enterprise recognizes. To facilitate reporting and analysis of employee absences, you can distinguish between absence types and absence categories. An absence category is a group of related absence types. The following list contains the predefined absence categories available for Saudi government sector absences. You can extend the following list of predefined categories and define your own absence types, as required:

- Saudi Accompaniment Leave
- Saudi Pilgrimage Leave
- Saudi Sick Leave
- Saudi Edda Leave
- Saudi Education Leave
- Saudi Extended Maternity Leave
- Saudi Literature Activity Leave
- Saudi Marriage Leave
- Saudi Maternity Leave
- Saudi Cultural Activity Leave
- Saudi Relief Work Leave
- Saudi Death Leave
- Saudi Emergency Leave
- Saudi Exams Leave
- Saudi Social Activity Leave

- Saudi Unpaid Leave
- Saudi Annual Leave
- Saudi Dialysis Leave
- Saudi Sports Activity Leave
- Saudi Serious Sick Leave
- Saudi Compensatory Leave

Setting up Public Sector Absences

Oracle HRMS enables you to record the absence information for public sector employees to receive the applicable absence benefits.

To set up public sector absences:

1. Create information element for each absence category; for example, Accompaniment Leave element for Saudi Accompaniment Leave absence category.
2. Create element links for the elements that you create.
3. Create absence type and select applicable predefined Saudi government sector absence category from the list. While defining the absence type, specify the element in the Associated Element field to link it with the absence.
4. For absences with accruals such as annual leave, create an accrual plan and specify the accrual band for the absence
5. Create a formula that the application triggers for your absence to do the payroll calculations, for example, SA_ABSENCE_FORMULA. The application uses the formula that you create to perform all the payroll calculations and return the results to applicable absence category element. You can use the sample formula text to create your formula:

```

/*
-----
-----
SA_ANNUAL_ABSENCE_CALCULATION
-----
-*/
INPUTS ARE
Start_Date (date),
End_Date (date)
Max_Carryover = 36
/* Calculations to be defined here */
RETURN
Start_Date,
End_Date,
Max_Carryover

```

6. Create formula results for your absence formula and pass on the results to the user defined absence element and other payroll elements for pay calculations.
7. Create a new element with classification as Absence for all the absences that would hold the results returned from the formula, for example, Marriage Leave Formula element. For employees with age 50 years and above, create a separate element using the same steps as discussed in this topic and define the accrual plan for it with carryover days as 120.
8. Create required balances and attach the balance feeds to the Absence elements and other elements as required.
9. Record the absence information for an employee using the Absence window. See Entering Absences, Oracle HRMS Compensation and Benefits Management Guide.
10. Enter additional information for each of these absences using the Further Information field:
 - Enter the absence location for the following absences
 - Cultural activity leave
 - Sports activity leave
 - Social activity leave
 - Enter the Edda leave reason for Edda leave.
11. If you want to skip the validation for number of days inside and outside of the Kingdom of Saudi Arabia, then select Saudi Days Exception as the absence reason to override the days validation for the following absence categories:
 - Death Leave
 - Marriage Leave

- Dialysis Leave
- Emergency Leave
- Edda Leave
- Extended Maternity Leave
- Maternity/Paternity Leave
- Serious Sickness Leave
- Sick Leave
- Relief Work Leave
- Pilgrimage Leave
- Literature Activity Leave
- Social Activity Leave
- Sports Activity Leave
- Cultural Activity Leave

Setting Up Absence Management

Use the following steps to set up absence management.

1. If you want to associate recurring elements with absence types, you must set up proration and retro notifications. This ensures that absences that end in the middle of a payroll period are detected and processed by the payroll run, and that retrospective changes to absences are recorded in the Retro Notifications report.

Note: Proration is available to Oracle Payroll users in selected localizations only.

To set up proration and retro notifications, you must:

- Find all the dynamically generated triggers for the table `PAY_ELEMENT_ENTRIES_F` in the Dynamic Trigger Definition window. (You must deselect the Insert triggering action so that all the triggers are returned by the Find.) Make sure the Generated and Enabled check boxes are checked for all the continuous calculation triggers.

- Query the Incident Register functional area in the Functional Area Maintenance window, and enter the business groups for which you want to enable proration on the Business Group tab. Optionally, you can further secure the proration functionality by selecting payrolls on the Payroll tab.
- Use the Table Event Group window to group the two events that you need to detect to prorate absences - datetracked updates to absence start date and absence end date. Select Proration for the event group type, and Payroll Period for the proration period. In the Datetracked Events region, select DateTrack Update as the update type, PAY_ELEMENT_ENTRIES_F as the table, and EFFECTIVE_START_DATE and EFFECTIVE_END_DATE as the columns.
- Use the Table Event Group window to group the datetracked events on the PAY_ELEMENT_ENTRIES_F table you want to track in the Retro Notifications report. The event group type is Retro.

See: Setting Up Proration and Retro Notifications, *Oracle HRMS Payroll Management Guide*

2. Define an absence element, with at least one input value, for each absence type. Link this element to define who is eligible.

See: Defining and Linking an Absence Element, page 3-18

Note: Omit this step if you are setting up an absence type for which you do not need to maintain a running total of time taken or remaining, and you do not need eligibility rules.

US and Canada Payroll only: If you want to process the absence element in the payroll run, generate it using the Earnings window.

Mexico only: If you want to process the absence element in the payroll run, generate it using the Element Design Wizard.

3. Define categories of absence types as values for the Lookup Type ABSENCE_CATEGORY, and your absence reasons as values for the Lookup Type ABSENCE_REASON. In some legislations there are predefined categories and reasons.

You can select the same reason for different absence types.

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

4. Define each absence type, and associate it with an absence element.

See: Defining an Absence Type, page 3-21

Note: To keep a single record of employees' time taken for two or more different absence types, you can associate the same element with several types.

5. For an absence type with a decreasing balance, use BEE or the Absence Detail window to initialize the absence balances for employees eligible for the type.

If you want to make batch entries, see *Making Batch Element Entries Using BEE, Oracle HRMS Configuring, Reporting, and System Administration Guide*.

6. If you defined a recurring element, create a payroll formula that handles proration to process the element and calculate the appropriate absence duration in each pay period (taking into account the number of days or hours in a month, working and shift patterns, public holidays, and so on).

Sample Proration Formulas, *Oracle HRMS FastFormula User Guide*

7. If you want to set up the application to calculate the duration of an absence automatically, you have two options:
 - Set the HR: Schedule Based Absence Calculation profile option to Yes, if you want the application to use the worker's schedule and calendar events from their primary assignment to calculate absence durations. To use this option, you must first define schedules and calendar events that are relevant to your enterprise and assign them to various levels in your work structures.

See: *Setting Up Availability , Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

- To calculate absence duration from the absence start and end dates without using the schedules and calendar events information of an employee, create a basic formula. If you want the absence duration calculation to update automatically each time you change the absence dates, you must set the profile option HR: Absence Duration Auto Overwrite to Yes.

See: *Writing Formulas to Calculate Absence Duration, Oracle HRMS FastFormula User Guide*

Defining and Linking an Absence Element

Define an absence element in the Element window.

US and Canada Payroll only: If you want to process the absence element in the payroll run, initiate it on the Earnings window instead of using the Element window.

Mexico only: If you want to process the absence element in the payroll run, initiate it with the Element Design Wizard instead of using the Element window.

Spain only: If you want to compute the social security earnings you must use the predefined elements for Sickness Details, Maternity Details, Part-time Maternity Details, Pregnancy-at-Risk Details and Adoption Details.

To define an absence element:

1. Set your effective date to a day on or before the start of the first payroll period for which you want to enter absences.
2. Enter a name for the element, and select the classification Information or Earnings.

Tip: Give the absence element and its absence type the same name, or coordinate the element name with the type name. For example, for the absence type Compassionate Leave, name the element Compassionate Leave or Compassionate Leave Absence.

3. Enter a reporting name, for display on reports.
4. If you are creating a recurring absence element, select your absence element event group in the Proration Group field. This field is only available to Oracle Payroll users in certain localizations.
5. Select the processing type.
 - Select Recurring if you want to be able to process absences that do not have an end date and you want to apportion absence time correctly across payroll periods.

Note: You can only select Recurring if you use Oracle Payroll and the Proration functionality is enabled for your localization. (In this case, you should see the Proration Group field on the Element window)

- Select Nonrecurring if it is acceptable to record the full duration of the absence in the payroll period in which the absence starts.
6. Select the termination rule. This is normally Actual Termination.
 7. Check the Multiple Entries Allowed box if you want to enable employees to have:
 - (Nonrecurring) More than one instance of the absence type within a pay period.
 - (Recurring) Overlapping entries of the absence.
 8. If this is an absence element for a PTO accrual plan, do not select Process in Run. Uncheck this box if necessary.

If the element is recurring, ensure that the Process in Run box is checked so that the absence duration can be calculated by the payroll run.

9. If employees must be a certain age or have served for a certain number of years to be allowed this absence, enter this information in the Qualifying Conditions region.

Note: If this is an absence element for a PTO accrual plan, the plan setup relates length of service to accrued time off. Do not make an entry here for length of service.

10. Save the element, then choose the Input Values button.
11. In the Input Values window, create an input value to hold the amount of time taken. Select units of Day, Hours in HH format, or Hours in Decimal Format (to one, two, or three decimal places).

If you are defining an absence element for a PTO accrual plan, give the input value the name Hours or Days, to accord with the unit of measure of the plan. When you define the plan using the Accrual Plan window, this input value name appears in the Units field of the Absence Information region.

Important: If you select Required for an input value, you must select this input value on the Absence Attendance Type window. Do not select Required for more than one input value.

New Zealand users only: You must also create the following input values:

- Seasonal Shutdown - for Annual Leave and Annual Leave Termination elements
 - Number of complete weeks - for the Special Leave and Protected Voluntary Service Leave elements.
12. You can define minimum and maximum days or hours that can be entered in an absence record. If you do this, select what happens if these limits are breached:
 - Select Warning for the system to warn users but allow them to breach the limits.
 - Select Error for the system to issue an error message and prevent users from saving an entry that breaches the limits.
 13. Save your work.

To link the absence element:

1. Set your effective date to a day on or before the start of the first payroll period for

which you want to enter absences.

2. In the Element Link window, select the absence element you defined.
3. Select eligibility criteria for this absence element, if appropriate. If you want to make the element available to all employees, do not select any criteria.
4. Save the link. Then define the absence type associated with this absence element.

See: Defining an Absence Type, page 3-21

Defining an Absence Type

Use the Absence Attendance Type window to define an absence type and associate it with an element.

To define an absence type:

1. Enter a name and category for the absence type.

Tip: Give the absence type and its associated element the same name, or coordinate the type name with its element name. For example, name the absence type for a PTO accrual plan Salaried Sick PTO Plan, and its associated element, Salaried Sick PTO Absence.

2. Select Allow Absence Overlaps if absences of this type can overlap other absences. If you deselect this option, the application warns you if you enter an absence that overlaps another absence of any type.
3. In the Associated Element region, select the element defined for this absence type. Select the element's input value that holds days or hours. The unit of measure for the input value appears in the Units region.
4. In the Balance region, select *Increasing* if you want each absence entry to add to a running total of time taken to date. The running total covers all absence types associated with the selected element. Select increasing balances for absence types for PTO accrual plans, and for most other absence types.

For absence types that have a set maximum amount of hours or days allowed, you may select *Decreasing*. In this case, each absence recorded reduces an initial balance to show time remaining to be taken for the type.

Note: Decreasing balances require more maintenance. You must enter an initial balance amount for each new hire eligible for the

absence type, and must initialize the balance for all eligible employees at the start of each year.

5. Optionally, select reasons that are valid for entries of this type of absence.
6. Save the absence type.

Setting Up an Absence Benefit Plan

You can set up absence benefit plans so that the Participation process checks employee eligibility for the plans when it processes absence life events. You set up participant eligibility profiles to determine which absence categories or types are valid for each plan. Both Standard and Advanced Benefits users can set up absence benefit plans.

Tip: Use the same effective date, such as 01 Jan 1951, for all your definitions

UK Users only: There are **sample plans** provided for Occupational Sick Pay and Occupational Maternity Pay, called PQP OSP Plan and PQP OMP Plan. You can copy these plans using Plan Design Copy and configure them to meet your needs. If you are not using the sample plans, see: Creating Your Own Absence Plan, page 3-25.

Using the Sample Plans

To set up an absence benefit plan using a sample plan:

1. Set the BEN:Enable Absence Plans Functionality profile option to Yes for the users or responsibilities who will enter absences for absence benefit plans, if you want them to run the Participation Process to process the absence life events. This displays the Enroll Absences button on the Absence Detail window.

See: System Profile Values Window, *Oracle Applications System Administrators Guide*

2. In the Submit Requests window, select the process *Plan Design Copy - Import*. In the Data File parameter, enter the file **pqgbgap1.ldt**, which is located at patch/115/import/us in Product Top: PQP.

See: Importing a Plan Design From a File, *Oracle HRMS Compensation and Benefits Management Guide*

3. Use Plan Design Copy to copy the imported plan. In the Process Name field, enter PQP GB OSP/OMP Absence Plan.

See: Copying a Program or Plan, *Oracle HRMS Compensation and Benefits Management Guide*.

Tip: First make a copy of the seeded plan in your business group without entering any prefix or suffix for your copy. Select the first option on the Enter Target Details page, which is "Reuse existing objects if current name exists in the target." Then you can make further copies of this copy to configure your plans. When you make further copies, you can select the same option if you want plans to share objects, such as eligibility profiles, or you can select the option "Reuse existing objects if new name exists in target".

4. Write or configure any formula rules you require, such as the following:

Important: The formulas attached to the sample plans are for UK users only. In other legislations, you must create your own formulas.

Rule	Formula Type	Supplied Examples (UK Only)
Eligibility rule	Participation Eligibility	PQP_OSP_PARTICIPATION_ELIGIBILITY_PROFILE_OTHER_RULE PQP_OMP_PARTICIPATION_ELIGIBILITY_PROFILE_OTHER_RULE
Person Change	Person Change Causes Life Event	PQP_GB_BEN_ABSENCE_START_LER_ PERSON_CHANGE_RULE, PQP_GB_BEN_ABSENCE_END_LER_ PERSON_CHANGE_RULE, PQP_GB_BEN_ABSENCE_DELETE_LER_ PERSON_CHANGE_RULE

Rule	Formula Type	Supplied Examples (UK Only)
Extra Input Rule	Extra Inputs	PQP_OSP_STANDARD_RATES _GENERAL_EXTRA_INPUT_RULE PQP_OMP_STANDARD_RATES _GENERAL_EXTRA_INPUT_RULE
Length of service rate	Length of Service Calculation	PQP_OSP_STANDARD_RATES _CALCULATION_METHOD_VALUE_RULE PQP_OMP_STANDARD_RATES _CALCULATION_METHOD_VALUE_RULE

See: Total Compensation Formula Types, *Oracle HRMS FastFormula User Guide*

5. Ensure you have Program/Plan years set up.

See: Defining a Program or Plan Year Period, *Oracle HRMS Compensation and Benefits Management Guide*

6. Select the appropriate Person Changes for the three absence life event reasons, created by the Plan Design Copy process. There is one life event reason for each Life Event Operation Code: Start Event, End Event, Delete Event.

Note: You only perform this step once. You use the same life event reasons for all your absence plans.

- The Start Absence life event reason must detect changes to any columns except the end date. Use the Person Change formula rule you created in step 4 to define the columns you want to use to trigger this life event.

UK users: You must attach the PQP_GB_BEN_ABSENCE_START_LER_PERSON_CHANGE_RULE formula to the absence start life event

- You can also use formula rules to define the person changes that trigger the End Absence and Delete Absence life events too.

See: Life Event Definition, *Oracle HRMS Compensation and Benefits Management Guide*

7. Query the absence plan in the Plans window, and change the status from Pending to Active. Choose the Details button and select your plan periods.

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

You have completed the plan setup based on a seeded plan, but make sure you complete the Next Steps, page 3-29.

Creating Your Own Absence Plan

To set up an absence benefit plan without using the sample plans:

1. Set the BEN:Enable Absence Plans Functionality profile option to Yes for the users or responsibilities who will enter absences for absence benefit plans, if you want them to run the Participation Process to process the absence life events. This displays the Enroll Absences button on the Absence Detail window.

See: System Profile Values Window, *Oracle Applications System Administrators Guide*

2. Write or configure any formula rules you require, such as the ones shown in the following table.

Note: UK users: If you want to use the supplied formulas, you must run the following scripts:

- PQPGBLER.SQL script to create the life event formulas
- PQPGBOSP.SQL script to create the OSP formulas
- PQPGBOMP.SQL script to create the OMP formulas

Rule	Formula Type	Supplied Examples (UK Only)
Eligibility rule	Participation Eligibility	<base name>_OSP_PARTICIPATI ON_ ELIGIBILITY_PROFILE_OT HER_RULE <base name>_OMP_PARTICIPATI ON_ ELIGIBILITY_PROFILE_OT HER_RULE

Rule	Formula Type	Supplied Examples (UK Only)
Person Change	Person Change Causes Life Event	PQP_GB_BEN_ABSENCE_START_LER_ PERSON_CHANGE_RULE, PQP_GB_BEN_ABSENCE_END_LER_ PERSON_CHANGE_RULE, PQP_GB_BEN_ABSENCE_DELETE_LER_ PERSON_CHANGE_RULE
Extra Input Rule	Extra Inputs	<base name>_OSP_STANDARD_RATES _GENERAL_EXTRA_INPUT_RULE <base name>_OMP_STANDARD_RATES _GENERAL_EXTRA_INPUT_RULE
Length of service rate	Length of Service Calculation	<base name>_PQP_OSP_STANDARD_RATES _CALCULATION_METHOD_VALUE_RULE <base name>_PQP_OMP_STANDARD_RATES _CALCULATION_METHOD_VALUE_RULE

See: Total Compensation Formula Types, *Oracle HRMS FastFormula User Guide*

3. Define a new plan type, selecting Absences as the Option Type.

See: Defining Plan Types, *Oracle HRMS Compensation and Benefits Management Guide*

4. Ensure you have Program/Plan years set up.

See: Defining a Program or Plan Year Period, *Oracle HRMS Compensation and Benefits Management Guide*

Eligibility Profiles

5. Create a participant eligibility profile for each absence benefit plan.

Important: Ensure that these profiles are exclusive: participants must only be eligible for one plan at a time.

