Oracle Global Human Resources Cloud
Using Global Payroll
This guide also applies to on-premise implementations

Release 8

April 2014
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Preface

This Preface introduces the guides, online help, and other information sources available to help you more effectively use Oracle Fusion Applications.

Oracle Fusion Applications Help

You can access Oracle Fusion Applications Help for the current page, section, activity, or task by clicking the help icon. The following figure depicts the help icon.

Note

If you don’t see any help icons on your page, then click the Show Help icon button in the global area. However, not all pages have help icons.

You can add custom help files to replace or supplement the provided content. Each release update includes new help content to ensure you have access to the latest information. Patching does not affect your custom help content.

Oracle Fusion Applications Guides

Oracle Fusion Applications guides are a structured collection of the help topics, examples, and FAQs from the help system packaged for easy download and offline reference, and sequenced to facilitate learning. To access the guides, go to any page in Oracle Fusion Applications Help and select Documentation Library from the Navigator menu.

Guides are designed for specific audiences:

- **User Guides** address the tasks in one or more business processes. They are intended for users who perform these tasks, and managers looking for an overview of the business processes. They are organized by the business process activities and tasks.

- **Implementation Guides** address the tasks required to set up an offering, or selected features of an offering. They are intended for implementors. They are organized to follow the task list sequence of the offerings, as displayed within the Setup and Maintenance work area provided by Oracle Fusion Functional Setup Manager.

- **Concept Guides** explain the key concepts and decisions for a specific area of functionality. They are intended for decision makers, such as chief
financial officers, financial analysts, and implementation consultants. They are organized by the logical flow of features and functions.

- **Security Reference Manuals** describe the predefined data that is included in the security reference implementation for one offering. They are intended for implementors, security administrators, and auditors. They are organized by role.

These guides cover specific business processes and offerings. Common areas are addressed in the guides listed in the following table.

<table>
<thead>
<tr>
<th>Guide</th>
<th>Intended Audience</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common User Guide</td>
<td>All users</td>
<td>Explains tasks performed by most users.</td>
</tr>
<tr>
<td>Common Implementation Guide</td>
<td>Implementors</td>
<td>Explains tasks within the Define Common Applications Configuration task list, which is included in all offerings.</td>
</tr>
<tr>
<td>Functional Setup Manager User Guide</td>
<td>Implementors</td>
<td>Explains how to use Oracle Fusion Functional Setup Manager to plan, manage, and track your implementation projects, migrate setup data, and validate implementations.</td>
</tr>
<tr>
<td>Technical Guides</td>
<td>System administrators, application developers, and technical members of implementation teams</td>
<td>Explain how to install, patch, administer, and customize Oracle Fusion Applications.</td>
</tr>
</tbody>
</table>

**Note**

Limited content applicable to Oracle Cloud implementations.

For other guides, go to Oracle Technology Network at http://www.oracle.com/technetwork/indexes/documentation.

### Other Information Sources

#### My Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

Use the My Oracle Support Knowledge Browser to find documents for a product area. You can search for release-specific information, such as patches, alerts, white papers, and troubleshooting tips. Other services include health checks, guided lifecycle advice, and direct contact with industry experts through the My Oracle Support Community.
Oracle Enterprise Repository for Oracle Fusion Applications

Oracle Enterprise Repository for Oracle Fusion Applications provides details on service-oriented architecture assets to help you manage the lifecycle of your software from planning through implementation, testing, production, and changes.

In Oracle Fusion Applications, you can use Oracle Enterprise Repository at http://fusionappsoer.oracle.com for:

- Technical information about integrating with other applications, including services, operations, composites, events, and integration tables. The classification scheme shows the scenarios in which you use the assets, and includes diagrams, schematics, and links to other technical documentation.
- Other technical information such as reusable components, policies, architecture diagrams, and topology diagrams.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/us/corporate/accessibility/index.html.

Comments and Suggestions

Your comments are important to us. We encourage you to send us feedback about Oracle Fusion Applications Help and guides. Please send your suggestions to oracle_fusion_applications_help_ww_grp@oracle.com. You can use Send Feedback to Oracle from the Settings and Actions menu in Oracle Fusion Applications Help.
Maintain Personal Payroll Information

Manage Batch Uploads

Setting Up Oracle ADF Desktop Integration for Excel: Points to Consider

To use a desktop integrated Excel workbook to create or edit records that you can upload to Oracle Fusion Applications, you must fulfill software requirements, install a desktop client, and set up Microsoft Excel.

Software Requirements

You must have installed:

- Microsoft Excel 2007 or 2010
- Microsoft Windows XP Professional, Vista - Business, Vista - Ultimate, or 7

Desktop Client Installation

Install the Oracle ADF Desktop Integration Add-in for Excel, which is a desktop client that enables you to use the integrated workbooks that you download from Oracle Fusion Applications. If the client installer is not available under Navigator - Tools, then ask your administrator where you can find the installer.

Important
Make sure you are signed in to your computer with your account when you perform the installation. For example, you cannot have someone else sign in as an administrator and make the installation available for all users of your computer.

Depending on the setup of the client installer itself, you may get automatic updates when new versions of the client are available. If you do not get automatic updates, then you need to reinstall the client whenever the client version changes. You can find your client version in the About section of the workbook and ask your administrator if that version is the latest.

If the location of the client installer ever changes, then:

- You will not receive automatic updates.
- You must uninstall the client from your computer and use the installer from the new location.

Note
Any time you need to reinstall the client, you must first uninstall and then perform the install procedure again.
To uninstall, use the Add or Remove Programs dialog box from the Control Panel to remove the Oracle ADF Desktop Integration Add-in for Excel client.

**Microsoft Excel Setup**

Perform the following steps in Microsoft Excel only once, even if you reinstall the desktop client.

1. Click the **Microsoft Office** button, and click the **Excel Options** button.
2. In the Excel Options dialog box, select the Trust Center tab, and click **Trust Center Settings**.
3. In the Trust Center dialog box, select the Macro Settings tab, and select the **Trust access to the VBA project object model** check box.

**Note**
The exact steps can vary depending on your version of Microsoft Excel.

**Working in Desktop Integrated Excel Workbooks: Points to Consider**

Where available, you can download a desktop integrated Microsoft Excel workbook in which you can create or edit records. While you work in the integrated workbook, no changes are actually made in Oracle Fusion Applications; your edits take effect only after you upload the records back. As you work, keep in mind conventions and statuses used in the file, requirements for search, possible need to refresh, and things you should not do.

**Conventions**

Some column headers in the integrated workbook might include [..]. This means that you can double-click or right-click within any cell in the column to open a dialog box that lets you select a value to insert into the cell.

**Statuses**

The worksheet status in the header area applies to the entire worksheet, or tab, within the integrated workbook. Likewise, the table status applies to only the corresponding table. The row status applies to the state of the row within the workbook, not to the record itself. For example, if the row is an expense item, the status does not mean the status of the expense item itself, but of the data in the row, in the context of the workbook.

**Search**

Some integrated workbooks have search functionality. For the search to work within the workbook, you must sign on to Oracle Fusion Applications.

**Refresh**

After you upload to Oracle Fusion Applications, you might need to refresh the data in the table if your changes are not reflected. You can use the refresh option for the table, or perform a filter or search on the table.
What You Should Not Do

To make sure that the upload to Oracle Fusion Applications goes smoothly, do not:

- Rename text from the integrated workbook, for example the worksheet or tab names.
- Use your own styles in the file.
- Add columns.
- Delete any part of the template, for example columns.
- Hide required columns and status columns or headers.