- Ensure that your eligibility profile checks that the absence is for the appropriate absence category, such as sickness. You can further restrict eligibility to one or more absence types.
- **UK users:** Choose the Others tab and select Rule. Select the supplied rule <base name>_OSP_PARTICIPATION_ELIGIBILITY_PROFILE_OTHER_RULE for an OSP scheme, or <base name>_OMP_PARTICIPATION_ELIGIBILITY_PROFILE_OTHER_RULE for an OMP scheme, or another formula that you have created.

See: Defining an Eligibility Profile, *Oracle HRMS Compensation and Benefits Management Guide*

Life Event Reasons

6. Create three life event reasons, all of type Absence, and one for each Life Event Operation Code: Start Event, End Event, Delete Event.

Note: You only perform this step once. You use the same life event reasons for all your absence plans.

- Select the Person Changes that trigger these life events. The table is PER_ABSENCE_ATTENDANCES. Select columns and values as follows:

Life Event	Column	Old Value	New Value
Start Absence	DATE_START	any value	any value
End Absence	DATE_END	any value	any value
Delete Absence	DATE_START	any value	no value

- The Start Absence life event reason must detect changes to any columns except the end date. Use the Person Change formula rule you created in step 2 to define the columns you want to use to trigger this life event.

UK users: You must attach the PQP_GB_BEN_ABSENCE_START_LER_PERSON_CHANGE_RULE formula to the absence start life event

- You can also use formula rules to define the person changes that trigger the

End Absence and Delete Absence life events too.

See: Life Event Definition, *Oracle HRMS Compensation and Benefits Management Guide*

Plan

7. Define the absence plan.

- Select your plan type.
- Select May Not Be In Program for the Plan Usage.

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

- On the Eligibility Rates tab, check all the check boxes. Select Participant in the Eligibility Check field.

See: Defining Eligibility and Activity Rate Requirements for a Plan, *Oracle HRMS Compensation and Benefits Management Guide*

- On the Not in Program tab, enter a Sequence number and the activity rate details.

UK users: Select Per Pay Period for the Enrolment Rate/Frequency and select a value, such as Monthly, for the Activity Reference Period.

See: Defining a Plan Not in a Program, *Oracle HRMS Compensation and Benefits Management Guide*

- Choose the Details button and select your plan periods. Return to the Plans window.

See: Maintaining Plan Related Details, *Oracle HRMS Compensation and Benefits Management Guide*

- Choose the Plan Eligibility button then the Eligibility button. Select your eligibility profile on the Profile tab. Close this window.

See: Defining Participant Eligibility Criteria for a Compensation Object, *Oracle HRMS Compensation and Benefits Management Guide*

- Choose the Life Event button. Select your End Absence life event and select Ineligible in the Eligible/Ineligible field.

See: Associating a Life Event Reason With a Compensation Object, *Oracle HRMS Compensation and Benefits Management Guide*

Enrollment Requirements

8. Define the plan enrollment requirements.

- Choose the General tab, the Plan tab, then Enrollment. Select Automatic in the Method field.
- Select Current Can Keep or Choose; New Can Choose as the Enrollment Code.
See: Defining an Enrollment Method for a Plan, *Oracle HRMS Compensation and Benefits Management Guide*
- Choose Coverage. Select Event as the Enrollment Coverage Start Date Code and End Date Code.
See: Defining Enrollment Coverage Requirements for a Plan , *Oracle HRMS Compensation and Benefits Management Guide*
- Choose Rates. Select Event as the Rate Start Date Code and End of Pay Period as the Rate End Date Code.
- Choose the Timing tab and the Life Event tab. Select Life Event as the Enrollment Type. Select your Start Absence life event in the Life Event column and select *When Elections are Made* as the Close Enrollments Date to Use.
See: Defining Requirements for a Life Event Enrollment for a Plan, *Oracle HRMS Compensation and Benefits Management Guide*
- Click on General and choose the Periods region. Select *As of Event Date* for the Enrollment Period Start Date, and *End of Pay Period* for the Enrollment Period End Date.

Next Steps

Define or generate the elements required for the plan, then define a standard rate for the plan to calculate values for the absence element entry.

UK Users: Use the Absence Scheme Creation template, then set up the generated user-defined tables, and define a standard rate for the absence plan (or configure the copied rate if you are using a copy of the seeded plans).

Other Payroll Earnings and Deductions

Payroll Balances

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

Balance Dimensions and Levels

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

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

Choosing Elements To Feed a Balance

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

- Select a primary classification. The run results of all elements in the classification feed the balance. However, you must have an input value of Pay Value if you want to create a feed between an element and a balance.
- Select a secondary classification. You choose which elements from a primary classification (such as Earnings) are to feed the balance by giving these elements a secondary classification. Again it is the run results of the elements that feed the balance.

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

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

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

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

Startup and User Defined Balances

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

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

Payroll Balance Dimensions

Oracle HRMS provides the following predefined balance dimensions.

Standard Dimensions

The following table provides the balance dimensions that you can use to sum values for single assignments:

Balance Dimensions

Database Item Suffix	Description
<code>_ASG_MONTH_NO_LEAVERS</code>	Since the start of the month to date for the employees who are neither joiners nor leavers.
<code>_ASG_MONTH_NEW_JOINERS</code>	Since the start of the month to date for the employees who are new joiners.
<code>_ASG_MONTH_LEAVERS</code>	Since the start of the month to date for the employees who are leavers.
<code>_ASG_TU_MONTH_NO_LEAVERS</code>	Since the start of the month to date for the employees who are neither joiners nor leavers within the tax unit (Legal Employer).

Database Item Suffix	Description
_ASG_TU_MONTH_NEW_JOINERS	Since the start of the month to date for the new joiners within the tax unit (Legal Employer).
_ASG_TU_MONTH_LEAVERS	Since the start of the month to date, who are leavers within the tax unit (Legal Employer).
_ASG_TU_ITD	Since the start of the month to date for the assignment within the tax unit (Legal Employer).
_ASG_TU_PTD	Since the start of the processing period to date for the assignment within the tax unit (Legal Employer).
_ASG_TU_MONTH	Since the start of the calendar month to date for the assignment within the tax unit (Legal Employer).
_ASG_TU_QTD	Since the start of the calendar quarter to date for the assignment within the tax unit (Legal Employer).
_ASG_TU_YTD	Since the start of the calendar year to date for the assignment within the tax unit (Legal Employer).
_ASG_TU_FQTD	Since the start of the fiscal quarter to date for the assignment within the tax unit (Legal Employer).
_ASG_TU_FYTD	Since the start of the fiscal year to date for the assignment within the tax unit (Legal Employer).
_PER_TU_ITD	Since the start of the month to date for a person within the tax unit (Legal Employer).
_PER_TU_PTD	Since the start of the processing period to date for a person within the tax unit (Legal Employer).

Database Item Suffix	Description
_PER_TU_MONTH	Since the start of the month to date for the person within the tax unit (Legal Employer).
_PER_TU_QTD	Since the start of the calendar quarter to date for the person within the tax unit (Legal Employer).
_PER_TU_YTD	Since the start of the calendar year to date for the person within the tax unit (Legal Employer).
_PER_TU_FQTD	Since the start of the fiscal quarter to date for the person within the tax unit (Legal Employer).
_PER_TU_FYTD	Since the start of the fiscal year to date for the person within the tax unit (Legal Employer).
_PER_TU_TQTD	Since the start of the statutory quarter to date for the person within the tax unit (Legal Employer).
_PER_TU_TYTD	Since the start of the statutory year to date within the tax unit (Legal Employer).
_ASG_TU_TQTD	Since the start of the statutory quarter to date for the assignment within the tax unit (Legal Employer).
_ASG_TU_TYTD	Since the start of the statutory year to date for the assignment within the tax unit (Legal Employer).
_ASG_RUN	during one payroll run
_ASG_ITD	Since the start of the assignment Inception to date.
_ASG_PTD	Since the start of the assignment Processing Period To Date

Database Item Suffix	Description
_ASG_MONTH	Since the start of the assignment calendar month to date.
_ASG_QTD	Since the start of the assignment calendar quarter to date.
_ASG_YTD	Since the start of the assignment calendar year to date.
_ASG_TQTD	Since the start of the assignment tax quarter to date.
_ASG_TYTD	Since the start of the assignment tax year to date.
_ASG_FQTD	Since the start of the assignment fiscal quarter to date.
_ASG_FYTD	Since the start of the assignment fiscal year to date.
_PER_ITD	Since the start of the person inception to date.
_PER_PTD	Since the start of the person processing period to date.
_PER_MONTH	Since the start of the person calendar month to date.
_PER_QTD	Since the start of the person calendar quarter to date.
_PER_YTD	Since the start of the person calendar year to date.
_PER_TQTD	Since the start of the person tax quarter to date.
_PER_TYTD	Since the start of the person tax year to date.
_PER_FQTD	Since the start of the person fiscal quarter to date.

Database Item Suffix	Description
_PER_FYTD	Since the start of the person fiscal year to date.
_ENTRY_ITD	Since the start of the element entry inception to date
_ENTRY_PTD	Since the start of the element entry processing period to date.
_ENTRY_MONTH	Since the start of the element entry calendar month to date.
_ENTRY_QTD	Since the start of the element entry calendar quarter to date.
_ENTRY_YTD	Since the start of the element entry calendar year to date.

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

Payments Dimensions

Database Item Suffix	Description
_PAYMENTS	For a set of payroll runs.

General Office of Social Insurance Deductions

Oracle Payroll provides the elements, balances, formulas, and other components required to process GOSI deductions. When the payroll run encounters an entry of the GOSI element, it runs the predefined formula SA_GOSI_CALCULATION. This formula processes GOSI Annuities and GOSI Hazards if you have specified these deductions for your employees (on the GOSI Details tab of the Assignment window).

If an employee has an entry of the Setup GOSI Reference Salary element, the formula uses this element's pay value as the base for calculating the GOSI deductions, subject to any adjustment entered on the GOSI Reference Salary Adjustment element.

If there is no entry of the Setup GOSI Reference Salary element, the formula uses the base value returned by the GOSI Reference formula, if you have written this formula and attached it to your GRE.

Note: This formula must return the variable, GOSI_REFERENCE.

If you do not define a GOSI Reference formula, Oracle Payroll calculates the GOSI base from the elements having the secondary classification Subject to GOSI.

If there are no elements with this secondary classification, Oracle Payroll calculates the GOSI deductions on the lower limit of the base value provided for the GOSI deductions.

GOSI Processing

GOSI payroll processing assesses the employee's total earnings. If an employee's earnings exceeds Employee GOSI Annuities, then GOSI calculations automatically process and deduct from the employee's earnings. However, if the employee's earnings are less than the Employee GOSI Annuities, then the employer pays on behalf of the employee, and this accrues as arrears for the employee.

Public Pension Agency Deductions

Oracle Payroll provides the elements, balances, formulas, and other components required to process PPA deductions. When the payroll run encounters an entry of the PPA element, it runs the predefined formula SA_PPA_CALCULATION. This formula processes PPA Annuities and PPA Hazards if you have specified these deductions for your employees (on the GOSI/PPA Details tab of the Assignment window). If an employee has an entry of the Setup PPA Reference Salary element, the formula uses this element's pay value as the base for calculating the PPA deductions, subject to any adjustment entered on the PPA Reference Salary Adjustment element.

If there is no entry of the Setup PPA Reference Salary element, then the formula uses the base value returned by the PPA Reference formula, if you have written this formula and attached it to your GRE/Legal Entity. If you do not define a PPA Reference formula, then Oracle Payroll calculates the PPA base from the elements having the secondary classification Subject to PPA. If there are no elements with this secondary classification, then Oracle Payroll calculates the PPA deductions on the lower limit of the base value provided for the PPA deductions.

PPA Processing

PPA payroll processing assesses the employee's total earnings. If an employee's earnings exceed Employee PPA Annuities, then PPA calculations automatically process and deduct from the employee's earnings. However, if the employee's earnings are less than the Employee PPA Annuities, then the employer pays on behalf of the employee, and this accrues as arrears for the employee.

Setting Up GOSI Processing

Oracle HRMS enables you to process General Office of Social Insurance (GOSI)

contributions for employees using predefined GOSI elements.

Before you start to process GOSI contributions, you need to do the following:.

To set up GOSI processing:

1. Define the GOSI address as a location within the application. See: Setting Up Locations , *Oracle Enterprise and Workforce Management Guide*
2. Create an external organization for the General Office of Social Insurance (GOSI). See: Business Groups: Entering Saudi GOSI Office, page 1-25
3. Enter GOSI details of the legal entities in your enterprise. See GREs/Legal Entities: Entering Saudi GOSI Details, page 1-27
4. Link the predefined elements GOSI, Setup GOSI Reference Salary, and GOSI Reference Salary Adjustment. You can also link other user defined elements.
See: Predefined Elements, page 3-2
See: Defining Element Links, *Oracle Compensation and Benefits Management Guide*
5. Link the formula SA_GOSI_CALCULATION to GOSI element in the Formula Result Rules window.
See: Defining Formula Processing and Result Rules, *Oracle FastFormula User Guide*
6. Optionally write a formula to return a base value for the calculation of GOSI deductions. This formula must return the variable GOSI_REFERENCE. You can override this formula for some or all employees by entering a pay value for the Setup GOSI Reference Salary element. For more information on writing formulas, See: Writing or Editing a Formula, *Oracle FastFormula User Guide*
7. If you have created your own formula with a return variable GOSI_REFERENCE, attach your formula at the GRE level. See: GREs/Legal Entities: Entering GOSI Reference Formula, page 1-28
8. Optionally use the Subject to GOSI secondary classification to classify the elements that form the base for GOSI deductions. Oracle Payroll uses these elements to calculate the base once each year in January if you have not defined a GOSI Reference Formula, nor entered a pay value in the Setup GOSI Reference Salary element for an employee.

Enrolling an Employee for GOSI Deductions

You can enroll an employee assignment to General Office of Social Insurance (GOSI) deductions using the Element Entries window.

To enroll an employee assignment for GOSI deductions:

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

Note: For New Hires, this should normally be the hire date. Deductions begin in the payroll period. This payroll run retrospectively calculates employee and employer deductions for GOSI.

2. Choose New Record to enter a new element entry.
3. Select the element GOSI to initiate the GOSI processing. You can enter costing information and a reason for entering this element for the assignment. The element has no input values.
4. Choose New Record and select the element Setup GOSI Reference Salary if you want to specify a base value for calculating GOSI deductions. If you do not enter this element for the employee, the payroll run calculates the GOSI base using the GOSI Reference formula attached to the GRE.
5. Enter costing information and a reason, if required. See: Data Costed at the Element Entry Level., *Oracle Compensation and Benefits Management Guide*
6. To enter a pay value for the element Setup GOSI Reference Salary, choose the Entry Values button to open the Entry Values window. In the pay value field, enter the base value for the GOSI calculations to use in the current year.
7. In the Element Entries window, choose New Record and select the element GOSI Reference Salary Adjustment if you want to change the base value for GOSI calculations.
8. Choose the Entry Values button to open the Entry Values window.
9. Enter an amount in the Pay Value field, for the element GOSI Reference Salary Adjustment. You can use this amount to adjust the base value for GOSI deductions. This value can be a positive or negative. For example, suppose you have set the pay value for the element Setup GOSI Reference Salary as 1000 (thousand dinar). If you want to decrease or increase the base for the GOSI deductions by 100 (hundred dinar) in the current pay period only, enter +100 or -100 in the pay value field for the element GOSI Reference Salary Adjustment.
10. Save the Element Entry details.

Setting up PPA Processing

Oracle HRMS enables you to process Public Pension Agency (PPA) contributions for employees using the predefined PPA elements.

To set up PPA processing:

1. Create the PPA organization. See: Creating Public Pension Agency Organization
2. Define PPA office. See: Business Groups: Defining PPA Office
3. Enter PPA office details of the legal entities in your enterprise. See GREs/Legal Entities: Entering PPA Office Details.
4. Link the predefined elements PPA, Setup PPA Reference Salary, and PPA Reference Salary Adjustment. You can also link other user defined elements. See: Predefined Elements and Defining Element Links, Oracle Compensation and Benefits Management Guide
5. Link the formula SA_PPA_CALCULATION to PPA element in the Formula Result Rules window. See: Defining Formula Processing and Result Rules, Oracle FastFormula User Guide
6. Optionally write a formula to return a base value for the calculation of PPA deductions. This formula must return the variable PPA_REFERENCE. You can override this formula for some or all employees by entering a pay value for the Setup PPA Reference Salary element. For more information on writing formulas, See: Writing or Editing a Formula, Oracle FastFormula User Guide
7. If you have created your own formula with a return variable PPA_REFERENCE, then attach your formula at the GRE/Legal Entity level. See: GREs/Legal Entity: Entering PPA Office Details
8. Optionally use the Subject to PPA secondary classification to classify the elements that form the base for PPA deductions. Oracle Payroll uses these elements to calculate the base once each year in January if you have not defined a PPA reference formula, nor entered a pay value in the Setup PPA Reference Salary element for an employee.