Payroll Batch Upload Tasks: Explained

Batch loader workbooks are a fast way to upload batches of data. You load data into staging tables using the generic batch loader then transfer the batch into live HCM tables.
Batch uploads can be created, based on predefined templates, to load the following data:

- Balances
- Balance groups
- Elements
- Element entries
- Payroll definitions
- Payroll relationships
- Personal payment methods
- Bank information for electronic funds transfer payments
- Fast formula global values
- Object groups

This figure illustrates the tasks to complete to create and upload data using the batch upload workbooks.

You can access the batch loader in the Data Exchange work area. Payroll managers and administrators can also access the batch loader and batch processes in the Payroll Administration work area, or using the Enter Batch task if it is included in a flow.
Create Batch
Create a batch directly on the batch loader workbook or through the Create Batch process run on the Submit a Process or Report page in the Payroll Calculation work area. Enter a batch manually by adding rows for each line of data for the batch needed. Create a batch through a process to automatically add rows to the workbook for the people and elements in which you want to add data. Prior to running the Create Batch process you must create object groups that contain the elements or people needed in the batch. The create batch process can only run for element entries and balances.

Enter Batch
You enter data in columns, which vary depending on the type of batch you are creating. Add rows for each line of data that you need to add.

Transfer Batch
A batch exists in the temporary staging tables until you run the Transfer Batch process to create entries in the HCM table in which the data is applicable. Access the Submit a Process or Report task from the Payroll Administration work area to run the Transfer Batch process.

Review Batch
Once you have transferred the batch, access the Batch Message Sheet, on the batch loader workbook, to view any messages that occurred from the transfer process being run. If an error occurred, correct the problem causing the error and rerun the Transfer Batch process.

Purge Batch
You purge batch data once it is transferred successfully to the applicable HCM tables. You run the Purge Batch process on the Submit a Process or Report page. You can purge a batch at any time.

Payroll Batch Load Process: Explained

The Payroll batch loader imports data from integrated Microsoft Excel workbook templates into the staging tables and transfers that data into the application. This topic describes how to populate the workbook manually, but there are other options:

- Submit the Create Batch process to create a batch for all members of an object group.
- Submit the Create Batch from File process to create a batch from data in a file.
- Use the Manage Batch Uploads web service to create a batch.

Depending on the data type that you want to load, there may be several upload tasks available, each with a template that supplies all of the required and optional columns you can use.

Tip
Some upload tasks have interdependencies and must be performed sequentially. It is recommended that you create separate workbooks for each of these tasks, for each legislative data group where you are adding data for related objects, to
ensure that these dependencies are intact. For example, banks and branches are related, so you first create banks in one workbook, and then create the branches together in the next workbook.

The basic process for importing data using the Payroll batch loader is:

1. For each task, populate the batch loader workbook and import the data into the staging tables.
2. Transfer the uploaded data from the staging tables.
3. Verify the import results.

**Prerequisites**

Before you can populate worksheets, you must have installed Oracle ADF Desktop Integration for Excel.

**Populating the Workbook**

When you download the batch loader workbook, you use it to enter your data. The following steps show how to download the workbook, add your data, and upload the data to the staging tables.

**Important**

All data that you create should be unique for the given legislative data group that you select in the batch header.

1. In the Payroll Administration work area, click **Batch Loader**, and then click **Download**. Open the workbook and sign in.
2. On the last row of the Batch Header Sheet tab, in the Batch Name field, enter a name for the batch.
   This name is what you use when running the transfer process to move the data from the staging tables.
3. In the same row, select the legislative data group from the list, then click **Save**.
4. On the Batch Content Sheet tab, under Batch Contents Action, click **Add**, and then select the task you want.
5. In the Batch Content Line Details section, insert rows for each data item that you want to add and enter all required values.
6. Click **Save** and leave the workbook open.

**Transferring the Batch**

After you have saved your data to the staging tables, you submit a process to transfer the batch.

The following steps show how to move the data from the staging tables and verify that the transfer was successful.

1. In the Payroll Administration work area, click **Submit a Process or Report**.
2. Select your legislative data group.
3. In the Flow Pattern column, select Transfer Batch, and then click **Next**.
4. In the Payroll Flow field, enter a name for the process. You can use this name later when looking for process status.
5. In the Batch field, search for and select the batch name you want to transfer, and then click **Next**.

6. On the Enter Flow Interaction page, click **Next**.

7. On the Review page, click **Submit**, and then click **OK and View Checklist**.

8. Click **Refresh** until the Transfer Batch process status displays as complete.

9. In the workbook, display the Batch Messages Sheet, then display the Batch Content Sheet. The status should be **Transferred**.

10. Display the Batch Message Sheet. You should see no error messages.

**Payroll Batch Statuses: Explained**

Batches that you manage in workbooks from the Batch Loader page include a status, displayed on the Batch Header Sheet. The status depends on the status of the batch header, all the batch lines, and any control totals specified for the batch. On the Batch Header Sheet, you can see the following status values:

- Valid
- Transferred
- Transfer incomplete
- Unprocessed
- Error

**Valid**

When the status is marked as Valid, all of the lines, control totals, and header are valid.

**Transferred**

When the status is marked as Transferred, all of the lines, control totals, and header have been transferred from the staging tables to the live HCM tables.

**Transfer Incomplete**

When the status is marked as Transfer Incomplete, the header and control totals have been transferred, along with some of the lines.

**Unprocessed**

When the status is marked as Unprocessed, at least one line, control total, or the header is unprocessed, and no lines have been transferred.

**Error**

When the status is marked as Error, the header has not been transferred and at least one line, control total, or the header is in error. Go to the Batch Message Sheet to view details about the content lines in error.
Creating Globals Using the Batch Loader: Worked Example

This example demonstrates how to enter globals for two types of bonuses in the InFusion US Sun Power legislative data group using the batch loader workbook. The bonus for executives is initially set at ten percent. The bonus for instructors is initially set at a fixed value of 500. These values can later be changed in the global so that the same value is applied in any formulas that use them.

There are three sheets associated with the batch loader: Batch Header Sheet, Batch Content Sheet, and Batch Messages Sheet.

The following table summarizes key decisions for this scenario.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What type of data do I want to load using the workbook?</td>
<td>Fast Formula Global</td>
</tr>
<tr>
<td>What is the legislative data group for the batch?</td>
<td>InFusion US Sun Power</td>
</tr>
<tr>
<td>What is the name to assign to the batch?</td>
<td>InFusionGlobals</td>
</tr>
<tr>
<td>What are the globals to create?</td>
<td>Executive Bonus for a percentage and Instructor Bonus for a fixed amount.</td>
</tr>
</tbody>
</table>

Prerequisite

This worked example assumes that the following prerequisite has already been met:

1. You have installed Oracle ADF Desktop Integration Runtime Add-in for Excel.

Creating a Batch Header

1. From the Payroll Administration work area, select the Batch Loader task.
2. On the Batch Loader page, click Download.
3. After the DesktopGenericBatch.xlsx file downloads, open the file.
4. When prompted to connect, click Yes.
5. In the Login dialog box, enter your user ID and password, and then click Sign In.
6. Navigate to the Batch Header Sheet at the bottom of the workbook.
7. In the Batch Name column of the Search Results section, enter InFusion Globals.
8. In the Legislative Data Group list, select InFusion US Sun Power.
9. Click Save.
10. In the Upload Options dialog box, accept the default selection and click OK.