Payrolls

Payrolls Overview

Using Oracle HRMS, you can set up payrolls to pay all your employees accurately and at the correct time.

Payrolls in Oracle HRMS

A payroll is a set of employees whose pay you process with a single frequency, for example, weekly or monthly. You can define as many payrolls as you require to meet the pay policies of your enterprise. You put an employee on a payroll by making an assignment to the payroll.

You can also assign employees to other employee groups: for example, groups to indicate membership of a union or employment based sports club.

Key Concepts

To enable you to set up payrolls correctly, you need to understand these key concepts:

- Consolidation sets, *Oracle HRMS Payroll Processing Management Guide*
- Assignment sets, *Oracle HRMS Payroll Processing Management Guide*
- Element sets and distribution sets, *Oracle HRMS Compensation and Benefits Management Guide*

Reporting on Payrolls

For more information, see Reports and Processes in Oracle HRMS, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Payrolls

You can use Oracle Payroll to define a payroll, or range or payrolls that best suit your organizational needs.

Can you pay an employee with several assignments a single payment?

Yes, Oracle Payroll enables you to pay a single payment to an employee with several assignments within your organization. You enable the payment by selecting the Multiple Assignment check box on the Define Payroll window.

Can you run payroll processes and reports multilingually?

Payroll processes and reports are always submitted and always run in the local language only. This means that US and UK payroll reports can only be run in English. Canadian reports can be run in English or Canadian French.

How do you synchronise a payslip with the official payment date?

Use the payslip offset on the Define Payroll window to specify the number of days between the completion of your payroll processes and the availability of employee payslips.

Is there any checklist that you must follow while running the various payroll processes?

Oracle recommends that you follow this checklist while running the various payroll processes for that period:

- Do not update employee or assignment data while running the Payroll Run, Quickpay, Prepayment, Quick Prepay, Balance Adjustments, BEE, BAA, RetroPay, Costing, RetroCosting, Costing of Payments, Archiver processes . These processes access people as well as assignment data to derive results. Some of these processes are interdependent. An update to employee/assignment data can result in inconsistent results.
- Do not update element details, element link details, element entry details while running the Payroll Run, Quickpay, Balance Adjustments, BEE, BAA, RetroPay, Costing, RetroCosting processes as element details are accessed while running these processes for different assignments.
- Do not update organization, payroll, group details while running the Payroll Run, Quickpay, Prepayment, Quick Prepay, Costing, Costing of Payments, RetroCosting process.
- Do not update fastformulas while running the Payroll Run, Quickpay, Retropay

processes as fast formulas are accessed by these processes.

Payroll Definition

Consolidation Sets

Consolidation sets are the means by which you label payroll runs for further processing. This enables you to process the results from more than one payroll in a single action. You need only produce one tape per payment method for several payrolls, one set of reports and one set of costing for the whole set.

You can follow this procedure when scheduling additional runs. These are the runs you make in addition to your regular payroll runs; for example, to pay leavers. You can decide whether to consolidate an additional run with the regular run or switch it to a special set.

Consolidation sets are also used to label assignment sets when you use these for payroll processing. The same choices apply to assignment sets as to payrolls. You can accept the default consolidation set or select a new one when you set the run parameters in the Submit Requests window. You can also change the consolidation set after the run in the Update Payroll Run window.

Changes to a Consolidation Set

Consolidation sets facilitate the selective post-run processing of different payrolls. For example, after processing three payrolls in one consolidation set, you may want to select just one for immediate post-run processing. To do this, transfer the one you want to process to a new consolidation set.

You may also want to retry a payroll while continuing with prepayments for other payrolls whose status is Complete. This too would require a change of consolidation set for the first payroll.

See Assignment Sets, *Oracle HRMS Payroll Processing Management Guide*

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.

Selecting Exchange Rate Types for a Business Group

When you create a Business Group for BIS, HRMS Reporting or Payroll Processes the exchange rate type is predefined as Corporate. This is effective from the effective date of the Business Group.

However, you can set a different currency type for each Business Group. For example, you can select:

- A spot rate for Payroll processes to reflect daily exchange rates.
- A corporate rate for HR reporting to represent an end-of-month value.

You can define a different exchange rate type in the Table Values window.

To select an exchange rate type for a Business Group:

1. Query the EXCHANGE_RATE_TYPES table.

2. In the Exact field, select BIS, HRMS, or PAY from the list of values.
3. Enter the new value for the exchange rate type. The value will usually be Corporate (the default) or Spot, but you may also need to select other predefined GL Exchange Rate Types.
4. Change the Effective Date for this rate type, or accept the default.

For details of available rate types, see Defining Conversion Rate Types, *Oracle General Ledger User's Guide*.

Defining Consolidation Sets

You must always select a consolidation set before starting a payroll run. This is because the consolidation set provides essential labelling for each payroll run. This applies even if you are only processing one payroll or one assignment set.

When you have defined a consolidation set, it is then available for selection when you start a payroll run.

You define consolidation sets in the Consolidation Sets window.

To define a consolidation set:

1. Enter the name of a new consolidation set and save.

To delete a consolidation set:

1. Query the consolidation set.
2. Choose Edit, Delete Record.

You can only delete a consolidation set if it is not the default set for a payroll and if it is not associated with any payroll processes.

Changing Consolidation Sets

You change consolidation sets for payrolls in the Update Payroll Run window.

Note: Changes you make in this window are for the selected payroll processes only. Default consolidation set and pay advice information continue to apply to subsequent runs.

To change the consolidation set for a payroll:

1. Query the payroll whose consolidation set you want to change.

Tip: Optionally, select the period for which you wish to change the consolidation set by providing a Period From date and a Period To date. If you do not specify a period then the update action will apply to all payroll periods for this payroll

Payroll run information for the payroll displays in reverse order from the last completed run. The Set region displays whether the run was for an element set and/or assignment set.

Note: You can update consolidation set and pay advice information in this window regardless of the status displayed for the payroll run.

2. Enter a new consolidation set.
3. Update pay advice date and message information if required.
The pay advice date and message fields are for information only.

Defining an Assignment Set Using Formula Criteria

Use the Assignment Set window to define your set.

To define an assignment set using criteria for a formula:

1. Enter a unique name for the set.
2. Do *one* of the following:
 - If you are defining an assignment set for payroll processing, select a payroll. You cannot process an assignment set drawn from more than one payroll.
 - If you are defining an assignment set for other purposes, selecting a payroll is optional. If you select a payroll, the formula generated from your selection criteria will select assignments from this payroll only. If you do not select a payroll, the formula will select assignments from the whole business group.
3. Save the new set and click Criteria.
4. In the Assignment Criteria window, enter one criterion in each row, and join the criteria with AND or OR in the Condition field.

Field details are:

Field	Description
No.	The sequence number of each condition in your rule. If you use sequence numbers that are multiples of 10, it will be easier to insert new conditions later.
Condition	Leave the first row blank. Enter AND or OR for second and subsequent rows.
Database Item	Select database items as variables for your definition. All database items are prefixed by an ampersand [&].
Operator	Select operators to determine relationships between database items or values. See the following table for details
Value/Database Item	Select database items for the second variable. Alternatively, you can enter a fixed value of the same type as the database item.

Operator details are:

Operator	Symbols	Meaning
Equals	=	Condition is true if both expressions have exactly the same value. For text, the case of the expression must be the same. For example: "Smith" is not equal to "SMITH".
Not Equal	!=	Condition is true if the result of the first expression does NOT have the same value as the result of the second expression.

Operator	Symbols	Meaning
Greater Than	>	Condition is true if the first expression is alphabetically after, is numerically greater than, or is a later date than the second expression.
Less Than	<	Condition is true if the first expression is alphabetically before, is numerically lesser, or is an earlier date than the second expression.
Greater Than or Equal To	>=	Condition is true if either the greater than OR the equal to operator returns a true result.
Less Than or Equal To	<=	Condition is true if either the less than OR the equal to operator returns a true result.

Example

For example: The following is a definition for an assignment set of employees with salaries between 16,000 and 24,000:

No.	Condition	Database Item	Operator	Value/ Database Item
10		&SALARY_P Y_VALUE_ENT RY_VALUE	>=	16000
20	AND	&SALARY_P Y_VALUE_ENT RY_VALUE	<=	24000

5. Save your criteria, and click Generate to generate the formula.

You can view and edit the formula in the Formula window. Its name is the same as the assignment set name.

6. If you want to include or exclude individual assignments from the set defined by your criteria, choose the Amendment button. Select the assignments you want to include or exclude from the set.

Note: The list of assignments you see in this window is either all the assignments in the business group or, if you selected a payroll, all the assignments to that payroll. It does not show the assignments matching your criteria since these are identified dynamically each time the formula runs.

7. Save the set.

Defining an Assignment Set by Including or Excluding Assignments

Use the Assignment Set window to define your set.

To define a set by including or excluding assignments:

1. Enter a unique name for the set.
2. If you are defining a set for payroll processing, select a Payroll.
3. Save the new set.
4. Click Amendment.
5. Do one of the following:
 - If you want to create a small set of assignments, select Include in the Inc/Exc field and select all the assignments for the set.
 - If you want to start from the full set of assignments for the payroll or Business Group, select Exclude in the Inc/Exc field and select assignments to remove from the set.

Do not create a mixture of Include and Exclude rows if you have not entered criteria and generated a formula.

6. Save your set.

Defining a Payroll

Use the Payroll window to define a payroll, including its calendar and valid payment methods.

To define a new payroll:

1. Set your effective date to a date early enough to handle any historical information you want to enter. Your effective date must be on or before the first period start date of the payroll calendar.
2. Enter the payroll's name and select its period type from the list.
3. Enter the end date of the payroll's first period, and the number of years for which the system should initially generate the payroll's calendar. You can increase this number later to generate additional years.

Note: Be aware that some processes require the calendar to extend into the future. For example, the PTO Carry Over process requires payroll periods extending to the end of the new accrual term.

When you enter the First Period End Date, make sure that the corresponding start date of the first period is after the start date of the payroll.

Additional Information: The Reset Years field is available if you have set the profile option PAY: Display Reset Years in Payroll to Yes. The field signifies the years after which the period start of the next corresponding year would be reset. This field cannot be greater than the number of years.

4. In the Date Offset region, you can change the zero default to a negative or positive number of days before or after the period end date. For example, for a semi-monthly payroll, the Cut Off date can be 3 days before the period end date (-3), while the Scheduled Run and Check dates can be 5 and 7 days after this date, respectively. You can also set the Payslip offset to determine when employees can view payslip information.

Note: For India users only : You can calculate and deduct taxes from employees on the date salary is paid to the employee instead of date earned, thereby supporting payroll earned with a date paid in future (from March to February instead of April to March) by using a positive offset.

Note: Australia, China, Hong Kong, India, Japan, Korea, Singapore, and New Zealand users: You can set the payslip offset to determine when employees can view their payslip information.

- The Check Date, sometimes called Pay Date, is the date of constructive receipt

of pay, on which paychecks become negotiable.

- The Scheduled Run Date is the date scheduled for the Regular run of this payroll each period.
- The Cut Off date, included for your reference, is the final date for entering or changing payroll information before a run.
- A payslip offset, reckoned from the completion date for your payroll processes is always a positive number to enable you to prevent employees from viewing payslips before the official payment date. For example, if the payroll processes complete on 15th May, and employees do not receive payment until 20th May, you can enter an offset of 5 to align the payslip date to the payment date.

These offsets are the defaults for the calendar. You can manually make date changes in the calendar (such as when an offset date falls on a weekend or holiday, by choosing Period Dates).

5. Select a default payment method for employees who have no valid personal payment method. You cannot select a method using magnetic tape because this requires information about employees' bank accounts.
6. Select a default consolidation set for this payroll. One consolidation set is created automatically when you define your Business Group. Oracle Payroll users can create other consolidation sets for payroll processing.
7. In the Costing region, you can enter information about the ledger and suspense account holding costing information for this payroll.

The information you enter here depends on the setup of your Cost Allocation key flexfield.

See: Setup of the Cost Allocation Key Flexfield, *Oracle HRMS Enterprise and Workforce Management Guide*

8. Check the Negative Payment Allowed check box if you want the PrePayments process to include negative payments. If you leave the box unchecked, the PrePayments process ignores negative payments.
9. Check the Multiple Assignment check box if you want an employee to receive a single payment, for multiple assignments carried out within your organization. However, if a PrePayments process, which runs prior to your effective processing date, already exists you cannot go back and change the Multiple Assignment check box. This box is only visible if the functionality is enabled for your localization.

Note: If you check the Multiple Assignment check box, make sure it remains checked throughout your payroll processing. Oracle

Payroll reports in error if some of your payroll processes support multiple assignment processing and others do not.

10. If you are an Oracle Payroll user, enter the Statutory Information field to open the Statutory Information window.

Your Oracle localization team may have created fields in this window.

Note: The Statutory Information field is not visible if your HR:User Type profile option is set to HR User.

11. If the Payslip Modeler is enabled for your localization, then you can set locking period for payslip modeling. This restricts users from making updates to payroll information while modeling their payslip during a mock payroll run during the specified period.

Note: Payslip Modeler is not available by default. Check with your system administrator if Payslip Modeling is available for your localization.

12. You can specify the Availability Rule whether to disable the functionality days after the period start and days prior to the End date or enable the functionality between the days from start and before the period end date. Specify the number of days prior to and after a specified date when can you make changes for modeling/simulating the payslip.

Note: You cannot make any changes beyond the days specified here for payslip modeling.

13. **For India users only:** Click in the Further Payroll Information field and specify Yes in the March Salary paid in April field, if you want to enable processing of payroll of two periods in a single month.

14. **For Korea users only:** Click in the Further Payroll Information field and specify the exemption amounts. By default, the application uses the TRUNC function for tax calculations. Specify Yes if you want the application to use ROUND function instead of TRUNC function for tax calculations.

Specify if you want to adjust the amounts for standard tax breaks.

Specify if you want to enable reprioritization of pension related amounts as the last priority within the calculation category.

For Japan users only:

Click in the Further Payroll Information field and specify the following information

- income tax dependent reference type
- social insurance premium collection type
- user defined year end adjustment formula
- Hi Wp Monthly Remuneration Synchronous
- Geppen Santei Process Date (MMDD)
- Print Personal Number

15. Save your work.

16. Save your work.

17. Choose the Period Dates button to view the calendar generated for your payroll. In the Period Dates window:

- You can view the default offset dates for every period, and you can manually override any of these dates in any record.
- You can change the payroll's default *Open* status in any period to *Closed* to prevent further element entries. You can also reopen the period if necessary.

Important: Use this feature with caution. When you perform certain important tasks in Oracle HRMS, the system may automatically create or delete element entries. These tasks include hiring and terminating people, and updating assignments. You cannot change any element entries that span a closed payroll period, and so you may be prevented from performing these tasks.

18. Choose the Valid Payment Methods button to add valid payment methods for this payroll.

In the Valid Payment Methods window, the default payment method for the payroll appears automatically. You can add other methods. First set your effective date to the date you want the method to become valid.

Note: An employee assigned to this payroll can have any number of personal payment methods chosen from those you enter here for the payroll.

See: Entering Payment Methods for an Employee Assignment in *Oracle HRMS*

Related Topics

For more information about using the payslip modeler, see the *Oracle Self-Service Human Resources Deploy Self-Service Capability Guide*, Payslip Modeling (UK).

Deleting Payrolls

You can delete a payroll if there are no active employee assignments or element links to it. However, if you have run processing for a payroll it is not advisable to delete it. If necessary, define a new payroll and simply discontinue use of the old payroll.

To delete a payroll:

1. Remove any element links or employee assignments to the payroll.
2. Query the payroll in the Payroll window, choose Delete Record and Save.

Setting Up Payroll Contact Information

1. Use the Information Types Security form to add the Payroll Contact Extra Information Type (EIT) to your Responsibility.
See: Responsibilities, Oracle HRMS Configuring, Reporting, and System Administration Guide
2. Write a formula to specify your criteria for allocating payroll contacts to employees.
See: Sample Formula for Payroll Contact, Oracle HRMS FastFormula User Guide
3. Run the Allocate Payroll Contact concurrent program. You supply this program with date on which the contact becomes effective, and a formula containing the allocation rules. The program runs as a batch process on all assignments in the business group.
See Allocating Payroll Contacts, page 4-15

Allocating Payroll Contacts

Use the Allocate Payroll Contact concurrent program to generate payroll contact information for your employees. Your enterprise can store multiple methods of allocating a payroll contact. For example, payroll contacts can derive from:

- Alphabetical range - where all employees with names from A to E have one named payroll contact, whereas employees with names from F to J have a different contact.

- Organizational criteria - where all employees in the Accounting department have one named payroll contact whereas employees in the Marketing department have a different contact.

You store these separate allocation criteria in separate formulas, and then use the Allocate Payroll Contact concurrent program to select the formula that contains your preferred criteria.

To allocate payroll contacts:

1. Enter the effective date. The date that you supply determines which assignments receive a payroll contact. For example, if you enter 18-MAY-2005 the allocation applies for all assignments with this effective date, provided that they meet the criteria that your formula specifies..
2. Select the formula that contains your allocation criteria. You can select any formula of the Payroll Contact type, and these are the only formula types that appear in the list of values.
3. Click OK.

Alternatively, you can allocate a payroll contact by navigating to the Extra Assignment Information window, selecting the Payroll Contact information type, and modifying the payroll contact details in the Details descriptive flexfield.