Once your selections are saved, the Batch Status text for that row displays that the row inserted successfully.
Creating Batch Content

1. On the Batch Header Sheet, double-click the batch name **InFusion Globals** to prepare for data entry.

2. Navigate to the Batch Content Sheet.

3. Under Batch Contents Action, click **Add**.

4. In the Task Name field, enter Fast Formula Global.

5. Click **Search**.

6. Select **Fast Formula Global**, and then click **OK**.

   The workbook should update to display the columns for the selected task, ready for data entry.

7. In the Batch Line Content Details section enter the values for each global as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>First Global Value</th>
<th>Second Global Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Sequence</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Effective Start Date</td>
<td>2011-01-01</td>
<td>2011-01-01</td>
</tr>
<tr>
<td>Effective End Date</td>
<td>2020-12-31</td>
<td>2020-12-31</td>
</tr>
<tr>
<td>Value</td>
<td>.10</td>
<td>500</td>
</tr>
<tr>
<td>Data Type</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Name</td>
<td>Executive Bonus</td>
<td>Instructor Bonus</td>
</tr>
</tbody>
</table>

**Note**

To insert more lines for additional global values, right-click on the row number where you want to add a row, and then select **Insert**.

8. Click **Save**.

9. In the Upload Options dialog box accept the default selection and click **OK**.

**Important**

Keep the workbook open. You will verify the globals were transferred in the final step of this example.

Transferring the Batch

1. From the Payroll Administration work area, click **Submit a Process or Report**.

2. In the Legislative Data Group field, select **InFusion US Sun Power**.

3. In the Flow Pattern column, select **Transfer Batch**, and then click **Next**.

4. In the Payroll Flow field, enter a name for the process, such as InFusion Globals Batch.
5. In the Batch field, search for and select InFusion Globals, and then click Next.


7. On the Review page, click Submit.

8. Click OK and View Checklist.

9. Click Refresh until the Transfer Batch process status displays as complete.

Verifying the Transfer
1. In the workbook, navigate to the Batch Messages Sheet.

2. Navigate to the Batch Content Sheet.
   You should see the status displayed as transferred.

3. Navigate back to the Batch Message Sheet.
   You should see no error messages. The new globals are now available for use in your formulas.

Creating Element Entries Using the Batch Loader: Worked Example

This example demonstrates how to create element entries for bonus earnings for two workers in the InFusion US Sun Power legislative data group using the batch loader. Nichole is an executive and receives a bonus that is ten percent of her salary. Joseph is an instructor and receives a fixed amount of 500. There are three sheets associated with the batch loader: Batch Header Sheet, Batch Content Sheet, and Batch Messages Sheet. The following table summarizes key decisions for this scenario.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What type of data do you want to load in the workbook?</td>
<td>Element Entry</td>
</tr>
<tr>
<td>What is the legislative data group for the batch?</td>
<td>InFusion US Sun Power</td>
</tr>
<tr>
<td>What is the name to assign to the batch?</td>
<td>InFusion Bonus</td>
</tr>
<tr>
<td>What is the name of the bonus element to use for the batch?</td>
<td>Bonus - Annual</td>
</tr>
<tr>
<td>Who are the workers to receive the bonus element entries?</td>
<td>Nichole Brown and Joseph Frederickson</td>
</tr>
</tbody>
</table>

Prerequisites
This worked example assumes that the following prerequisites have already been met:
1. You have installed Oracle ADF Desktop Integration Runtime Add-in for Excel.
2. A bonus element has been created that is set at the assignment level for element entries.
3. You know the assignment numbers of the workers to receive the bonus element entries.
Creating a Batch Header

1. From the Payroll Administration work area, select the Batch Loader task.
2. On the Batch Loader page, click Download.
3. After the DesktopGenericBatch.xlsx file downloads, open the file.
4. When prompted to connect, click Yes.
5. In the Login dialog box, enter your user ID and password, and then click Sign In.
6. Navigate to the Batch Header Sheet at the bottom of the workbook.
7. In the Batch Name column of the Search Results section, enter InFusion Bonus.
8. In the Legislative Data Group list, select InFusion US Sun Power.
9. Click Save.
10. In the Upload Options dialog box, accept the default selection and click OK.

Once your selections are saved, the Batch Status text for that row displays that the row inserted successfully.

Creating Batch Content

1. On the Batch Header Sheet, double-click the batch name InFusion Bonus to prepare for data entry.
2. Navigate to the Batch Content Sheet.
4. Search for and select the Bonus - Annual task name, and then click OK.

The workbook should update to display the columns for the selected element, ready for data entry.
5. In the Batch Line Content Details section, enter the values for Nichole as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Sequence</td>
<td>1</td>
</tr>
<tr>
<td>Effective Start Date</td>
<td>2012-12-15</td>
</tr>
<tr>
<td>Assignment Number</td>
<td>E1000842</td>
</tr>
<tr>
<td>Percentage</td>
<td>10</td>
</tr>
<tr>
<td>Legislative Data Group</td>
<td>InFusion US Sun Power</td>
</tr>
</tbody>
</table>

6. Right-click the next row number and insert a row for Joseph’s details.
7. Enter the values for Joseph as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Sequence</td>
<td>2</td>
</tr>
</tbody>
</table>
Maintain Personal Payroll Information

<table>
<thead>
<tr>
<th>Effective Start Date</th>
<th>2012-12-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Number</td>
<td>E103564</td>
</tr>
<tr>
<td>Pay Value</td>
<td>500</td>
</tr>
<tr>
<td>Legislative Data Group</td>
<td>InFusion US Sun Power</td>
</tr>
</tbody>
</table>

8. Click **Save**.

9. In the Upload Options dialog box accept the default selection and click **OK**.

**Important**

Keep the workbook open. You will verify the element entries were transferred in the final step of this example.

---

**Transferring the Batch**

1. From the Payroll Administration work area, click **Submit a Process or Report**.

2. In the Legislative Data Group field, select **InFusion US Sun Power**.

3. In the Flow Pattern column, select **Transfer Batch**, and then click **Next**.

4. In the Payroll Flow field, enter a name for the process, such as **InFusion Bonus Batch**.

5. In the Batch field, search for and select **InFusion Bonus**, and then click **Next**.

6. On the Enter Flow Interaction page, click **Next**.

7. On the Review page, click **Submit**.

8. Click **OK and View Checklist**.

9. Click **Refresh** until the Transfer Batch process status displays as complete.

---

**Verifying the Transfer**

1. In the workbook, navigate to the Batch Messages Sheet.

2. Navigate to the Batch Content Sheet.

   You should see the status displayed as transferred.

3. Navigate back to the Batch Message Sheet.

   You should see no error messages. The element entries are now attached to Nichole and Joseph. You can use the Manage Element Entries task to find the workers and see the new element entries.

---

**Payroll Batch Loader Workbooks for Bank Data**

You can use the Payroll batch loader to import bank data from integrated Microsoft Excel workbook templates into the staging tables and transfer that data into the application. This topic explains the tasks you can add to the workbook and the columns you can complete for each task.
This table explains the four tasks that you can add to the workbook that load bank information.