Payroll Payment and Distributions

Payroll Payment and Distributions Overview

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

Payroll Payment and Distributions in Oracle HRMS

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

Key Concepts

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

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

Reporting on Payroll Payment and Distributions

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

Payroll Payment and Distributions

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

employees

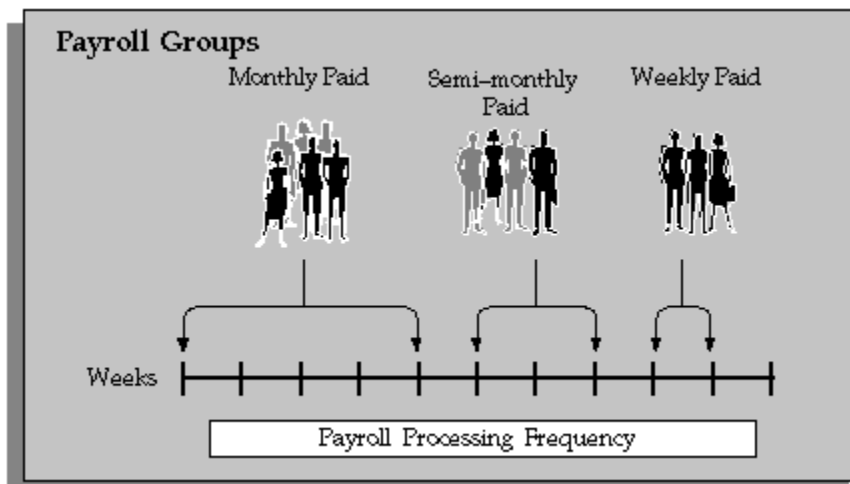
Can you verify that payments have been made?

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

Can Oracle Payroll handle different pay frequencies?

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

Multiple payrolls in a Business Group



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

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

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

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

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

Do you have flexible control over payment methods?

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

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

Can you model your payslip?

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

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

Payment and Distributions

Cash Management and Oracle Payroll

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

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

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

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

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

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

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

Defining a Payment Method

Use the Organizational Payment Method window to define payment methods for your enterprise.

From this window, you:

- Supply the name and starting date of your payment method.
- Enter the details of the source bank account from which your enterprise makes the

payment.

- Specify the General Ledger (GL) accounts that hold reconciliation and error details for the payment method.
- Handle costing for the payment method. For example, you can specify whether to transfer the costs to GL and whether costing applies to cleared payments only, uncleared payments only, or a combination of cleared and uncleared payments.
- Confirm that your source bank account in Oracle Payroll is the same bank account that Oracle Cash Management uses to clear your payments. This confirmation assures you that you are operating with a single consistent bank account rather than with duplicate accounts that introduce accounting errors.

To define a payment method:

Supply a name and start date for your payment method

1. Set your effective date so that it reflects the date when you want to begin using this payment method.
2. Enter a name for the payment method, and select the payment method type.
For a third-party payment method, always select the type Check/Cheque. The default currency for your business group appears automatically.
3. If an alternative currency exists for your payment method, select it.
4. If your payment method controls payments to a third party such as a benefits carrier or garnishment receiver, check the Third Party Payment box.

Enter the source bank details for your payment method

5. Navigate to the Source Bank tab. The Country for your source bank account appears automatically.
6. Enter the Bank Details field to open the Bank Details window. Enter information about the account from which your enterprise intends to make payments.

If you are using Cash Management, include the following information:

- Account Name
- Account Type
- Account Number
- Bank Name: If this already exists, enter the name exactly as it appears in Accounts Payable.

- **Bank Branch:** If this already exists, enter the name exactly as it appears in Accounts Payable.

Italy Users: You can enter the Bank Name, Bank Location, Account Number, and Account Name. The IBAN Account displays by default.

Ensure that you enter any additional bank details that are specific to your enterprise. For example, bank details for U.S. payment methods always require a transit code. The transit code, or transit routing number is the nine-digit number that identifies the financial institution. If the transit code is incorrect, the funds will not be posted to the account.

South Africa Users: Enter the account holder's name and indicate whether the account holder relationship is joint, own, or third party.

Belgium, Denmark, Finland, France, Germany, Hungary, Ireland, the Netherlands, Norway, Poland, Russia, Spain, and Sweden users: Enter the Bank Identifier Code (BIC) and International Bank Account Number (IBAN) in the Bank Identifier Code and the IBAN Number fields, respectively. Note that you must enter at least one of the account numbers, that is, either the International Bank Account Number (IBAN) or the Account Number. If you enter the Account Number, then the Bank Code and Branch Code fields are mandatory.

Warning: Always review the account setup for Oracle Accounts Payable before you define the account in Oracle Payroll. The details for your Payroll account must exactly match the account details in Accounts Payable. Otherwise, Accounts Payable creates an extra account with marginally different details. This duplicate account introduces errors when you reconcile payments between Payroll and Accounts Payable.

Specify what type of payments to cost for this payment method

7. Navigate to the Costing tab. Each check box indicates a particular type of payment. Check the boxes for each type of payment that you want to cost. When you subsequently run the Costing of Payment process, it costs each type of payment as you have indicated. The entries that you make for an individual check box can imply automatic checking of related boxes. Your choices are:
 - **Cost Payment:** Check this box to specify that you want to cost only uncleared payments for this payment method.
 - **Cost Cleared Payment:** Check this box to specify that you want to cost only cleared payments for this payment method. If you check this box, the Cost Payment box is also checked by default.
 - **Cost Cleared Voided Payment only:** Check this box to specify that you want to

cost any voided payments that have also been cleared by Oracle Cash Management. If you check this box, the Cost Payment and Cost Cleared Payment boxes are also checked by default.

- **Exclude External/Manual Payment:** Check this box to exclude any external/manual payments from costing. This exclusion is useful if you are using this payment method as a dummy payment method to cancel a previous payment, or if you are making a payment by cash. If you check this box, the Cost Payment box is also checked by default.
- **Transfer to GL:** Check this box to specify that costed payments should transfer to General Ledger. If you check this box, the Cost Payment box is also checked by default.

Specify the GL accounts for this payment method

8. Navigate to the General Ledger tab.
9. Select Ledger to indicate the ledger to use if you intend to reconcile payments using Oracle Cash Management.
10. Select the GL Control Account.
11. Select GL Cash Account to indicate which cash account to use for the reconciliation of payments.

The entry for Description appears automatically by default, depending on what you enter in the GL Cash Account details.
12. Select the Cash Clearing Account.
13. Select the Error Account.

When you first specify the GL accounts for a bank account, these then become the default GL accounts for any other payment methods that use the same bank account. The defaults apply for all new payment methods using the bank account. They also apply retrospectively for any existing payment methods that were already using the same account. However, you can override these defaults by entering your preferred GL accounts on the General Ledger tab.

At this point, check that your Payroll setup and Cash Management setup are fully integrated.

Confirm that you can reconcile payments in Cash Management

14. Navigate to the Cash Management tab. You cannot change the information on this tab, but you can confirm that your GL accounts are correct.
15. To confirm that Oracle Cash Management is operating with the same source bank

account that you are using in Oracle Payroll, view the check box. If the box is checked, then Oracle Cash Management holds the bank account for this payment method, and you can reconcile payments knowing that you are using an identical account in Payroll, and in Cash Management.

However, if the box is not checked, this indicates that Oracle Cash Management does not hold the details for your Payroll account. This may indicate that duplicate accounts exist and you should exercise caution when you reconcile your payments.

Map the Payee organization to make third party payments

16. Click the Payees button.
17. The Payees button is enabled only when the following conditions are met:
 - The Third Party Prepayments functionality has been enabled for your legislation.
 - The profile option PAY: Use Third Party PrePayments Rollup is set to Yes using the System Profile Values window for all Payment Methods with Third Party Payment check box selected. See *User Profiles, Oracle HRMS Configuring, Reporting, and System Administration Guide* for more information.
18. In the Payee Organization window, enter any number of Third Party Payee Organization with different bank account details.
19. You can specify the payment period on which the payment becomes eligible to be paid, in Payment Period field, thus deferring the payments from each period until the payments are paid.
20. When you enter an organization with multiple bank accounts, enter the Overriding Balance to distinguish the amounts to be paid into each account.

Enter further information for the payment method

21. Enter further information to determine how to process this payment method. Click in the Further Information field to see the range of further information for your enterprise.

For Japan users only: Enter the company code and company name. Select the delimiter type for the Direct Deposit file.
22. **For Norway users only:** Enter values for the following fields to define the payment method level. (The same payment type supports the ISO20022 and older Telepay process).

Field	Description
Initiating Party Name	Enter the name of the known party.
Sender ID	Enter the initiating party ID. This unique organization identification is assigned by an institution using an identification scheme. Typically, this is the customer-ID in the debtor bank based on the <i>Bronnøysundregistrene</i> and their Central Coordinating Register of Legal Entities, or other identification arranged with the bank.
Scheme Name	<p>Enter the code for the identification scheme as published in an external list. The options are BANK and CUST:</p> <ul style="list-style-type: none"> • BANK: Debtor/creditor relates to a sub-level agreement under the main agreement (a bilateral agreement between a customer and a bank) regarding a special service or subsidiaries or divisions. When the scheme name is BANK, the Sender ID should have a Customer Service ID assigned by the bank. • CUST: Debtor/creditor relates to the main-agreement with the financial institution. When the scheme name is CUST, the sender ID should be the organization number of the initiating party.
Batch Booking	<p>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:</p> <ul style="list-style-type: none"> • No: Single Booking requested. • Yes: Batch Booking requested. This default value is Yes. <p>Note: The Yes and No values are reflected in XML as true and false.</p>

Field	Description
Service Level Code	<p>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:</p> <ul style="list-style-type: none"> • NURG (Non-urgent Payment): Select as the default. • SDVA (Same Day Value): Intercompany only (not for salaries). • SEPA (Single Euro Payments Area) • URGP (Urgent Payment): Only suppliers (SUPP) but not for salaries.
Payment File Format	<p>This field indicates which supported payment file format and process are in use. The supported processes are Telepay and ISO 20022.</p> <ul style="list-style-type: none"> • 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: <i>Bank file format processed is not according to specified set up on Payment method.</i> <p>Note: If you see this message, you must roll back the error process before running the new process.</p>
Payment Identification ID	<p>The payment identification ID is a reference assigned by a sending party to identify the payment information block within a message.</p>

Field	Description
Payment Method	<p>Select one of the following values to specify the payment type to use for transferring the funds:</p> <ul style="list-style-type: none"> • 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.

Entering Further Payment Method Information

Oracle Payroll enables you to configure payment method formulas for the Electronic File Transfer (EFT) based on your bank's requirements.

You select your configured payment method formulas from the Further Payment Method Information window.

To enter formula for the payment type:

1. In the Organizational Payment Method window, click the Further Information field to display the Further Payment Method Information window.
2. Select the Header Formula for EFT. This creates the header section of the payment file, and contains employer details, such as bank name, account name, total number of employees, salary process details, and file creation date.
3. Select the Body Formula for EFT. This creates the body section of the payment file, and contains employee information, such as employee name, employee number, and the amount.
4. Select the Footer Formula for EFT. This creates the footer section of the payment file, and contains details of the total amount.
5. Choose OK.
6. Save your work.

Setting Up a Global Statement of Earnings

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

To set up the global statement of earnings:

1. Create a user category through the lookup SOE_USER_CATEGORY.
See: Creating User Types and Statuses, Oracle HRMS Enterprise and Workforce Management Guide
2. Set the value of the user category that you created as the profile value for the profile PAY: Statement of Earnings User Category.
See: User Profiles, Oracle HRMS Configuring, Reporting, and System Administration Guide

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

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

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

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

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

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

The South African localization does not use balance attribution.

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

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

See: Business Group: Entering SOE Detail Information, Oracle HRMS Enterprise and

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

Viewing Statement of Earnings

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

You do this using the Statement of Earnings window.

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

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

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

- Master Assignment Action SOE for each employee and shows aggregate Year to Date balances
- Regular Payroll Run SOE for each employee and shows Period to Date and Year to Date balances
- Separate Check SOE only if employee has an element with Separate Check input value set to Yes
- Tax Separate Run SOE if employee has an element(s) with any of the following input values:
 - Separate Check set to Yes
 - Tax Separately set to Yes
 - Deduction Processing is set to other than All

Canada only: The Payroll Run SOE displays one "Master Assignment Action" master record and multiple records with second and third layer run types.

If you are processing Multiple Assignment Payments, then the PrePayment Statement of Earnings displays consolidated earnings and deductions information. The header

information displayed on the Statement of Earnings is obtained from the primary assignment; however, if this assignment is not processed, then the header information is taken from the first assignment processed in the PrePayment process.

To view the last payroll with PrePayments run against it:

Perform one of the following:

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

To view the most recently run QuickPay results:

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

To view the statement of earnings information without running PrePayments:

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

Setting Up Payslip Information and Generating Payslips

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

To set up your payslip:

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

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

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

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

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

SOE Elements windows.

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

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

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

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

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

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

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

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

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

To change balances or include additional balances on the payslip:

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

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

Generating the Payslip

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

5. Run the archive process to gather the latest payroll information.
See: Extracting Information to Appear on the Payslip, page 5-16
6. You can view the payslip online through Self-Service.
7. Print your payslips in the usual way. Users in the Netherlands and China, run the payslip report to produce a formatted report ready for printing and sending out to your employees.

See: Printing the Payslip, page 7-21

8. **US and Canada only:** Oracle Payroll provides the flexibility to choose the way annual salary is calculated and reported on the Online Payslip (both HTML and PDF). This flexibility is available through the HR: Base Annual Salary Display on Standard Work Conditions profile option.

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

Extracting Information to Appear on the Payslip

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

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

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

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

To run the payslip archiver:

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

China and Netherlands: Select the Payslip Archiver.

India: Select the Payroll Reports Archive (India).

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

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

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

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

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

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

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

Run the Saudi Payslip Report to generate both online and printed payslips for your employees. This report enables your employees to view information, such as employee details basic pay, deductions, contributions to GOSI, summary of the payment, and payment information.

Run the Saudi Payslip Report from the Submit Request window.

To run the Saudi Payslip Report:

1. Select the Saudi Payslip Report in the Name field.
2. Click in the Parameters field to open the Parameters window.
3. Select a Payroll.
4. Select the last day of the archived payroll period as the Reporting Period End Date.
5. Select an Employee Number of the employee for whom you want to generate a payslip report. If you do not select any employee number, the report displays the list for all the employees included in the selected payroll.
6. Use the Sort Order fields to sort the report by Employee Family Name, or Employee First Name, or Employee Number. To display information in the archived run for the specified payroll in the specified period, do not select a sort order.
7. Choose the Submit button.

Generating Payslips for View in Oracle Self-Service Human Resources

You can generate payslips for your employees to view online using Oracle SSHR.

To set up your online payslip for viewing:

1. Enter payroll balances for your business group.
See: Business Groups: Entering Saudi Payslip Balances, page 1-26
2. Enter payroll elements for your business group.
See: Business Groups: Entering Saudi Payslip Elements, page 1-27
3. Enter payslip information for your business group.
See: Business Groups: Entering Payslip Information , *Oracle Enterprise and Workforce Management Guide*
4. Generate the payslip in Oracle Payroll.
See: Running the Saudi Payslip Report, page 5-17

Your employees can now view their payslips online through Oracle SSHR, but must run the payment process to enable this to happen.

Running the Saudi Payroll Archiver Process

Run the Saudi Payroll Archiver process to archive the payroll details after each payroll period. You can use the archived data to generate payroll register and payslip reports. Employees can view their payslip online using the archived data.

You must run the Payroll Archiver process before running the payslip report for same period.

Run the Saudi Payroll Archiver process from the Submit Request window.

To run the Saudi Payroll Archiver Process:

1. Select Saudi Payroll Archiver in the Name field.
2. Click in the Parameters field to open the Parameters window.
3. Select the payroll name to restrict the payment method information to a particular payroll. This displays the consolidation set for the selected payroll. If you leave the Payroll field blank, the report displays information for all payrolls defined for the business group.
4. If you do not select the payroll for which you want to view the report, select the Consolidation Set to view the details for that consolidation set.
5. Enter the start date and the end date for the archive process. This is the time period for which you want to archive the payroll.
6. Choose the Submit button.

Running the Saudi Payroll Upgrade Process

Upgrade the Saudi payroll, so you can generate group reports about your employees from your existing data, including:

- Employees with GOSI Annuities
- New hires with GOSI Annuities
- Terminated employees with GOSI Annuities
- GOSI Hazards
- GOSI Annuities and Hazards

Run the Saudi Payroll Upgrade process from the Submit Request window.

To run the Saudi Payroll Upgrade Process:

1. Select Saudi Payroll Upgrade in the Name field.
2. Choose the Submit button.

What's Next

Run the Generate Run Balances process to update the balances. See: Running the Generate Run Balances Process, page 7-12

Viewing Breakdown of Balances

Oracle HRMS allows you to view the breakdown of context-sensitive balances.

To view breakdown of balances:

1. Navigate to the Balances window (People > Enter and Maintain > Assignment > QuickPay > View Results).
2. Query the required balance. The Balances window displays the Breakdown section.
3. You can verify the Source Text and Value in the Breakdown section.

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 Saudi Arabia legislation:

Oracle HRMS provides a reconciliation function, `pay_sa_tran_identifiers.get_eft_recon_data`, for SA EFT Payments (SA Direct Deposit SAR). 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.

To specify your own Unique Identifier:

1. Add the following data to the lookup `PAYMENT_TRX_CONC_IDENTS`
 - Code: SA DIRECT DEPOSIT SAR
 - Meaning: <Your Unique Identifier>
 - Enabled: Y

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

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.

Oracle Payroll and Employer/Employee Deductions

Oracle Payroll and Statutory Deductions

Oracle Payroll provides legislative upgrades to keep your payroll processing up to date with current legislation.

Processing Social Insurance Deductions

Oracle HRMS enables you to store multiple results against the specific contribution type. It provides a single source of information about the GOSI contribution. To process the social insurance deductions, you must define your elements. You then link your earnings elements and social insurance information elements to your payroll. The GOSI initialization element triggers a formula which checks your employee's eligibility for GOSI deductions and then makes the calculations for each eligibility type.