<table>
<thead>
<tr>
<th>Task Name</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Bank</td>
<td>Create a bank name and optional bank code, making it available when creating bank branches.</td>
</tr>
<tr>
<td>Create Bank Branch</td>
<td>Create a branch of a bank that already exists. Branch data includes name, number, and identifiers for electronic funds transfers.</td>
</tr>
<tr>
<td>Create External Bank Account</td>
<td>Create a bank account, based on an existing bank and branch, to use in personal payment methods.</td>
</tr>
<tr>
<td></td>
<td><strong>Restriction</strong></td>
</tr>
<tr>
<td></td>
<td>Bank account numbers of source accounts for payments to workers cannot be created using this task.</td>
</tr>
<tr>
<td>Create Personal Payment Method</td>
<td>Create personal payment methods details, such as allocation of electronic funds transfer payments to a worker.</td>
</tr>
<tr>
<td></td>
<td><strong>Tip</strong></td>
</tr>
<tr>
<td></td>
<td>To create personal payment details for external payees, use the Manage Third-Party Payment Methods task in the Payment Distribution work area. There is no batch loader task to manage payments to third parties.</td>
</tr>
</tbody>
</table>

These four tasks have interdependencies. It is recommended that you create separate workbooks for each of these tasks, for each legislative data group where you are adding bank information, to ensure that these dependencies are intact. For example, you can first create multiple banks in one workbook, then create all of the branches together in the next workbook, and so on.

**Bank Columns**

The Create Bank task workbook uses the following columns to create a new bank name and optional bank code identifier.

<table>
<thead>
<tr>
<th>Column</th>
<th>Required</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Sequence</td>
<td>Yes</td>
<td>NUMBER</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enter 1 for the first row and continue sequentially for subsequent rows.</td>
</tr>
</tbody>
</table>
Bank Name

<table>
<thead>
<tr>
<th>Required</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>VARCHAR2(1440) Name of the bank to create.</td>
</tr>
</tbody>
</table>

**Important**

When adding bank names, ensure that a bank with the same name does not already exist. Also, ensure that you follow any naming conventions that may be in place.

Bank Number

<table>
<thead>
<tr>
<th>Required</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>VARCHAR2(400) Bank number of bank to create. Bank number validation varies depending on country-specific rules.</td>
</tr>
</tbody>
</table>

Bank Branch Columns

The Create Bank Branch task workbook uses the following columns to create branch information for a specified bank name.

<table>
<thead>
<tr>
<th>Column</th>
<th>Required</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Sequence</td>
<td>Yes</td>
<td>NUMBER</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enter 1 for the first row and continue sequentially for subsequent rows.</td>
</tr>
<tr>
<td>Bank Name</td>
<td>Yes</td>
<td>VARCHAR2(1440) Name of the name of the bank for the branch to create.</td>
</tr>
<tr>
<td>Bank Branch Name</td>
<td>Yes</td>
<td>VARCHAR2(1440) Name of branch to create. Must be unique for the bank name and legislative data group that you select in the batch header.</td>
</tr>
<tr>
<td>Bank Branch Number</td>
<td>Yes</td>
<td>VARCHAR2(120) Branch number of branch to create. Must be unique for the bank name and legislative data group that you select in the batch header. Branch number validation varies depending on country-specific rules. For example, in Australia, the combined value of bank number and branch number must not exceed six numbers.</td>
</tr>
</tbody>
</table>
**External Bank Account Columns**

The Create External Bank Account task workbook uses the following columns to create bank accounts, based on existing banks and branches. After you create external bank accounts, they can be available for use in personal payment methods for workers.

<table>
<thead>
<tr>
<th>Column</th>
<th>Required</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIC/SWIFT Code</strong></td>
<td>No</td>
<td>VARCHAR2(120)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bank identifier code or SWIFT code that identifies bank and branch information for payments between two financial institutions. Known as Sort Code in UK or Routing/Transit Number in US.</td>
</tr>
<tr>
<td><strong>Line Sequence</strong></td>
<td>Yes</td>
<td>NUMBER</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enter 1 for the first row and continue sequentially for subsequent rows.</td>
</tr>
<tr>
<td><strong>Bank Name</strong></td>
<td>Yes</td>
<td>VARCHAR2(1440)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Name of existing bank.</td>
</tr>
<tr>
<td><strong>Bank Branch Name</strong></td>
<td>Yes</td>
<td>VARCHAR2(1440)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Name of existing branch.</td>
</tr>
<tr>
<td><strong>IBAN</strong></td>
<td>No</td>
<td>VARCHAR2(200)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>International bank account number conforming to the ISO standard for uniquely identifying a bank account for payments between banks. For some legislations only.</td>
</tr>
<tr>
<td><strong>Account Type</strong></td>
<td>No</td>
<td>CHAR(32)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Based on values in the AR_IREC_BANK_ACCOUNT_TYPES lookup table. Valid values are:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• CHECKING</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• MONEYMRKT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• SAVINGS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• UNKNOWN</td>
</tr>
<tr>
<td><strong>Secondary Account Reference</strong></td>
<td>No</td>
<td>VARCHAR2(120)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Usage varies by legislation, for example, this is known as Building Society Number in UK.</td>
</tr>
<tr>
<td>Column</td>
<td>Required</td>
<td>Comments</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Account Name</td>
<td>No</td>
<td>VARCHAR2(1440)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Label used to identify bank account when there are multiple accounts, for example, Checking or Savings.</td>
</tr>
<tr>
<td>Person Number</td>
<td>Yes</td>
<td>NUMBER(18)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Payroll relationship ID or third-party payee ID of an existing person with a corresponding TCA party.</td>
</tr>
</tbody>
</table>

**Personal Payment Method Columns**

The Create Personal Payment Methods task workbook uses the following columns to set up payment details, such as allocations to electronic funds transfer payments, for individual workers.

<table>
<thead>
<tr>
<th>Column</th>
<th>Required</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Sequence</td>
<td>Yes</td>
<td>NUMBER</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enter 1 for the first row and continue sequentially for subsequent rows.</td>
</tr>
<tr>
<td>Effective Start Date</td>
<td>Yes</td>
<td>DATE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The first date the payment method is available for use. Must be in the format YYYY-MM-DD.</td>
</tr>
<tr>
<td>Payroll Relationship Number</td>
<td>Yes</td>
<td>NUMBER(18)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Existing payroll relationship ID that identifies the person whose payment information you want to create.</td>
</tr>
<tr>
<td>Amount</td>
<td>No</td>
<td>NUMBER</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If Amount is selected as the payment amount type, the amount value.</td>
</tr>
<tr>
<td>Priority</td>
<td>Yes</td>
<td>NUMBER(18)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>When there are multiple payment methods for a person, priority identifies which payment method should be processed first.</td>
</tr>
</tbody>
</table>
Organization Payment Method | Yes | NUMBER(18) | The existing ID of the default organization payment method for the worker's payroll. If bank account information is provided, this value must be the ID of an electronic funds payment (EFT) method. If it is the ID of another method, such as check or cash, the upload will fail.

Percentage | No | NUMBER(22) | If Percentage is selected as the payment amount type, the percentage value.

Payment Amount Type | Yes | VARCHAR2(30) | Determines whether the Amount or Percentage columns are used to specify how much is paid using this payment method. Valid values are Amount or Percentage.

Bank Account Number | Yes | NUMBER(18) | Must be an existing bank account.

**FAQs for Manage Batch Uploads**

**How can I access the payroll batch loader?**

Select **Manage Batch Uploads** from the Data Exchange work area. For payroll managers and administrators, select the **Batch Loader** task in the Payroll Administration work area. If a flow includes the batch loader, you can also access it from the Payroll Checklist work area using the Enter Batch task on the Payroll Flow page.

**Can I upload an Excel spreadsheet I create to the batch upload workbook?**

No, you must use the workbook downloaded from the batch loader. The batch loader automatically inserts macros that are essential for the success of your subsequent processing. You can download the batch upload workbook to your desktop and edit the data before reloading it.

**How do I modify an Excel workbook template for payroll?**

Integrated Microsoft Excel workbook templates cannot be modified. This restriction ensures the fields entered correspond exactly to the HCM tables that receive the uploaded data.
Entries on a Personal Calculation Card: How They Fit Together

Personal payroll calculation cards represent information specific to a particular payroll relationship. Personal payroll calculation cards comprise the components shown in this figure:

![Diagram of Calculation Card Components]

**Calculation Cards**

Personal calculation cards capture information used to calculate one or more related component groups. For example, a calculation card can capture tax withholding information for calculating one or more tax deductions. A person may have multiple calculation cards, such as one for statutory deductions, another for involuntary deductions, and one for time card entries.

To view and manage calculation cards, select the Manage Calculation Cards task in the Payroll Administration or Payroll Calculation work area. The types of calculation cards you can create and the type of information captured on a card vary by legislation.

In legislations where all employees are subject to the same set of statutory deductions, the application will automatically create one or more statutory deduction calculation cards when a new employee is added. In other legislations, you must create calculation cards manually. Likewise, for involuntary deductions, pensions, time cards, and absences, you create calculation cards as needed for each employee. If you load absence, time card, or pension data from another application, the application automatically creates the calculation cards.

**Component Groups**

Component groups are logical sets of payroll components. Component groups are predefined for each legislation. To view the component groups related to a
calculation card, expand the Component Groups node in the Calculation Card Overview pane on the Manage Calculation Cards page.

**Calculation Components and Component Details**

A calculation component on a personal calculation card typically relates to an element, such as an income tax deduction. Adding a calculation component to the card creates an entry for the related element.

If the calculation varies based on one or more factors, such as the employee’s place of residence or tax filing status, the calculation component may have one or more references that define its context. Calculation component details capture additional information used to calculate component information.

To view components for a component group, click the component group node in the Calculation Card Overview pane on the Manage Calculation Cards page. The center pane displays a list of existing components and allows you to create new ones. To view details for a calculation component, click a row in the Calculation Components table. Use the Component Details section to enter values used in the calculation of the calculation component.

**Note**

The calculation information displayed in the center pane varies by legislation, and may not include the Calculation Components and Component Details sections. Instead, this pane may display a different form for capturing data items specific to your legislation.

**Enterable Calculation Values**

When you select a calculation component, you see the Enterable Calculation Values on Calculation Cards tab if there are any values that you can enter at the person level. These values may override values defined in a calculation value definition. You cannot override values passed through an interface, but you may be able to add values, such as adding additional contributions to a pension deduction.

**Tax Reporting Unit Associations and Association Details**

Associating a tax reporting unit (TRU) with a calculation card enables the payroll process to apply rules and rates defined for that TRU when performing calculations. Associations also control how calculations are aggregated for tax reporting. Association rules vary by legislation. Typically, all calculations defined on a calculation card are associated with the same tax reporting unit by default, however you may be able to associate individual calculation components with different tax reporting units. If a person has multiple terms or assignments, you may also be able to associate specific terms or assignments with calculations components.

To view or manage associations for a calculation card, click the Associations node in the Calculation Card Overview pane on the Manage Calculation Cards page.

**Creating a Personal Calculation Card for Statutory Deductions: Worked Example**

This example demonstrates how to create a calculation card at the payroll relationship level. The calculation card captures information for an income tax deduction that varies depending on a person’s tax filing status.
The following table summarizes the key decisions for this scenario.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What type of calculation card do you want to create?</td>
<td>Statutory deduction card</td>
</tr>
<tr>
<td>What deductions do you want to add to the card?</td>
<td>Income tax deduction</td>
</tr>
<tr>
<td>What details must be captured on the card?</td>
<td>Person's tax filing status</td>
</tr>
<tr>
<td>What tax reporting unit reports this deduction?</td>
<td>InFusion TRU1</td>
</tr>
<tr>
<td>Does the employee have multiple terms or assignments?</td>
<td>No</td>
</tr>
</tbody>
</table>

**Prerequisite**

1. Make sure your legislation supports an income tax deduction.
   
   If it does, the necessary calculation card definition and calculation components are predefined.

**Create the Calculation Card**

1. In the Payroll Administration or Payroll Calculation work area, select **Manage Calculation Cards**.
2. Complete the fields in the Search section, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>John Doe</td>
</tr>
<tr>
<td>Legislative Data Group</td>
<td>InFusion LDG</td>
</tr>
<tr>
<td>Effective Date</td>
<td>Current date</td>
</tr>
</tbody>
</table>

3. Click **Search**.
4. Click the person's name in the Search Results to open the Manage Person Details page. Any available calculation cards appear in the Search Results.
5. Click **Create** to open the Create Calculation Card window.
6. In the Name field, select **Statutory Deductions** as the calculation card type.
7. Click **Continue** to display the Manage Calculation Cards page.

**Note**

Use the Calculation Card Overview pane to view the calculation groups associated with this calculation card. In this example, you should see a Taxes component group. A calculation card may contain multiple component groups.

**Create Calculation Components**

1. In the Calculation Card Overview pane, click the **Taxes** node.
2. In the Calculation Component section, click **Add Row** to open the Create Calculation Component window.
Note
If your legislation uses a country-specific template to display and capture calculation information, the Calculation Component and Component Details sections may not appear.

3. In the Calculation Component field, select **Income Tax**.
   
   A calculation component typically corresponds to an element defined at the legislative level.

4. Click **OK**.

**Create Calculation Component Details**

1. In the Calculation Component Details section, click **Create**.

2. In the Calculation Component Details field, select **Income Tax Details**.

3. Click **OK**.

4. Complete the fields displayed in the Component Details section. For this example, select the person’s tax filing status in the Tax Code field.

Note
Component details vary for each calculation component. For some components, you may also be able to enter amounts, rates, or other values. If you can enter values, the Enterable Values on Calculation Cards tab appears. For this example, no values can be entered.

**Creating an Association**

Associations link a calculation card or component with a tax reporting unit. Association rules vary by legislation. Typically, all calculations components on a calculation card are associated with the same tax reporting unit by default, but you can, in most cases, associate individual calculation components with different tax reporting units. You may also associate specific terms or assignments with calculation components.

1. In the Calculation Card Overview pane, click the **Associations** node.

2. Click **Create**.

3. Select **InFusion TRU1** and click **OK**.

   Since you did not select a calculation component, the tax reporting unit is associated with all components on the card.

4. Select the new association in the Associations section, and then click **Create** in the Association Details section.

5. Select the employment terms (for this employee, there is only one option) and the calculation component you just created, and then click **OK**.

   When a payroll run processes the selected employment terms, it uses the details you defined for this calculation component. If an employee has multiple terms, you could associate each with different calculation components, if different rates, rules, or other details apply.
6. Click **Save and Close**.