See: Predefined Elements, page 3-2

Mandatory Deductions

Employer and employee contributions towards the GOSI are mandatory deductions for Saudi nationals. Employees contribute to GOSI Annuities, and employers contribute to both GOSI Annuities and GOSI Hazards.

Running the Saudi Payment Output File

You use this process to initiate the creation of the Electronic File Transfer (EFT) Payment file from Oracle Payroll. The EFT Payment file enables you to send employee payment details to your bank on magnetic tape.

You run the Saudi Payment Output File process from the Submit Request window.

To run the Saudi Payment Output File Process:

1. Select Saudi Payment Output File in the Name field.
2. Click in the Parameters field to open the Parameters window
3. Select the Payroll name to restrict the payment method information to a particular payroll. This displays the Consolidation Set for the selected payroll. If you leave the Payroll field blank, the report displays information for all payrolls defined for the business group.
4. Select the Consolidation Set, if you have not selected the payroll for which you

want to view the report.

5. Enter the Start Date for the EFT process. This is the date on which you want to start the prepayments.
6. Enter the Effective Date for the EFT process. By default, this is the current date.
7. Select the Payment Method to identify the paying bank account for which you want to create the EFT.
8. Enter the Process Date/Date of transfer. This is the date on which you want to process and transfer the EFT to the paying bank account.
9. Choose OK.
10. In the Submit Request window, choose the Submit button.

Running the Saudi Monthly Contributions Report

Run the Saudi Monthly Contributions report to create a list of the employer's contributions to General Organization of Social Insurance (GOSI) for the contributory month. This statutory report lists the employee head count and their contributions.

This procedure uses numbers 01-12 to represent the months of the Gregorian calendar.

Run the Saudi Monthly Contributions Report from the Submit Request window.

To run the Saudi Monthly Contributions Report:

1. Select the Saudi Monthly Contributions Report in the Name field.
2. Click in the Parameters field to open the Parameters window.
3. Select the employer for whom you want to generate the monthly contributions report.
4. Enter a contributory month for which you want to generate the report in the Month field.
5. Enter a contribution year for which you want to generate the report in the Year field.
6. Enter the GOSI contribution arrears amount in the Arrears field. You can enter arrears amount from the previous month, if available.
7. Enter the penalty charges in the Penalty field, if you have to pay penalty to GOSI.

Additional Information: Employers incur penalty charges if they do not send the monthly contributions report with the cheques/checks to GOSI within the first fifteen days of the month.

8. Enter the discount amount. You can enter the discount amount, only if you have an official approval from the GOSI office. You attach the discount form along with the Saudi Monthly Contributions report.
9. Select the payment method that the employer uses.
10. Click the Submit button.

Running the Saudi Workers Movement Report

Run the Saudi Workers Movement report to create a list of the employees: registered with GOSI, unregistered, and terminated for the selected month. This statutory report enable employers to keep track of their employees' movement for the specified month.

Run the Saudi Workers Movement Report from the Submit Request window.

To run the Saudi Workers Movement Report:

1. Select the Saudi Workers Movement Report in the Name field.
2. Click in the Parameters field to open the Parameters window.
3. Select the Employer for whom you want to generate the workers movement report.
4. Select any one of the form types:
 - Select Registered form type, if you want to generate the report for the new employees who are registered with GOSI.
 - Select Terminated form type, if you want to generate the report for the terminated employees.
 - Select Unregistered form type, if you want to generate the report for the new employees who are not registered with GOSI.
 - Leave the Form Type blank, if you want to generate the report for all the employees who are registered, unregistered, and terminated.
5. Select the Employee Number if you want to generate the report for a particular employee.
6. Enter the Effective Date on which you want to view the report.

7. Select the Assignment Set, if you want to generate the report for all employees who are included in the selected assignment set.

Additional Information: Note: If you select both employee number and assignment set, then the report displays the workers' movements according to the assignment set.

If you select both employer and assignment set, then the report displays only those assignment sets for the selected employer.

8. Choose the Submit button.

Running the Saudi New and Terminated Workers Report

Run the Saudi New and Terminated Workers report to generate a list of new and terminated employees for an employer for the contributory month along with their monthly contributions to GOSI. This statutory report provides monthly updates to the GOSI office

This procedure uses numbers 01-12 to represent the months of the Gregorian calendar.

Run the Saudi New and Terminated Workers Report from the Submit Request window.

To run the Saudi New and Terminated Workers Report:

1. Select the Saudi New and Terminated Workers Report in the Name field.
2. Click in the Parameters field to open the Parameters window.
3. Select the Employer for whom you want to generate the new and terminated workers report.
4. Enter a contributory month for which you want to generate the report in the Month field.
5. Enter a contributory year for which you want to generate the report in the Year field.
6. Choose the Submit button.

Payroll Processing and Analysis

Payroll Processing and Analysis Overview

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

Payroll Processing and Analysis in Oracle HRMS

You can run your payroll as:

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

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

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

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

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

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

You can use these processes for correcting a payroll run:

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

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

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

Key Concepts

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

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

Note: You can use this if it is enabled for your localization.

- Running the PrePayments Process, page 7-25
- Retries, page 7-74
- Reversals, page 7-75
- Rollbacks, page 7-76
- RetroPay, page 7-37
- For non-North American legislations: Advance Pay, page 7-54

Reporting on Payroll Processing and Analysis

See Reports and Processes in Oracle HRMS, *Oracle HRMS Window Navigation and Reports Guide*

Payroll Processing and Analysis

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

Does Oracle Payroll enable you to run part payrolls?

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

Calculating Pay for an Individual Employee or Group of Employees

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

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

Specifying What Details You Can Include in a Payroll Run

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

Can you verify that a payroll run has completed successfully?

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

Can you make adjustments after a payroll run has completed?

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

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

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

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

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

Ensuring that Employees are Paid by the Correct Payment Method

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

Ensuring that Costing Information Can be Provided

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

Can Oracle Payroll run payroll processes throughout a payroll period?

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

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

Where employers have agreed to pay tax on a known fixed net payment, Oracle Payroll can calculate the gross amount that employees must receive in order to meet all deductions and still receive the correct net amount. This is referred to as Net-to-Gross processing, and the calculations that derive the correct gross amounts are referred to as Grossups, provided that the feature is enabled in your country.

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

Can you process external and manual payments

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

The Payroll Run

Process Part of a Payroll

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

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

Assignment Sets

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

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

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

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

Consolidation Sets

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

Element and Distribution Sets

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

You can select element sets as follows:

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

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

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

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

QuickPay

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

QuickPay: Two Options for PrePayments:

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

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

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

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

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

Troubleshooting QuickPay: Concurrent Manager

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

You may receive one of the following error messages:

- **The process has not started**

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

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

Ask your system administrator to investigate the reason for this.

Continuous Calculation

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

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

Starting a Payroll Run

You start a payroll run in the Submit Requests window.

To run a payroll:

1. In the Name field, select the name of your payroll run process.
2. In the Parameters window, which opens automatically, select the payroll.
3. Select the default consolidation set name for the payroll, then select the current payroll period display.
4. Select a new consolidation set for the run if required.
Use the consolidation set to control post-run processing of the results.
5. Select the payroll period for the run.
6. Select an element set and assignment set if required.

US only: Make sure that you have included the VERTEX seeded recurring element in your element set if you are using an element set.

7. Select a run type.
8. If your legislation supports Regular and Supplemental runs, then select R for a Regular run or S for a Supplemental run.
India only: Select "Bonus" run type for paying bonus.
9. You can optionally enter a message to appear on the statements of earnings for this run if your SOE is designed to support such a message.
10. Choose Submit.

Setting Up Continuous Calculation

To set up your system for continuous calculation:

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

See: Making Table Event Updates, page 8-8

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

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

See: Grouping Dynamic Triggers into Legislative Functional Areas, page 8-7

Note: When you save a single trigger, this has the effect of regenerating all triggers contained in the same package.

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

See: Running the Continuous Calculation Process, page 7-10

Running the Continuous Calculation Process

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

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

To run continuous calculation:

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

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

4. Choose Submit.

Running QuickPay

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

To define a QuickPay run for an employee assignment:

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

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

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

2. Select a consolidation set.

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

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

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

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

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

To execute a QuickPay run for an employee assignment:

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

2. You can choose the **Entry Values** button to view entry values for each element.

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

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

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

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

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

Marked for Retry.

For information about running PrePayments, see: Running Post-Run Processes for QuickPay, page 7-19

To archive QuickPay run:

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

The following rules apply to the Start Archive process:

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

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

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

Mexico Payroll Only: In addition to the general post archive processes, QuickPay archives data for the CFDI Payslip process. The Payroll Archiver process or the Quickpay Archiver process archive data used by Cheque Writer (Mexico), Direct Deposit, and CFDI Payslip processes. Format 37 and DIM reports do not use the Payroll Archiver data, they instead use the data archived by the Year End Archiver process. You can roll back the QuickPay archiver results using the Rollback MX Payroll Process concurrent program. See: Correction of Run Results: Rollbacks, page 7-76

Running the Generate Run Balances Process

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

You run this process in the Submit Requests window.

To run the Generate Run Balances process :

1. In the Name field, select Generate Run Balances.
2. Select the Parameters field to open the Parameters window.
3. In the Parameters window, optionally enter a start date from when you want run balances recalculated. If you do not enter a date, Oracle Payroll recalculates the balances for the entire life of the balances.
4. Select a mode to determine which balances to include. There is no specific time required to run these, such as once a month. All Invalid Balances is likely to be run most often, with Single Balances and All balances run as required. You can choose from the following:
 - A Single Balance
 - All Invalid Balances
 - All Balances

If you select Single Balance mode, the Defined Balance field becomes active.

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

The Defined balance field is only enabled if Single Balance mode is selected from the Mode field.

6. Select a balance level to determine which balances are to be recalculated. The following is the complete list of balance choices available, depending if enabled for your localization:
 - Assignment
 - Group
 - Assignment and Group
7. Choose OK and then Submit.

Setting Up Payslip Modeling

Before you can use the Payslip Modeler, you must ensure to set up the following:

1. Ensure set the profile option HR: Enable Payroll Simulation to Yes to use this module. If the profile option is set to No, you cannot use the payslip modeler.

See: User Profiles, *Oracle Human Resources Management Systems Configuring, Reporting, and System Administration Guide*

2. You can set the profile option HR: Enable Multiple Assignments for Payroll Simulation to Yes to select the secondary assignment when there are multiple assignments. If set to No, then you can run the payslip modeler process on the primary assignment only.

See: User Profiles, *Oracle Human Resources Management Systems Configuring, Reporting, and System Administration Guide*

3. You can enable or disable the payslip modeler at the Payroll level by specifying Yes in the Enable Simulation field. You cannot run a payroll run and payslip modeling simultaneously. If the Payslip Modeler is enabled, then you can set locking period, number of days prior to and after a specified date for enabling or disabling the payslip modeler. This restricts users from making updates to payroll information while modeling their payslip during a mock payroll run during the specified period.

See: Defining Payroll, page 4-10

4. If you want use payslip modeler then you must select the document type as Payslip Modeler in the Self-Service Preference window at the business group level or the organization level.

See: Entering Self Service Preference Information, *Oracle HRMS Enterprise and Workforce Management Guide*

5. If you want to restrict any elements from being processed in the modeler process, create an element set and include the elements you want to exclude. Specify the element set in the Modeler Exclusion Element Set in the Self-Service Preference window at the business group level or the organization level.

This skips the elements within the element set from being processed and the elements are not available for users to select while running a modeling process.

6. Specify the Payroll Simulator Template in the Self Service Preference window at the business group level or organization level. If no template is specified, then the application uses the default template to generate the model payslip. Users can create their own templates associated with the Data Definition PAY<LEG_CODE>SIMPAYSLIP.

See: Entering Self Service Preference Information, *Oracle HRMS Enterprise and Workforce Management Guide*

7. 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 enter input values for this element required for simulation in the Element Description window. Only user enterable input values are available for Payslip

modeling.

If the Multiple Entries check box 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.

It is necessary to create a new element for the corresponding Multiple Entries Allowed element and setup the new element as Yes for Enable Simulation. Ensure to specify the earlier element as Original Element under Simulation Details for the new element. Enter input values, attach the appropriate formulas and balances as the new element. This is to ensure that Simulation ignores the Original element entries in Simulation run and uses only new element entry.

Example to Understand the Restrictions on Multiple Entries Allowed Enabled Elements

The unavailability of Yes for Multiple Entries Allowed enabled elements is an expected behavior of Paycheck Modeling.

For example, consider an employee with an Overtime Element. This element entry is added on the days when employee works overtime. For a month, if employee does overtime for 10 days, then this element entry gets added 10 times. If the employee wants to model a paycheck and view the net take home after working overtime for 10 days or more, then it will not be practical to add 10 entries for 10 days from Paycheck Modeling page. Instead, the employee can add the total overtime hours. Therefore an element which conveys the total overtime hours for the Pay period instead of each day can be used. If there are already some Overtime entries added to the employee in the application for current period, then it is necessary to suppress these entries when the employee tries to model Overtime hours so that Paycheck Modeling/Simulation gives desired results depending on the inputs.

To handle this scenario, the Overtime Element (the elements with Multiple Entries Allowed) is not allowed to be directly enabled for Simulation. Instead it is necessary to create a new element to support Simulation. The element created for simulation can have changes to Input Values validation. If there are any rules or validations on the maximum number of hours that can be entered, say, Overtime entries can accept maximum of 5 hours per day, these can be relaxed in new element to suit the requirement of simulation so that users can add 50 hours for complete month in single entry.

For the new element, it is necessary to specify the existing Overtime element as Original Element under Simulation Details. This will ensure that whenever employee tries to model Overtime hours using new element, any existing Overtime element entries are ignored during Paycheck Modeling/Simulation.

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

Note: There is a restriction for Predefined elements being used for payslip modeling. For predefined elements, if you setup the details for a predefined element 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 other 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.

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.

Cheque/Check Writer Process

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

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

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

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

Note: Your System Administrator can enable the HR: Default Check/Cheque Number Method profile which enables you to use the automatic check/cheque numbering process.

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

Void Cheque/Check Payments Process

Run the Void Cheque/Check Payments process when you want to void cheques/checks you have issued using Oracle Cheque/Check Writer. You may want to do this if there is

a printing error or if the cheques/checks you print are afterwards lost. The process cancels the cheques/checks issued, records details of the cancellation, and enables you to give a reason for cancelling.

Check Writer - Override Payment Date Process

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

External/Manual Payments Process

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

Data Locks for Payroll Processes

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

Data Locks: Automatic or User Selectable

Automatic

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

User Selectable

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

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

Data Locks: Rollbacks Can Override Them

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

Running Post-Run Processes for QuickPay

To run PrePayments and other processes from the QuickPay window:

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

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

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

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, 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, 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. See below for further display details.

3. To mark a payroll process for retrieval, select the Retry check box for the record. You can then run the Retry process from the Submit Requests window.

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

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

6. To see further information about the assignments making up the payroll process, select the record and choose from the buttons at the bottom of the window. Information then displays for the records you select.
 - **Assignment Process:** Lists details of the assignment processes making up the payroll process.
 - **Message:** Displays any system messages relating to the payroll process.
 - **Process Info:** Summarizes processing status information for the assignment processes.
 - **Conc Manager:** Enables you to query details of the run to view log file details.
 - **Breakdown:** Summarizes costing process information as follows:
 - Costings that were correctly costed (Normal Number)
 - Costings posted to the suspense account

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

- **Output:** This button enables you to 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. One of the following statuses will be displayed:
 - Cleared
 - Uncleared
 - In error

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

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, 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.
3. In the Parameters window, 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, but cannot do the same with the assignment set.

4. 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.
5. Choose the Submit button.
6. Choose the View Output button to view 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.

To run the Employee Assignments without Payroll report:

1. Enter the beginning date. This is the date from which you want to begin identifying assignments without a payroll.
2. Enter the end date. This is the date at which you want your report to conclude.
3. If you are running the PDF version of this report, select a template for your PDF template.
4. Click OK.
5. 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. Enter a start date for the report to begin from.
2. Enter an end date to indicate the end of the reporting period.
3. 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).

4. Select the mode, for example, Costing, Payroll Archive and so on.
5. If you are running the PDF version of this report, select a template for your PDF template.
6. Click OK.
7. 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. Enter a beginning date for the start of your reporting period.
2. Enter an end date to specify the end of your reporting period.
3. 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.
4. Enter the sort options for your report.
5. If you are running the PDF version of this report, select a template for your PDF output.
6. Click OK.
7. 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.

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, 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, select the GRE name. If you do not make a selection, your report contains information for all valid GREs.
5. If you want to report on a single organization, select the Organization name. If you do not make a selection, your report contains information for all valid organizations.
6. If you want to report on a single location, select the Location name. If you do not make a selection, 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 make a selection, 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 an Output File Type:
 - 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.

Element Result Listing

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 input values you select.

You run the report in the Submit Requests window.

To Run the Element Result Listing:

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 up to 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. Choose the Submit button.

Running the PrePayments Process

Run this process when you want to do one of the following:

- Distribute employee pay over more than one payment method using either a percentage or monetary split. You define the amount or percentage to be paid by each method for each employee in the Personal Payment Method window. You can also indicate that payment methods should take account of run types and run types at personal level.
- Override the default payment methods. For example, you may need to run a supplemental payroll for which the distribution between payment methods will be different from that specified for the regular run. When you override the defaults, the payments for the supplemental run only are distributed according to the override payment method that you specify.

- If Multiple Assignments is enabled for your Payroll, the PrePayments process creates one regular cheque for all assignments and one cheque for each separate payment. Assignments must be included on the same payroll in the same payroll period or they will not be included.