**Enterable Values on Calculation Cards: Explained**

Some values entered on a calculation card override values defined in a calculation value definition. For example, an organization might set a default tax rate at the legislative level, and allow the rate to be overridden by a flat amount entered on a personal calculation card at the payroll relationship level.

When the payroll process runs, it checks for values entered on calculation cards in the following order:

1. Payroll relationship
2. Tax reporting unit (deductions only)
3. Payroll statutory unit (deductions only)

When the process finds an entered value, it stops checking and uses the values defined at that level.

**Note**

Some localizations do not support calculation cards for tax reporting units or payroll statutory units.

**Allowing Enterable Values on Calculation Cards**

Enterable values for statutory and involuntary deductions are predefined. You cannot allow new enterable values for predefined calculation value definitions.

If you create a custom calculation value definition, you can allow users to enter a value on a calculation card by adding the value to the Enterable Calculation Values section on the Calculation Cards table on the Create or Edit Calculation Value Definition page. You must provide the display name to appear on the calculation card. The list of values available for entry varies depending on the calculation type. For example, you can allow users to enter the percentage value for a flat rate calculation or the monetary value for a flat amount calculation. The following values are available for all calculation types except text:

- **Calculation value definition**: Uses the values entered on the calculation card to calculate the amount.
- **Total amount**: Uses the amount entered on the calculation card as the total deduction amount.
- **Additional amount**: Adds the amount entered on the calculation card to the calculated amount.

If you allow multiple enterable values for the same calculation value definition, the calculation process applies them in the following priority:

1. Total amount
2. Deduction range
3. Calculation value, such as rate or flat amount
### Entering Values on Calculation Cards

Use the Manage Calculation Cards in the Payroll Calculation or Payroll Administration work area to enter values on personal calculation cards. The contents and format of the page vary between legislations and card types. If you see a tab called Enterable Calculation Values on Calculation Cards when you select a calculation component, you can select the type and enter a value on this tab. For example, you might enter a rate to be used in the calculation or an amount to be added to the calculated amount.

If your legislation and card type supports calculation cards at multiple levels, use the Manage Legal Entity Calculation Cards task in the Setup and Maintenance work area to create calculation card overrides at the payroll statutory unit level. Use the Manage Legal Reporting Unit Calculation Cards task in the Setup and Maintenance work area to create calculation card overrides at the tax reporting unit level.

### Creating Involuntary Deductions: Overview

Use element templates to create the involuntary deduction types supported for your legislation, such as bankruptcy orders, garnishments, child support payments, tax levies, and educational loans. You can create involuntary deduction elements as needed using these predefined templates. You can then add the corresponding calculation component to a personal calculation card so the deduction will be processed during a payroll run.

This figure shows the steps involved in creating an involuntary deduction.

![Create Involuntary Deduction](image)

### Create Third-Party Payment Methods

Use the Manage Third-Party Payment Methods task in the Payment Distribution work area to create payment methods for all external payees. For example, you might set up direct deposit for the payee of a child support deduction. A payee can be either a person or an organization.

- If you create a third-party payment method for a person, you must select the payroll relationship for the employee whose pay is subject to the
deduction. This makes the person payment method available for selection as a payee on the employee's involuntary deduction calculation card.

For example, you might set up an electronic funds transfer (EFT) for Mary Smith, payee of a child support deduction for John Smith. When you create the person payment method, you select the payroll relationship for John Smith. When you add the child support order to John Smith's involuntary deduction card, you can select Mary Smith in the Order Amount Payee field.

- If you create a third-party payment method for an organization, you select the legislative data group for employees whose pay is subject to the deduction. This makes the organization payment method available for selection as a payee on the employee calculation cards.

For example, you might set up an EFT payment method for a County Sheriff that receives a processing fee on garnishment payments. When you create the third-party organization, you designate the County Sheriff with the party usage code of External Payee. When you add the garnishment order to the employee's involuntary deduction calculation card, you can select the County Sheriff in the Processing Fee Payee field.

You can create a third-party organization for a court or other issuing authority, even if the organization is not being paid. This allows you to record address and contact information that you can later associate with the deduction on the involuntary deduction calculation card.

For both types of third-party payment methods, you must select a previously defined organization payment method to use. (Use the Manage Organization Payment Methods task in the Payment Distribution work area to define the payment source, if not already defined.)

Create an Involuntary Deduction Element

An involuntary deduction element must be defined for each involuntary deduction type you need to process. Involuntary deduction elements can be created during initial setup and as the need arises later. You can create multiple elements for the same involuntary deduction type if processing information or other details vary. For example, court orders from different jurisdictions might have different processing rules. The involuntary deduction element creation process is summarized here. You can skip this task if an element has already been defined for the type of involuntary deduction you want to add to a person's calculation card and the element's processing rules meet your needs.

1. Using the Manage Elements task in the Payroll Calculation work area, create a new element with a primary classification of Involuntary Deduction and a secondary classification that reflects the deduction type, such as tax levy or child support. (Secondary element classification names vary by localization.)

2. Answer the questions on each page of the Create Element flow. For example, you must indicate whether or not to create arrears if the full amount cannot be taken. A predefined set of rules, plus the answers you provide, determine which earnings contribute to the deductible amount and how the deduction will be processed.
3. Define eligibility for the element. To define open eligibility, enter a name for the element eligibility record but do not specify any criteria.

4. Define costing for the element as appropriate.

**Note**
To define costing for related elements, you must open and edit each element individually.

When you save the element, the application automatically creates all associated balances, feeds, input values, formulas, and related elements required for payroll processing. It also creates a calculation component that you can add to an employee’s involuntary deduction card. Fee rules and proration rules are predefined in calculation value definitions, based on statutory rules that vary by localization. Global rules are as follows:

- **Fee rule**: Deduct the fee first, before calculating and paying the deduction amount.

- **Proration rule**: First come, first serve. If a person has multiple orders and there is insufficient money to pay them all, deductions are paid in order by the date they were received, as recorded on the calculation card. (Oldest is paid first.)

- No fee amounts or protected pay amounts are predefined. You can enter these amounts as overrides on the involuntary deduction calculation card.

**Create an Involuntary Deduction Calculation Card**

Using the Manage Calculation Cards task in the Payroll Administration or Payroll Calculation work area, search for and select a payroll relationship. Create a new calculation card of the type Involuntary Deductions.

**Add the Calculation Component to the Calculation Card**

On the Manage Calculation Cards page:

1. Click Add Row and select the calculation component with the same name as the previously defined involuntary deduction element.

   Adding the calculation component to the card automatically creates an element entry for the related element.

2. If the calculation card will include more than one calculation component, you can specify the order in which the deductions should be processed in the Subprocessing Order field. For example, if you set the Subprocessing Order to 103 for a child support deduction and set it to 104 for a court order, the payroll run processes the child support deduction before the court order. By default, involuntary deduction element entries are processed in order by date received; the oldest is processed first.

3. Enter a reference code to uniquely identify this deduction, such as a court order number, case number, or other identifier provided by the issuing authority.
4. Complete the fields on the Calculation Component Details tab.
   
   • In the Involuntary Deduction Payment Details section, select all payees for the deduction. The payee fields display all third-party person payees associated with this payroll relationship and all external payees defined for your legislative data group.
   