Note: The Net Pay from each assignment is deposited into the payment method account for the primary assignment unless the primary assignment is not processed. If it is not processed and the secondary assignment does not have a personal payment method, the employee receives a cheque.

Additional Information: You cannot delete personal payment methods if a PrePayment process is run.

Canada only: The PrePayments process creates different results depending on the setting of the Payroll Archiver Level option, which is set at the business group level. If you set it to "Tax Group," PrePayments consolidates the payment for all GREs of an assignment (which must belong to the same tax group), and Cheque Writer/Deposit Advice generates only one cheque or deposit (this can happen only at the beginning of the year, after running the last payroll for the previous year and before running the first payroll of the current year). If you set it to "GRE," PrePayments creates separate payments for each GRE, and Cheque Writer/Deposit Advice generates a cheque or deposit advice for each GRE.

See: Entering Payroll Archiver Level Information, *Oracle HRMS Enterprise and Workforce Management Guide*

You run this process from the Submit Requests window.

To run the PrePayments process:

1. In the Name field, select PrePayments.
2. In the Parameters window, select the name of the payroll or consolidation set to run the process for.

When you select a payroll, the default consolidation set is displayed.

3. Enter the start and end dates of the time span for the prepayments processing to cover.

Note: If you specify the end date and not a start date, the process automatically uses the start date of the period for the end date you specified.

4. If required, enter an override payment method. The method you select overrides all other payment methods for this processing.
5. Choose OK.
6. Choose Submit

Running the Third Party Prepayments Rollup Process

You run the Third Party Prepayments Rollup process to roll up the values of the third party prepayments to a consolidated value for the third party that is eligible to receive the payment. This process is responsible for generating the rollup values.

Note: Ensure that you run the Prepayment process prior to running the rollup process.

You run this process from the Submit Requests window.

To run the Third Party Prepayments Rollup Process:

1. In the Name field, select Third Party PrePayments Rollup process.
2. In the Parameters window, select the name of the payroll or consolidation set to run the process for. When you select a payroll, the default consolidation set is displayed.
3. Enter the start and end dates of the time span for the third party prepayments rollup processing to cover.

Note: If you specify the end date and not a start date, the process automatically uses the start date of the period for the end date you specified.

4. Select the payment method to be rolled up in that run.
5. Click Ok and then Submit.

Running the Third Party Prepayments Rollup Details Process

You run the Third Party Prepayments Rollup Details to view the details of any payments made to the third party that have been rolled up. The summary of the payments made to each Payee organization by any employee can be viewed.

Note: Ensure that you run the Third Party Prepayment Rollup process prior to running this process.

You run this process from the Submit Requests window.

To run the Third Party Prepayments Rollup Details process:

1. In the Name field, select Third Party PrePayments Rollup Details process.
2. In the Parameters window, select the name of the payroll or consolidation set to run the process for. When you select a payroll, the default consolidation set is displayed.
3. Enter the start and end dates of the time span for the third party prepayments processing to cover.

Note: If you specify the end date and not a start date, the process automatically uses the start date of the period for the end date you specified.

4. Select the particular payroll action to view the details of prepayments rolled up in that run.
5. Click Ok and then Submit.

Running the Cheque/Check Writer (Generic) Process

Use the generic Cheque/Check Writer process in preference to the non-generic process if you want to produce your output in XML format. You run the Cheque/Check Writer (Generic) process from the Submit Requests window.

To run the Cheque/Check Writer (Generic) process:

1. If you want to produce cheques/checks for a payroll, enter the payroll name.
2. If you want to produce cheques/checks for a consolidation set, enter the consolidation set name.

You must supply either a payroll name, or a consolidation set name.
3. Enter a start date and end date to specify the period for which you want to produce cheques/checks.
4. Enter the payment type and the payment method.

5. Enter the sort sequence for the cheques/checks. The values of Organization and the Person default automatically.
6. Enter the cheque style.
7. Enter the first cheque/check number of your cheque/check sequence in the Start Cheque/Check field. If required, you can enter the last cheque/check number in the End Cheque/Check Number field.
8. Click OK to confirm that your parameters are correct.
9. Click Submit to run the Cheque/Check Writer process.

Running the Cheque/Check Writer Process

You run the Cheque/Check Writer process from the Submit Requests window.

To run the Cheque/Check Writer process:

1. In the Name field, select the appropriate process.
Irish Payroll: Select IE Cheque Writer
Mexican Payroll: Select Cheque Writer (Mexico).
US Payroll: Select Check Writer.
All others: Select Cheque Writer.
2. In the Parameters window, select the name of a payroll or consolidation set. When you select a payroll, the default consolidation set is displayed.
3. Enter the start and end dates for the process.
4. Enter your cheques/checks payment method.
5. Enter the sort sequence for the cheques/checks This defaults to Organization, then to Person.
6. Enter your cheque/check style.
If you enter Default, this selects the PAYRPCHQ sample cheque/check report.
7. Enter the first cheque/check number of your cheque/check sequence in the Start Cheque/Check field. If required, you can enter the last cheque/check number in the End Cheque/Check Number field.

Note: If your system administrator has enabled the automatic

cheque/check numbering process, Oracle Payroll automatically provides the cheque/check number. (US and Canadian payroll only).

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

8. Choose Submit.

Running the Void Cheque/Check Payments Process

Void Check/Cheque Payments is a payroll process, and for every check/cheque that is voided, Oracle Payroll creates a corresponding assignment process.

You run the Void Check/Cheque Payments process from the Submit Requests window.

To run the Void Cheque/Check Payments process:

1. In the Name field, select Void Check/Cheque Payments.
South African Payroll: Select Void Cheque Payments (South Africa).
2. In the Parameters window, select the payment run for the Cheque/Check Writer that you want to void.
3. Enter the date on which you want to void the cheques/checks. The default is your system date.
4. Enter, optionally, a reason for voiding the cheque/check issue.
5. Enter start and end numbers of the cheque/check sequence you are voiding. For single cheques/checks, enter the cheque/check number in both fields.

Reissuing a Voided Cheque/Check

If you void a cheque/check you reissue either with the same amount, or with a different amount. You can also reissue the cheque/check with a different date from the original check date.

See: Reissuing Voided Cheques/Checks with a Different Check Date, *Oracle HRMS Payroll Processing Management Guide*

To reissue a voided cheque/check with the same amount:

1. To verify that the void has been processed, select the employee in the Employee Assignment Processes window. For the process that originally produced the

cheque, VOID will appear in the Status Column.

2. Run the Cheque/Check Writer process again. A new cheque/check will be produced with a new number.
3. If you want to verify the process, select the employee in the Employee Assignment Processes window. The number of the original prepayment will be in the Applied Column of the latest process.
4. Run the Void Payments Report any time after the void has been processed. See: Running the Void Payments Report, page 7-32

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 7-78
2. Enter the new amounts to be paid in the Salary Administration, or Element Entries window as appropriate.
3. Run QuickPay for the new amounts that is to be paid to the employee. See: Running QuickPay, page 7-10
4. Run the PrePayments process. See: Running Post-Run Processes for QuickPay, page 7-19
5. You can now do one of the following:
 - Manually issue the cheque/check. See: Making External/Manual Payments, page 7-33
 - 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 7-32

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	<p>Your manual payment is not made by a check/cheque drawn on the same bank account that you used for the original payment.</p> <p>Always select this method when you make manual payments in cash.</p>
Cancel Payment	<p>Your payment cannot be reissued.</p> <p>Always select this method when you want to identify cancelled payments so that you can exclude them from reconciliation.</p>

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 payments 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.

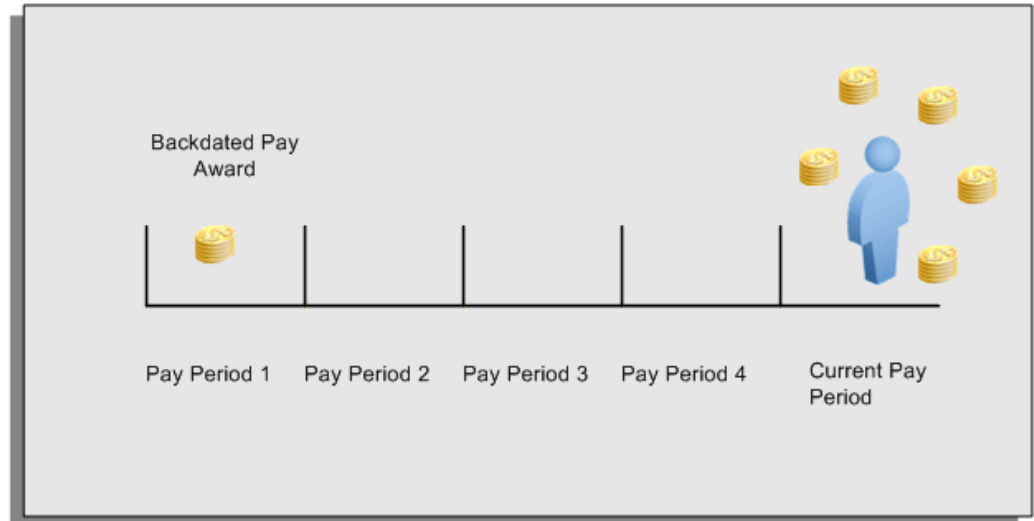
RetroPay Processing

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

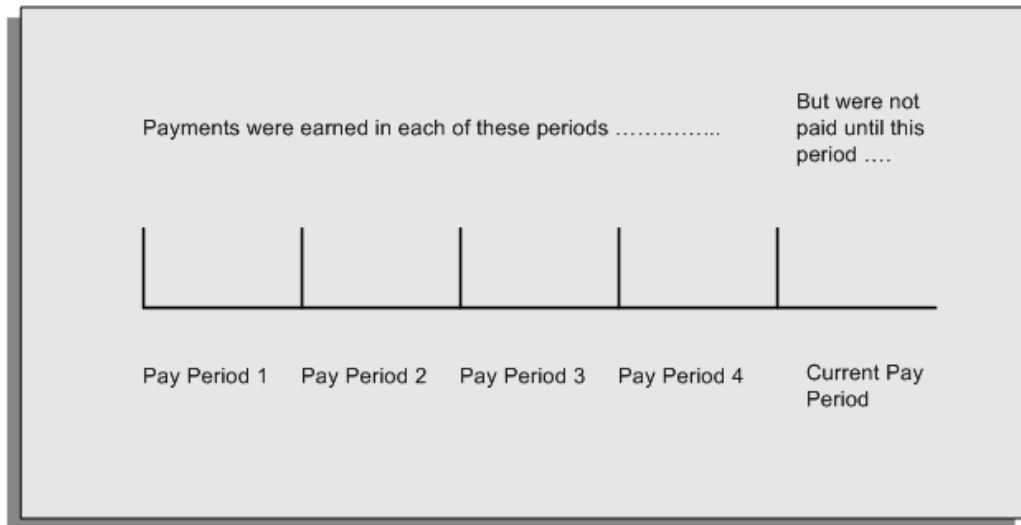


For example, at the start of the current pay period, this employee has a pay award backdated to pay period 1. The employee has not yet received any payments for this award. In the current pay period the employee is entitled to payments that represent the backdated amounts for:

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

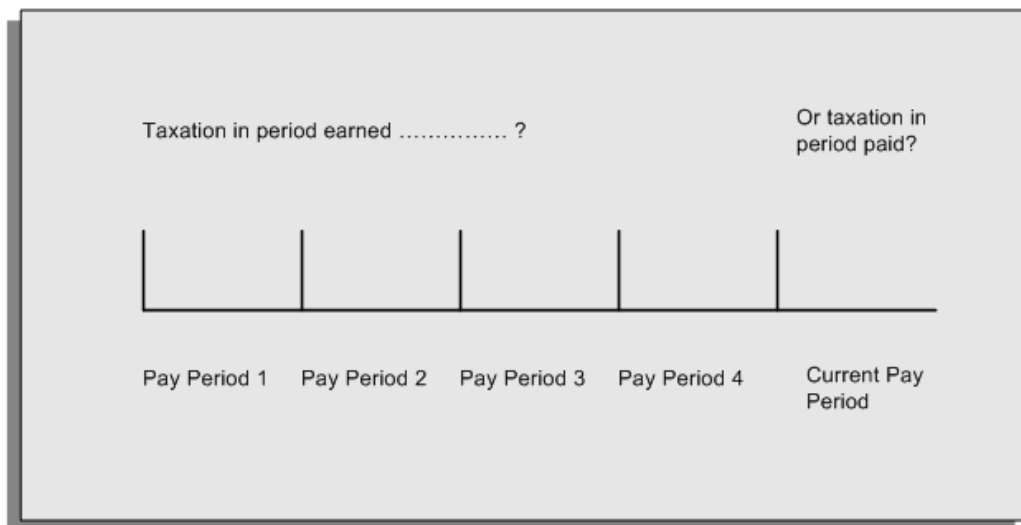
You run your RetroPay process to ensure that the employee receives correct payment when you next run the payroll.

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

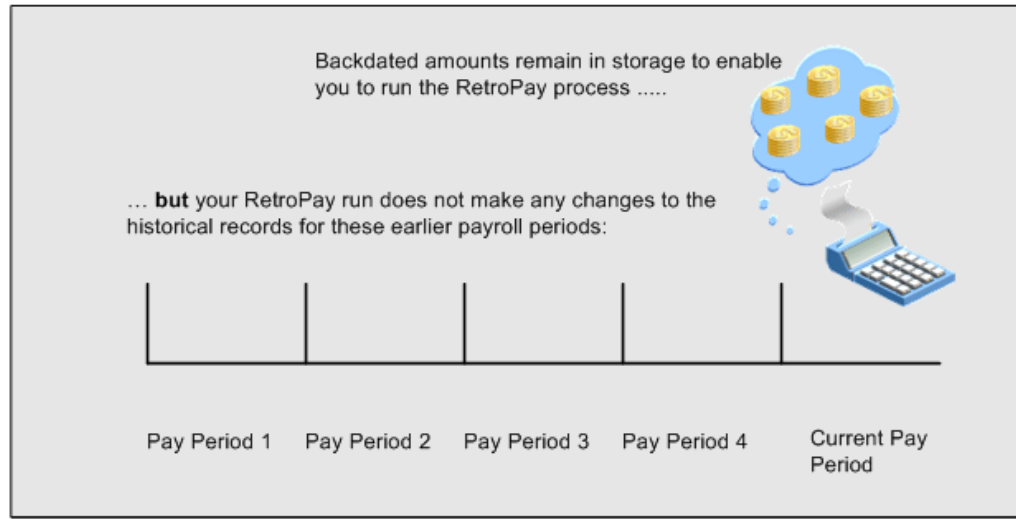


For example, the taxation implications are different for:

- 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.

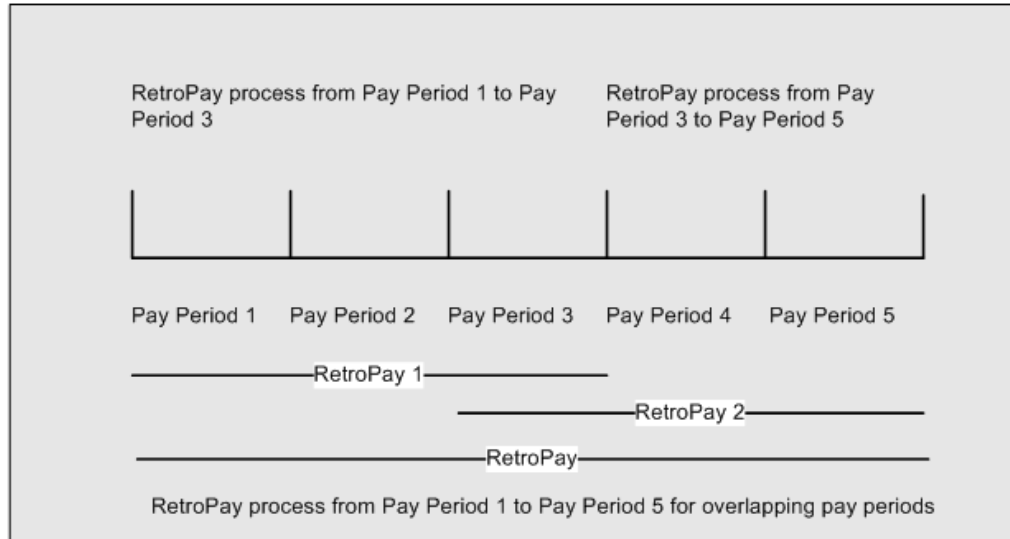
For example, you perform a RetroPay (RetroPay 1) for an assignment in period 3, with Payroll Runs being recalculated from a start date of period 1. In period 5, you perform another RetroPay (RetroPay 2) for the assignment with a start date of Period 3. The second RetroPay detects an overlap of RetroPays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

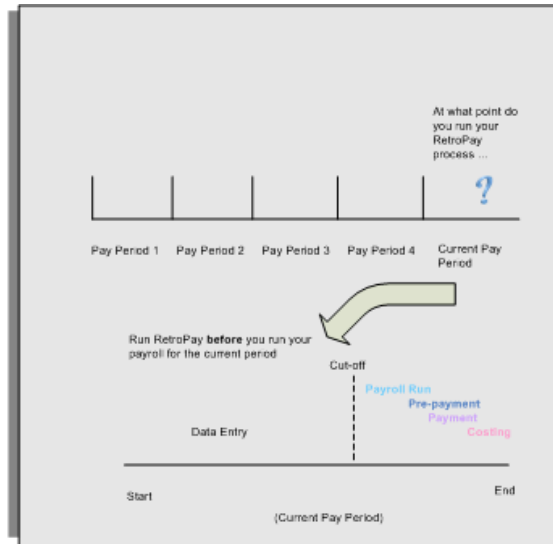
The processing of overlapping RetroPay results in an overall increase in time to process the RetroPay. If there are multiple overlaps, the increase in time is excessive.