   • In the Involuntary Deduction Rules section, specify the date the involuntary deduction order was received, the issuing authority (such as a court), the frequency of the deduction, and any other pertinent information.

**Note**

Use the Frequency field to specify how often the deduction should be taken, such as monthly or weekly, regardless of the payroll frequency. If you leave the Frequency field blank, the application uses the payroll frequency.

You can add multiple calculation components for the same or different involuntary deduction types. For example, you could add two child support components and one garnishment component to the same calculation card. Assign each component a unique reference number and, optionally, specify the subprocessing order.

**Enter Values for the Deduction Amounts**

You enter the order amount, fee, or other amounts used in the calculation on the deduction calculation card. The values you enter replace any default values defined in calculation value definitions at the legislative level. The default order amount for an involuntary deduction is typically zero.

The process of creating overrides is summarized here:

1. On the Enterable Calculation Values on the Calculation Cards tab, create a value for Order Amount (Rate) or Order Amount (Amount).
   
   For example, if you specified a frequency of monthly in the component details, enter the amount to deduct each month, regardless of the payroll period; the application automatically calculates the correct amount to deduct in each payroll run. If you did not specify a frequency, this amount will be deducted at the payroll frequency defined for the payroll relationship.

2. Enter additional values, as needed, for fees, protected pay amount, minimum and maximum withholding amounts, and other values applicable to this deduction.
   
   Make sure that you have selected a payee on the component details for each fee value you enter.

**Process the Payroll with Deductions**

During a payroll run, the status processing rule for the deduction element calculates the correct deduction amount based on rules predefined for the payroll component plus information entered on the calculation card.
Entering Values for Involuntary Deductions: Critical Choices

You define the order amount for an involuntary deduction by entering a calculation value on the person’s involuntary deduction card. You can also enter values for fees and other amounts used in the calculation. These values override default values defined in calculation value definitions at the legislative level.

Enterable Calculation Values on Calculation Cards

The values you can enter on a calculation card may vary by legislation, but typically include the items described in this table.

**Note**

For most values, you can enter either an amount or a rate. Enter a rate if you want the application to calculate the amount as a percentage of available pay. For example, to define a rate of 20 percent for the order amount, create an Order Amount (Rate) value and enter 20 in the Rate field.

<table>
<thead>
<tr>
<th>Calculation Value Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Amount</td>
<td>Rate or amount paid to the Order Amount Payee based on the frequency you specified. For example, if you specified a frequency of monthly in the component details, enter the amount to deduct each month, regardless of the payroll period; the application automatically calculates the correct amount to deduct in each payroll period. If you left the Frequency field blank, this amount will be deducted at the payroll frequency defined at the terms or assignment level.</td>
</tr>
<tr>
<td>Organization Fee</td>
<td>Rate or amount paid to the Organization Fee Payee each time the deduction is processed.</td>
</tr>
<tr>
<td>Person Fee</td>
<td>Rate or amount paid to the Person Fee Payee each time the deduction item is processed.</td>
</tr>
<tr>
<td>Processing Fee</td>
<td>Rate or amount paid to the Processing Fee Payee each time the deduction is processed.</td>
</tr>
<tr>
<td>Initial Fee</td>
<td>Rate or amount paid to Processing Fee Payee the first time this deduction is processed.</td>
</tr>
<tr>
<td>Maximum Withholding Amount and Minimum Withholding Amount</td>
<td>Maximum and minimum rates or amounts that can be withheld in one payroll processing period for this deduction.</td>
</tr>
<tr>
<td>Maximum Withholding Duration</td>
<td>The number of days after the Date Received that the order is valid. For example, a court order might only be valid for 90 days after the date issued.</td>
</tr>
<tr>
<td>Protected Pay Amount</td>
<td>Amount of the employee’s pay that is exempt from this deduction. Only pay exceeding this amount will be included in the deductible amount (available for the deduction).</td>
</tr>
</tbody>
</table>
### Exemption Percentage

| Percentage of the employee's pay that is exempt from this deduction. |

---

**Involuntary Deduction Processing: Examples**

Use these examples to understand how involuntary deductions are processed in different scenarios. Processing rules may vary by legislation or legal authority issuing the order for the deduction.

**Involuntary Deduction Has Initial Fee and Processing Fee**

Scenario: A US employee is issued a court order for a monthly garnishment for 500 USD. The order is subject to a 10 USD one-time initial fee and a 10 USD monthly processing fee, which are both paid to the agency responsible for administering the account and forwarding payment to the recipient.

Involuntary Deduction Calculation Card: Add a calculation component for a garnishment and then:

1. Select the **Order Amount Payee** and the **Processing Fee Payee**. (The processing fee payee is also the initial fee payee.)
2. Set the **Frequency** to monthly.
3. Create an **Order Amount** value, and set the amount to 500.
4. Create a **Processing Fee Amount** value, and set the amount to 10.
5. Create an **Initial Fee Amount** value, and set the amount to 10.

Payroll Run Results:

- The amount of the employee's pay subject to deduction is 1000 USD.
- During the first monthly payroll after the court order is received, both the initial fee amount and the processing fee are deducted, for a total deduction amount of 520 USD.
- In subsequent payroll runs, only the processing fee is deducted, so the total deduction amount is 510 USD.

**Deduction Amount Exceeds Protected Pay Amount**

Scenario: A UK employee is issued a court order for the amount of 100 GBP per month. However, protected pay rules defined for the deduction require that the employee take home at least 700 GBP, after all deductions.

Involuntary Deduction Calculation Card: Add a calculation component for a court order and then:

1. Select the **Order Amount Payee**.
2. Set the **Frequency** to monthly.
3. Create an **Order Amount** value, and set the amount to 100,
4. Create a **Protected Pay Amount** value, and set the amount to 700.

Payroll Run Results:

- The amount of the employee's pay subject to the deduction is 750 GBP.
- A 100 GBP deduction amount would leave only 650 GBP for the final pay amount. Therefore, only 50 GBP is deducted for the month.
- The remaining balance of 50 GBP is not placed in arrears, based on processing rules defined for this deduction.

**Employee Has Multiple Assignments and Payrolls**

Scenario: An employee has 2 assignments, both for the same payroll relationship, and is assigned to 2 different payrolls. One of the assignments is on a weekly payroll, and the other assignment is on a monthly payroll. The employer receives a court order to deduct 200 USD per month from the employee’s wages. The court order amount must be deducted from all available money, regardless of the payroll. If the total order amount cannot be deducted from the first payroll run, then the remaining balance must be deducted from one or more subsequent runs during the month, until the full amount is paid.

Involuntary Deduction Calculation Card: Add a calculation component for a court order and then:

1. Select the **Order Amount Payee**.
2. Set the **Frequency** to monthly.
3. Create an **Order Amount** value for 200 USD.

Payroll Run Results:

- During the first weekly payroll run, only 50 USD can be deducted, leaving an amount owed of 150 USD for the month.
- When the next weekly payroll is run, no deduction can be taken due to insufficient pay. The balance for the month remains 150 USD.
- The monthly payroll runs before the next weekly payroll is run. The remaining 150 USD owed for the deduction is taken during the monthly payroll run.
- No money is deducted during the subsequent weekly payroll runs for this month.

**Note**

If a person has two assignments for different payroll relationships, they would typically be issued two different court orders, one for each employment. In this case, you would add each court order to a different calculation card.