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 White Paper Note ID 842307.1 on My Oracle Support



Sequence of RetroPay Activities



The sequence for running the Enhanced RetroPay process is:

1. Run the Retro-Notifications process
2. View RetroPay Status and History
3. Run the RetroPay process
4. Verify your RetroPay results
5. Run your Payroll process

Retro-Notification to Identify When a Change Occurs

You can use the Retro-Notifications report to inform you of unprocessed backdated changes.

Depending on the version of the Retro-Notifications report you are using, you can save your summary of backdated changes into either an assignment set or 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.

See: Setting Up Retro-Notification and RetroPay, *Oracle HRMS Payroll Processing*

RetroPay Status to Decide How to Process The Changes

Once you have run the Retro-Notifications report to identify unprocessed retrospective payments, you can determine how you want to process these changes. You can modify each of the following:

- Status - determine if you process retrospective changes in the next RetroPay run.
- Recalculation Reason - differentiate between different types of retrospective payment, for example, backdated payments and corrections.

See: Viewing RetroPay Status and History, page 7-46

Enhanced RetroPay to Make Your Processing More Precise

RetroPay by Element already enables you to distribute retrospective payments across individual elements.

Example

If you have Enhanced RetroPay 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 Enhanced RetroPay run as a 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

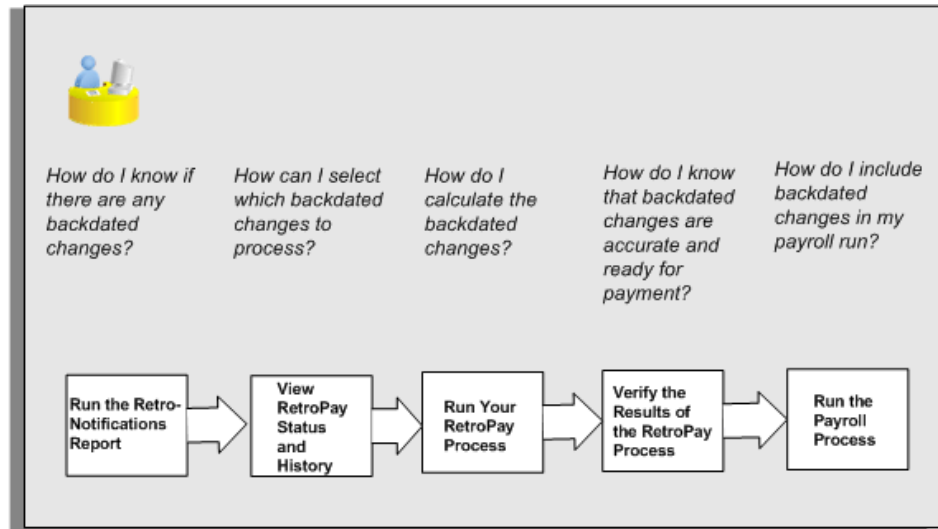
Element Spans for RetroPay

You can also attach element spans to your selected element. An element span provides a start and end date for retrospective processing.

See Setting Up Retro-Notification and RetroPay, *Oracle HRMS Payroll Processing*

Understanding the Sequence of Your RetroPay Activities

Given below is the sequence of retropay activities.



Follow this sequence to:

1. Identify outstanding backdated adjustments
2. Monitor and control the processing of backdated adjustments
3. Include backdated adjustments in your next payroll run.

1. Run the Retro-Notifications Report

Run the Retro-Notifications report to identify any backdated changes that have not been included in a payroll run.

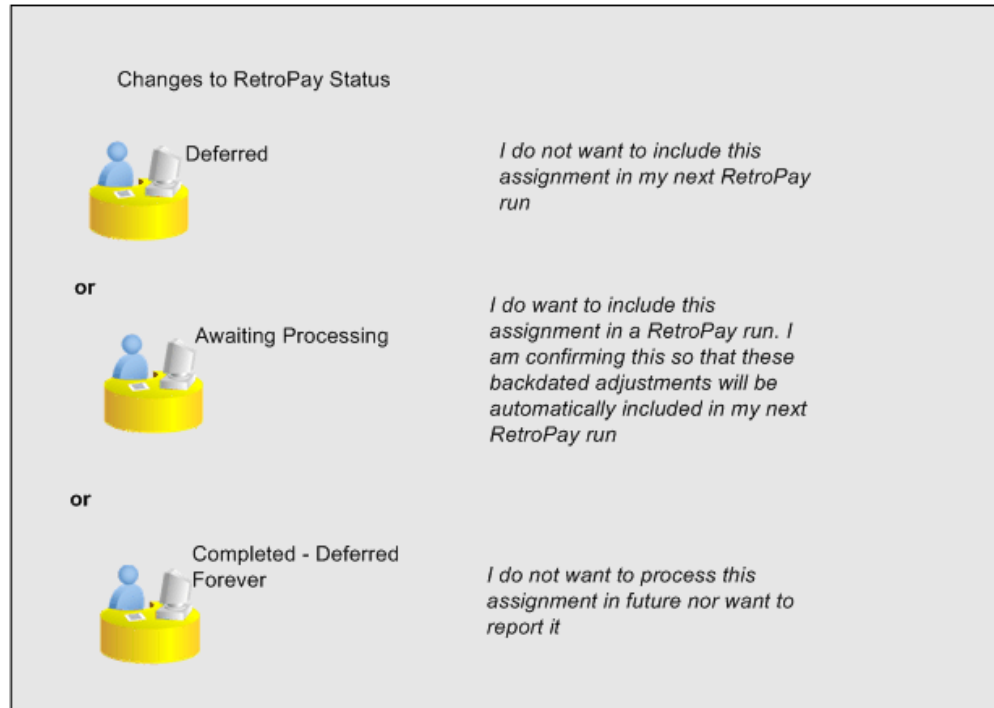
You can save your summary of backdated changes into an event group.

Once you have identified the retrospective changes, you can then decide whether to include them in your RetroPay process.

The Enhanced Retro-Notifications report uses the Payroll Events Model to identify what changes have occurred to your underlying data. If these changes correspond to the retrospective types of change that you want to be notified about, then these changes appear on the Retro-Notifications report.

2. View RetroPay Status and History

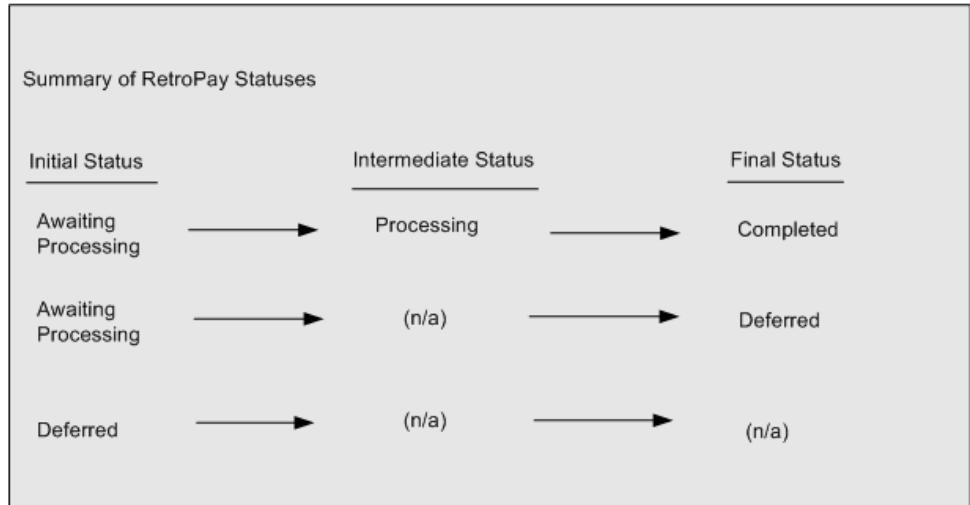
Once you have identified unprocessed retrospective payments, you can determine how you want to process these changes.



The Retro-Notifications report identifies the assignments with backdated adjustments. If you defer, then the assignment is not included when you next run RetroPay.

You can also include additional assignments that the Retro-Notifications report did not identify. This typically occurs when you discover additional backdated adjustments that were not known about when you ran the Retro-Notifications report.

The following diagram shows the sequence of statuses for each RetroPay status:



Once RetroPay processing begins, the initial status changes to an intermediate status of Processing.

You can query all retro assignments that are at the initial (outstanding) status, and all retro assignments at the final (completed) status.

The following diagram shows what statuses are included when your query All Outstanding, and All Completed:



See: Viewing RetroPay Status and History, page 7-46

3. Run the RetroPay Process

You enable Oracle Payroll to make retrospective adjustments for the combination of changes identified on the Retro-Notifications report, and subsequently modified when viewing RetroPay status.

4. **Verify Your RetroPay Results**

When you have run the RetroPay process, verify your results and correct any errors.

5. **Run Your Payroll**

Finally, run your payroll to reflect the adjustments that you have made for the retrospective payments.

Viewing RetroPay Status and History

You use the RetroPay Status window to control how you want to process changes that have a retrospective impact. You typically find outstanding retrospective changes where changes are entered in Self-Service HRMS independently of Oracle Payroll.

Use the RetroPay Status window to:

- Identify any assignments that have changes implying retrospective processing.
- Specify how you would like to process any outstanding retrospective changes.
- Confirm that your application has processed the specified requests.
- Create or update multiple retro assignments for status as Awaiting Processing or Deferred.

You can still use the Retro-Notifications report to identify all outstanding retrospective changes that have not been applied, and group them into an assignment set ready for processing.

However, the advantage of using the RetroPay Status window is that you can identify what you want to process, or exclude from processing, and then mark your selections for completion.

To search for assignments that have retrospective changes:

1. Select the search criteria for assignments that you want to view. If you do not select any criteria, then your search returns all assignments that have retrospective changes. You can search for any of these criteria:

Name: Specify a name, or search for all names.

Assignment Number: Specify an assignment or search for all assignments.

Recalculation Date: Use this start date and end date to determine the period for retrospective changes.

Status: Select the status that you want to identify.

- All Completed. This status displays all assignments with retrospective implications that are already processed.

- All Outstanding. This status displays all assignments with retrospective implications that are not yet processed.
- Awaiting Processing. This status indicates that this assignment has cleared for processing and that the processing will occur in the next payroll run.
- Completed. This status indicates that this assignment has now been processed.
- Completed – Deferred Forever. This status indicates that the retro assignments created by the system are deferred forever. The action of the retro assignment (RETRO_ASSIGNMENT_ACTION_ID) is to be changed to -1. The retro assignments are not processed in the future nor reported with the new status.
- Deferred. This status indicates that an assignment was scheduled for processing, but that the processing was deferred and will not occur until you change the status.
- Processing. This status indicates that an assignment is being processed.

Recalculation Reason: This criterion indicates why retrospective processing is necessary and enables you to search particular categories of retrospective change to process them independently of other retrospective changes.

2. Click Go when you have selected all your search criteria.

To change the status of an assignment:

You typically change the status of an assignment when you want to defer processing that was previously scheduled, or to indicate that you have already processed this change even though it was automatically scheduled.

1. Select the assignment that you want to change.
2. Select the new status for the assignment from the Change Status list of values.
3. Click Change Status.

To view the elements included on each assignment:

1. Select the assignment name in the Name column.
2. View the elements for this assignment, and the Recalculation Reason for each element.

To update or delete elements for each assignment:

1. Select the assignment name.

2. Click Update to add an element to the assignment.
3. Click Delete to remove an element from the assignment.

To confirm that your specified requests have been processed:

1. Query the individual assignment, but leave the status field blank.
2. Alternatively, query all assignments with a status of All Completed or All Outstanding and check the details for your individual assignment.

To create multiple retro lines:

1. Select the Create Retro Lines button.
2. A spreadsheet opens.
3. In the spreadsheet that appears, enter new records with a status of Awaiting Processing or Deferred.
4. Click on Upload. You can select Commit All Rows or Each Row option, if you want the application to validate all records and commit or validate each record prior to uploading the details to the database. If you select Each Row option, then all successful records will be uploaded and error records will not be uploaded. Only on successful validation, the application makes changes to the database.

If you select the Upload All Rows or Each Row, then the application does not validate the details prior to uploading.

To update the multiple retro lines:

1. Query the assignments with Awaiting Processing or Deferred.
2. Click on Download to Spreadsheet check box and click Go.
3. In the spreadsheet that opens, you can update the status. You cannot modify any employee or assignment information but can only change the status of the assignment or you can delete the retro entry or update the reprocess date of the retro entry.

Note: In the Entry Delete/ Update column, ensure to select the applicable value if there are any entry changes made. If you do not select any value the application does not make any changes to the database.

4. Click on Upload. You can select Commit All Rows or Each Row option, if you want

the application to validate all records and commit or validate each record prior to uploading the details to the database. If you select the Each Row option, then all successful records will be uploaded and error records will not be uploaded. Only on successful validation, the application makes changes to the database.

If you select the Upload All Rows or Each Row, then the application does not validate the details prior to uploading.

Viewing RetroPay Enhanced Results

You can query the assignment actions of the RetroPay Enhanced process and review the corresponding retro entries created.

Note: Oracle Payroll delivers the "RetroPay Enhanced Results" (PAY_WS_RETRO_RESULTS) function to view the RetroPay enhanced results and this function is also associated with the global View menu (GLB_HRMS_VIEW_INFO). By default, this function is available in the US (US_HRMS_VIEW_INFO) and Canada (CA_HRMS_VIEW_INFO) menus. For the Mexico localization, the seeded "MX HRMS Navigator" menu includes the global GLB_HRMS_VIEW_INFO menu. Therefore, the "RetroPay Enhanced Results" function will be available to all responsibilities associated with the seeded "MX HRMS Navigator" menu.

If required, system administrators must add the "RetroPay Enhanced Results" function to other localization seeded menus and custom menus.

To view the RetroPay Enhanced Results:

1. Click the View Results on the Assignment Process Results window to view the results for a particular the RetroPay Enhanced assignment action.
2. Query the Assignment Actions of the RetroPay Enhanced process effective between the specified dates for a given assignment or payroll. You can enter any of the following to query the retro assignment actions
 - assignment number
 - full name
 - effective date from and effective date to
 - payroll name
 - status of the assignment action

3. Click on the following details of the Retropay Enhanced assignment actions matching the search criteria to display the appropriate information:
 - Full Name – Click on the Full Name to get the list of Retro Entries created by the selected action.
 - Assignment Number
 - Action Status - If the action is in Error status, then click on the status to review the error messages.
 - Effective Date – View the effective date of the Retropay Enhanced assignment action.
 - Reprocess Date – Date provided by the Retropay Notification Report or the Retro Status Page.
 - Overlap Date – Overlap Date calculated by the Retropay Enhanced process internally. During the process, the run actions are rolled back and re-run from this date for the assignment.
4. In the Retropay Entries section, you can view the following information:
 - retro element
 - effective start date
 - effective end date
 - retro component
 - base element - the element for which the retro element is created
 - original date earned
 - Details – Click on the icon in the Details column to display the input values of the retro element created with a comparison of the run result values from the original period. The table also displays the retro element entries with their input values from the same source in previous periods. The comparison assumes that the base element and retro element have the same set of input values with the same order of display sequence.

Running the Retro-Notifications Report (Enhanced and Enhanced PDF)

After you have defined the components and element time spans, you can check the retrospective changes occurred. Oracle Payroll provides two types of retro notification reports that you can use report to identify all retrospective changes that have occurred

since the last payroll run. This information is particularly useful when changes with retrospective impact are entered in Self Service HRMS independently of the Payroll department.

Oracle Payroll enables you to produce the report either in a text format or as PDF format. You can choose to run the report depending on your requirement:

- Retro -Notifications (Enhanced) Report – run this report to generate the output in text format
- Retro -Notifications (Enhanced PDF) Report - run this report to generate the output in PDF format that you can further customize to meet your requirements.

The Retro-Notifications report does not perform any RetroPay processing. It only identifies element entries that have changed. You must still run your RetroPay process separately to process these changes. After you have run the Retro-Notifications report, you can

- Run your RetroPay process on all assignments
- Edit the event group to remove or add assignments and then run your RetroPay process.
- Take no retrospective action on any of the assignments.

You can use the RetroPay Status window to schedule processing.

You run the Retro-Notifications (Enhanced) or the Retro-Notifications (Enhanced PDF) report from the Submit Processes and Reports window.

To run the Retro-Notifications (Enhanced) report:

1. Select the payroll. You can only run this report for a single payroll
2. If you want to see the retro-notifications for a particular event group, select an overriding event group.
3. If you want a report, select Yes in the Generate Report parameter.
4. Click OK, and submit.

To run the Retro-Notifications (Enhanced PDF) report:

1. Select the payroll. You can only run this report for a single payroll
2. If you want to see the retro-notifications for a particular event group, select an overriding event group.
3. If you are running the PDF-enabled version of this report, select a template for your

PDF output.

4. If you want a report, select Yes in the Generate Report parameter.
5. Click OK and submit.

Running Enhanced RetroPay

Use the Enhanced RetroPay process to distribute backdated amounts or corrections that you have identified from the Retro-Notifications report.

You run the Enhanced RetroPay process from the Submit Requests window.

To run the Enhanced RetroPay process:

1. Enter an effective date to indicate the date from which you want to create the retrospective elements for Enhanced RetroPay process.
2. Select the payroll.
3. If you want to create retrospective entries in a different pay period other than effective date, enter an entry creation date. The application creates retrospective entries in the pay period in which the Entry Creation Date occurs.

If you leave this field blank, the application creates the default retrospective entries as of Effective Date.
4. Click Submit

Running Quick RetroPay

Run Quick RetroPay to process any retrospective payments for a single assignment. You run the Quick RetroPay process from the Submit Requests window.

Note: It is not mandatory to run the Retro-Notifications Report for QuickRetropay process.

To run the Quick RetroPay process:

1. Enter a date on which you want to create the derived retro element entries. This is mandatory.
2. Select the assignment number of the assignment for which you want to run the backdated change. This is mandatory.
3. If you want the retro entries to get created in a different payroll period than that of

Effective Date, then you specify an Entry Creation Date. This is optional.

4. Enter an earliest date from which you want to reprocess the assignment backdated changes. If you do not specify any date, then the application calculates it internally. This is optional.
5. If you want the retro-notifications for a particular event group, select an overriding event group.
6. Click Submit.

Processing Advance Payments

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. In the Summary Version field select No for the full version of the listing, or Yes for the summary version only.
3. Enter a date range for the period in which you want to see information.
4. 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.
5. If you want to produce this report in Portable Document Format (PDF), select a template.
6. Choose the Submit button.

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 7-55 (if applicable).

2. Set Up Advance Pay for Batch Assignments, page 7-55 (if applicable).
3. Run the Advance Pay Listing Report, page 7-56
4. Run the Advance Pay Process, page 7-57
5. View the results of the Advance Pay process, page 7-58

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 7-67

See Variance Operators and How You Can Use Them, page 7-69

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 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 brings back 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. Choose the Submit button.

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 7-19

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

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, <i>Variance Value (+/-)</i> 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, <i>Less than</i> 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, <i>Less than or equal</i> 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, <i>Equal</i> 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, <i>Greater than</i> 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, <i>Greater than or equal</i> 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.

Running the Saudi Payroll Register Report

Run the Saudi Payroll Register report to create payroll information for each employee for each payroll period. This report displays information, such as the employee's details, the employee's payroll name, the assignment number, the pay rate (hourly employees), the net pay, the hours worked, and any deductions. The report also stores information for payroll verification, validation, and auditing purposes.

Run the Saudi Payroll Register from the Submit Request window.

To run the Saudi Payroll Register Report:

1. Select Saudi Payroll Register in the Name field.
2. Click in the Parameters field to open the Parameters window.
3. Do one of the following:
 - To generate the report for an organization, select Organization as the Reporting Entity. Selecting the reporting entity enables the required fields.
 - Select the Organization Hierarchy, to generate a report for the selected organization and all its subordinate organizations. If you do not select the organization hierarchy, then the report applies only to the organization selected in the Organization field.
 - If you selected the organization hierarchy, select the organization Version.
 - Select the Organization. If you selected the organization hierarchy, the report shows only HR organizations within that organization hierarchy. If you did not select organization hierarchy, then the report shows all the HR organizations within the business group.
 - To generate the payroll register report for a particular payroll, select Payroll as the Reporting Entity. Selecting the reporting entity enables the required fields.
 - Select the Payroll from the list of all the current payrolls within a business group.
4. Select the last day of the archived payroll period in the Reporting Period End Date field.
5. Select a value in the Sort Order field 1 to generate the report according to your sort order preference. Employee Number is the default value.

Note: For example, if you select Organization as the reporting entity and employee number as the sort order 1, then the application first sorts the payroll register by organization, then sorts by the employee number.

6. Specify Sort Order fields 2 and 3, if required.
7. Choose the Submit button.

Retries, Reversals, and Rollbacks

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.

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.

You can mark a parent assignment action for rollback, but you cannot roll back a child assignment action independently of its parent. You can roll back the QuickPay archiver results using the Rollback MX Payroll Process concurrent program. See: Running QuickPay, page 7-10

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.

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, *Oracle Compensation and Benefits Management Guide*
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 7-80
Roll back processes for many employees (defined as an assignment set)	Rolling Back a Process from the Submit Requests Window, page 7-80
Roll back an assignment process for an individual employee	Rolling Back a Process from the Assignment Processes Window, page 7-80

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, Oracle Compensation and Benefits Management Guide*.

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 (Saudi Arabia) Process

Oracle HRMS allows you to view historic payroll data in the Online Payslip, Saudi Payslip Report, and Saudi Payroll Register 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 (Saudi Arabia).

1. You must add this concurrent program to the corresponding request group.
2. You must run this concurrent program before you run the purge process.

To run the Archive Payments and Deductions for Payslip (Saudi Arabia) 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 (Saudi Payroll Archiver) 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.

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 7-82
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 7-82

4. Run the Purge Deletion Phase if all the balances in Preparation Phase are correct.

See: Running the Purge Deletion Phase, page 7-83

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.

Payroll Event Rules

Payroll Event Rules Overview

Using Oracle HRMS you can define payroll events and action parameters to control your payroll processing.

Payroll Events and Action Parameters in Oracle HRMS

A payroll event is any routine or exceptional occurrence that acts as a precondition for further processing. For example, you can specify that a particular event or group of events should trigger prorated calculations or RetroPay notifications.

An action parameter enables you to set conditions that control your payroll processes.

Key Concepts

To enable you to set up payroll events and parameters correctly, you need to understand these key concepts:

- Events, page 8-2
- Triggers, page 8-3
- Functional area grouping of triggers, page 8-3
- Process parameters, page 8-4

Reporting on Payroll Event Rules

See Reports and Processes in Oracle HRMS, *Oracle HRMS Window Navigation and Reports Guide*

Payroll Event Rules

Payroll events identify significant changes which imply a specific processing response.

How Do You Make Payroll Events Capture Relevant Changes?

You define your own payroll events to match your processing requirements. You can also group related events together so that you can process them as a single event.

Setting Up Triggers, Events, and Parameters

Database Triggers

Database administrators can modify the behavior of Oracle HRMS and control the way in which standard payroll processes run by doing some or all of the following:

- Creating dynamic triggers.
- Enabling or disabling dynamic triggers.
- Grouping triggers into functional areas.

Database Triggers

Database triggers are created in the Oracle HRMS database when Oracle HRMS is installed. Oracle HRMS uses two types of database trigger:

- Static triggers
- Dynamic triggers

It is important that you understand the difference between these two types of trigger.

The Difference Between Static Triggers and Dynamic Triggers

Static triggers are an integral part of Oracle HRMS and should not normally be disabled. They apply to the entire Oracle HRMS system. The most likely situation in which you would disable a static database trigger is when you are working with your support representative to identify a technical issue with the way in which Oracle HRMS is behaving on your site.

Dynamic triggers are designed to be selectively enabled and disabled by HRMS system administrators. They can be enabled for specific legislations, business groups and payrolls. For example, if you are outsourcing some of your payrolls to a third party, you can enable some third party interface dynamic database triggers as part of your Oracle HRMS implementation.

How Database Triggers are Maintained

Your database administrator is responsible for:

- Defining dynamic triggers
- Specifying whether they should fire on update, insert or delete

Database administrators can use a forms interface to view existing triggers and create

new dynamic triggers. A database administrator or HRMS system administrator can enable a dynamic trigger to fire for specific legislations, business groups, and payrolls, or a combination of these.

A database administrator can also group triggers into a functional area so that multiple triggers can be manipulated in a single operation.

Database Triggers and Third Party Payroll Interfaces

If you are interfacing Oracle HRMS to a third party payroll system using the Oracle HRMS Payroll Interface Toolkit, your database administrator can enable or disable triggers for a particular legislation, business group or payroll.

A number of predefined dynamic triggers are delivered with Oracle HRMS. These prevent certain information from being updated or deleted in Oracle HRMS, and prevent data in Oracle HRMS from getting out of step with data in your third party payroll system.

These triggers are grouped into predefined functional areas. Individual triggers can be enabled or disabled for specific legislations, business groups and payrolls using the Dynamic Triggers Functional Area Grouping window.

The following predefined functional areas are supplied with Oracle HRMS:

- Generic Payroll Interface Toolkit
- ADP Payroll Interface
- Ceridian 100 Payroll Interface
- Ceridian 500 Payroll Interface
- Duplicate Element Reporting Names

These correspond to the payroll interfaces that are supplied as standard with Oracle HRMS. The triggers contained within these payroll interface functional areas are not enabled for legislations, business groups or payrolls on delivery. You must enable them for specific legislations, business groups and/or payrolls to make them active.

If you are not using a third party payroll interface you do not need to enable any of these triggers. Although they will appear as enabled on the Define Dynamic Triggers window they will not fire because they have not been enabled for any legislations, business groups or payrolls.

Process Parameters

Database Administrators can use the Action Parameters window to select alternative values for process parameters. For example, you can assign the number of threads to a process and select the combination of levels for logging.

You can also create parameter groups with different values for different business

groups:

- Create group A which contains the Threads set to 4, and the Logging Value set to N.
- Create group B which contains the Threads set to 1, and the Logging Value set to the GMF combination.

You use the user profile option HR:Action Parameter Group Name to specify a parameter group for your responsibility. When you use this responsibility to run a payroll process, Oracle Payroll uses the values you have selected for this parameter group, and it uses default values for any parameter not specified in the group. If you leave the profile option blank, Oracle Payroll uses default values for all the parameters.

Logging parameters are identified by a combination of letters, and you use the logging tab to enable logging categories. For example, if logging is set to RGE this corresponds to the following combination of logging categories:

R - Routing

G - General

E - Element Entry

Defining Dynamic Triggers

Use the Dynamic Trigger Definition window to:

- Find a trigger that already exists. Existing triggers are referred to as static triggers.
- Create a new trigger. Any new triggers that you create are referred to as dynamically generated triggers.
- Enable and disable triggers.

Note: If you are using a third party payroll product do not use this window. Use the Dynamic Trigger Functional Area Grouping window to enable business groups and their associated triggers.

To find an existing trigger:

1. Select either Dynamically Generated Triggers or Static Database Triggers.
2. Select an Application to restrict the range of your search. Note that this does not refer to the application owning the trigger. It refers to the application owning the table to which the trigger is applied.
3. Enter one of the following:

- A table name.
 - A trigger name.
 - A table name and a trigger name.
4. Select a Triggering Action or a combination of triggering actions.
 5. Select the Trigger Type (static database triggers only).
 - All - displays all existing triggers
 - Before Each Row
 - Before Each Event
 - After Each Row
 - After Each Event
 - Instead of Each Row
 - Instead of Each Event
 - Statement

Note: These criteria do not apply to triggers created dynamically. Dynamic triggers are always defined to run after each row.

To enable and disable dynamic triggers:

Warning: These instructions apply to dynamic database triggers only. You should **never** disable a static database trigger.

When you have found the database trigger corresponding to your search criteria, you can see whether the trigger is enabled or disabled. The Enabled flag is checked if the trigger is enabled, and unchecked if the trigger is disabled.

You can change the status of the trigger by checking or unchecking the Enabled flag. Changes become effective immediately.

To create a dynamic trigger:

1. Select Dynamic Database Triggers.

2. Enter a description for the trigger. This description will appear as a comment in the generated code.
3. Select the table on which this trigger operates.
4. Select the action type for the trigger:
 - Insert - the trigger may be created after Insert.
 - Update - the trigger may be created after Update.
 - Delete - the trigger may be created after Delete.

Dynamic trigger creation does not support:

- The combination of insert, update and delete actions available when creating static triggers.
 - Triggers that are not of the after each row type.
5. Save the trigger definition.

When you have saved the trigger definition you cannot change the table on which a trigger is run, nor can you change the action that the trigger performs. Instead, you must delete the trigger and then recreate it with the correct details.

Grouping Dynamic Triggers into Legislative Functional Areas

Use the Dynamic Trigger Functional Area Grouping window to include all triggers for the functional area into a single group. You can then enable or disable all triggers for the entire area in a single operation rather than enabling each trigger individually.

We deliver functional area groupings as predefined data for those customers who are using Oracle HR with a third party payroll. However, third party payroll users can also define a subset of this grouping and use it in preference to the predefined grouping.

To group dynamic triggers into functional areas:

1. Enter a description for the new functional area, or query an existing functional area.
2. Select one of the following from the next block:
 - Legislation
 - Business Group
 - Payroll

3. Choose the name of the legislation, business group or payroll.
4. Select the description of each trigger to be assigned to the functional area.
5. Enable or disable this grouping for this legislation, business group or payroll.

You can specify groupings for legislation only, business group only or payroll only, but you can also specify any combination of these. If you do not select any of these then the triggers operate on all occasions.

To enable selected triggers from a predefined grouping:

If you only want to enable some of the triggers delivered in a predefined grouping, then you disable the predefined grouping and create a new grouping containing your selection of triggers. You then enable the new grouping.

Making Table Event Updates

When there are changes to employee data this may also imply changes to current or retrospective payroll run results for that employee. For example:

- RetroPay - where an employee receives an adjustment in the current pay period, but the adjustment was first incurred in a previous payroll period
- Recalculation - where changes are confined to the current pay period
- Proration - where adjustments earned on a pro-rata basis in another pay period are applied in the correct proportion to the current pay period

To identify when critical changes such these as have occurred, you can define each change as a table event and specify the action that you wish to take whenever the event is detected.

You can also group a related series of events into an event group so that you can process multiple events as a single group.

See Defining Event Groups, *Oracle HRMS Compensation and Benefits Management Guide*

For details of primary key information and column names, refer to the Oracle HRMS Technical Reference Manual.

You define table events from the Table Event Updates window:

Defining a table event:

1. Select the Table Name.
2. Select the Primary Key for your table.
3. Define the period for which you wish this event to be active. You do this by

selecting a start date and then an end date.

Selecting Row Level Events

You enter the details of the change as a row level event.

4. Select the Event Type to specify the type of database update that will initiate this event. You can select from:
 - Insert - If you select this event type, you are making a change at row level only, and the Column Name field is not enabled.
 - Delete - If you select this event type, you are making a change at row level only, and the Column Name field is not enabled.
 - Update - If you select this event type, you also need to specify a column name because updates are not confined to the row level.
5. Select the Column Name.
6. Select the Change Type. You do not need to select a change type for retro-notification and proration. You need only make a selection here if you are defining an event for Continuous Calculation. In this case, the following change types are available:
 - DATE_EARNED - to trigger recalculation of the payroll run based on the date earned.
 - DATE_PROCESSED - to trigger recalculation of the payroll run based on the effective date of the run. Use this if you want to recalculate tax information.
 - PAYMENT - to trigger recalculation of the Prepayments process
 - COST_CENTRE - to trigger recalculation of the Costing process.
 - REPORTS - to track all events that generate reports. However, if you have already selected DATE_EARNED as a change type this includes the REPORTS type, and you do not need to specify REPORTS as a separate selection.

Maintaining Parameters and Parameter Groups for Payroll Processes

Action parameters enable you to set the conditions that control your payroll processing. Use the Action Parameters window to define your parameter values and create parameter groups. You can create a default group to specify global values, or you can define your own group to provide a customized set of processing conditions.

Note: If you create your own group, select it in the user profile option

HR:Action Parameter Group Name for a responsibility. Use that responsibility when you want to run processes using the customized parameters.

To maintain parameter groups:

1. Do one of the following:
 - To define or maintain the default group, check the default group check box. Only do this if you want the parameter values that you select to be the default for all processes and business groups.
 - To create your own parameter group, enter the name of the group.

Note: You cannot enable a named parameter group as the default group.

To maintain process parameters:

1. From the parameters tab, select the name of the parameter that you want to modify, or enter a parameter name.

For details of the parameters that you can enter, see the Technical Essay: Payroll Action Parameters, *Oracle HRMS Implementation Guide*.

2. Enter a value for the parameter name. For example, Trace has a value of either Y or N.

Note: We recommend that Trace is set to N, because setting it to Y imposes an extra processing load on the payroll processes.

If you do not specify any values for the parameters that you select, then the values held at the global level default to the group level. But, if values are specified at the group level, then the group level values take precedence over the global parameter values.

To maintain logging parameters:

1. Select the logging tab.
2. Check each of the logging categories that you want to enable.
3. Uncheck any logging categories that you want to disable.

4. Save your changes.

Implementation

Additional Implementation Steps for Saudi Arabia

If you are implementing Oracle HRMS for Saudi Arabia, then you must also complete the following additional implementation steps.

Additional Implementation Steps

Step 1: Adding Sub-Positions to the Main Positions *Required Step*

Oracle HRMS for Saudi Arabia provides the SAUDI_MAIN_POS_GROUPS lookup that contains the following major positions:

- Specialized Positions Group
- Technical and Technical assistants Positions Group
- Administrative and Finance Positions Groups
- Craft Jobs Positions Group
- Manual Labor Positions Group

Under each position group, you can define the applicable sub-groups as lookup values for the lookups 'SA_M_POS_X' where X is the number between 1 and 5 for various main positions. See: *Adding Lookup Types and Values, Oracle HRMS Configuring, Reporting, and System Administration Guide*

Step 2: Setting up Position Groups *Required Step*

Set up the following:

- Attach the SA_MAIN_POSITION and SA_SUB_POSITION value sets to the position key flexfield that you defined for your business group.

- Using the Position window, set the positions so that they can be used for the assignments.
- Specify the position for the assignment. See: Entering an Assignment (Assignment window)

Step 3: Adding Values to SA_GROUP_DEC_NO Lookup *Required Step*

Ensure that you add values that indicate the group decision number for various decision types. The decision number reflects a decision by the employer towards a number of employees like promotion, over time. For example, you can define a value for 'promotion' decision type.

Step 4: Attaching Group Decision Information Element *Required Step*

Ensure that you attach the Group Decision Information element to the assignment set of the employees, who are a part of this group decision.

Step 5: Creating Assignment Status for Assignments on Hold *Required Step*

To indicate that an assignment is on hold and hence benefits such as salary, allowances, leaves, and promotions are frozen, you can create applicable assignment status. Use the Assignment Status window with the HRMS manager responsibility and set the payroll status as 'Do not Process' for the assignment on hold status.

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