**Multiple Orders Exist with Different Protected Pay Amounts**

Scenario: A UK employee has 3 court orders, and each has a different protected pay amount.

Deduction Calculation Card: Add 3 calculation components to the employee’s calculation card. Set the frequency of each one to monthly. Define protected pay and order amount values for each as shown in this table.

<table>
<thead>
<tr>
<th>Involuntary Deduction</th>
<th>Protected Pay Amount</th>
<th>Order Amount</th>
<th>Date Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Support 1</td>
<td>500</td>
<td>1000</td>
<td>23 January 2012</td>
</tr>
<tr>
<td>Child Support 2</td>
<td>600</td>
<td>1100</td>
<td>2 February 2012</td>
</tr>
<tr>
<td>Child Support 3</td>
<td>1000</td>
<td>1200</td>
<td>2 February 2012</td>
</tr>
</tbody>
</table>
Payroll Run Results:
The net amount available for involuntary deductions in the payroll run is 2000 GBP. Based on the processing priority defined for child support payments, the payroll run processes the involuntary deductions in order by date received.

- Child Support 1 is paid in full, leaving 1000 GBP available for other deductions.
- Child Support 2 is paid an amount of 400 GBP (1000 less protected pay of 600).
- Child Support 3 is not paid. The total amount is placed in arrears, based on processing rules defined for the deduction.

Creating Voluntary and Pre-statutory Deductions: Explained

Use the Manage Elements task to create voluntary and pre-statutory deductions, such as pensions. Pensions are managed through calculation cards. Other voluntary deductions, such as gym membership, union membership, and charity donations, are managed through element entries.

The steps to set up these deductions are as follows:
1. Create the elements.
2. Create the third-party payees.
3. Create a third-party payment method for each third-party payee.
4. Enter the deduction details for each person, which can be done in the following ways, depending on the deduction type and your setup:
   - Create a Benefits and Pensions calculation card.
   - Create an element entry.
   - Load benefit batches.

Create Elements
To create a pensions deduction, select the Pension Plan After Tax secondary classification and the Benefit category. If you want to create pre-statutory deductions, select Pension Plan Pre-Statutory as the secondary classification.

These selections ensure that a calculation component is created, which you can add to a Benefits and Pensions calculation card.

To create other voluntary deductions:
- Select the Standard category. This selection means that you manage these deductions using the Manage Element Entries page.
- After creating the element, you must add a Payee input value and select Third-Party Payee as the special purpose for this input value. If appropriate, you can enter a default value on the element or element eligibility record to populate the third-party payee details.

Create Third-Party Payees
To create third-party payees use the Manage Third Parties page in the Payment Distribution work area. For pensions, select the Organization payee type and select the Pension Provider party usage code.
Create Third-Party Payment Methods

To create payment methods for all external payees, use the Manage Third-Party Payment Methods task in the Payment Distribution work area.

Enter Deduction Details for Each Person

For pensions create a Benefit and Pension calculation card for the worker, add your new pension calculation component to the card, and enter the payee and other details. If you load your pension information using the Load Benefit Batches process, the payroll application creates the calculation card automatically. Before running this process, you must create an XML file that contains the data you want to transfer to payroll.

For other voluntary deductions, create element entries. If the payee is not defaulted from the element or eligibility record, enter the payee on the element entry.

Entering Calculation Values for Pensions: Points to Consider

Create a Benefits and Pensions calculation card for each worker who pays a pension deduction. On the card, select the calculation component that was created automatically for your pension element, and enter the required contribution amounts and limits, as described in this topic. If you use the Load Benefit Batches process to transfer values from a benefits application, this process creates the calculation cards for you and enters the contribution amounts and limits.

Default Contribution Amounts and Limits

You enter some default contribution amounts and limits when you create the pension element. These default values are stored as calculation value definitions. You can edit the default values using the Manage Calculation Value Definitions page. You can also add a default payee or a separate payee for each employee by entering the payee ID in the Enterable Calculation Values area on the Calculation Cards tab.

Enterable Calculation Values for Pensions

To enter or override a calculation value for one worker, follow these steps:

1. Open the worker’s Benefits and Pension calculation card on the Manage Calculation Cards page.
2. Add the calculation component for the pension, if it isn’t already on the card.
3. With this calculation component selected, click the Enterable Calculation Values on Calculation Cards tab.
4. Click Create.
5. Select the value you want to enter. Typically, you will enter a payee, reference number, and any additional contributions. You can also override any default contribution amounts or limits.

The following table lists the calculation values you can enter.

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
<th>Default Provided at Element Setup</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payee</td>
<td>Y</td>
<td>N</td>
<td>Enter the ID of an organization with the usage of Pension Provider.</td>
</tr>
<tr>
<td>Reference Number</td>
<td>Y or N</td>
<td>N</td>
<td>Free text</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Depending on the localization rules this field may or may not be required.</td>
</tr>
<tr>
<td>Employee Contributions</td>
<td>Y</td>
<td>Y</td>
<td>Percent or flat amount as per element setup. Enter percentages as decimal values.</td>
</tr>
<tr>
<td>Additional Employee Contributions</td>
<td>N</td>
<td>N</td>
<td>Percentage or flat amount as per element setup, if additional contributions are allowed.</td>
</tr>
<tr>
<td>Minimum Age</td>
<td>N</td>
<td>Y</td>
<td>Numerical age</td>
</tr>
<tr>
<td>Maximum Age</td>
<td>N</td>
<td>Y</td>
<td>Numerical age</td>
</tr>
<tr>
<td>Maximum Contribution Amount</td>
<td>N</td>
<td>Y</td>
<td>Numerical amount</td>
</tr>
<tr>
<td>Minimum Pensionable Earnings</td>
<td>N</td>
<td>Y</td>
<td>Numerical amount</td>
</tr>
<tr>
<td>Maximum Pensionable Earnings</td>
<td>N</td>
<td>Y</td>
<td>Numerical amount</td>
</tr>
<tr>
<td>Partial Deduction Allowed</td>
<td>Y</td>
<td>Y</td>
<td>Values = Y or N</td>
</tr>
</tbody>
</table>

If the element was set up to allow an employer contribution, you will also see these enterable values:

<table>
<thead>
<tr>
<th>Calculation Value</th>
<th>Required</th>
<th>Default Provided at Element Setup</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Contribution</td>
<td>Y</td>
<td>Y</td>
<td>Percentage or flat amount as per element setup</td>
</tr>
</tbody>
</table>
Creating Third Parties: Points to Consider

You create third parties when you want to process payments to external organizations and people who are not on the payroll. You can also create predefined third-party organization for payments, such as pension providers or professional bodies, or third-party organizations that do not receive payments, such as disability organizations. When you create third parties, you record the name, address, and contact information, and associate the third parties to employees on their calculation cards or element entries. Third-party types are Person and Organization.

Party Usage Codes

All third parties created on the Manage Third Parties page are also created as trading community members. When you create a third-party person, the application automatically assigns a party usage code of External Payee. There is no other purpose for creating a third-party person aside from associating it with employees to receive payments, such as involuntary deductions. When you create a third-party organization, you can associate it with a party usage code. Third-party organizations can have the following party usage codes:

<table>
<thead>
<tr>
<th>Party Usage Code</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Payee</td>
<td>Identifies organizations that can be associated with employee calculation cards or element entries, such as County Sheriff for involuntary deductions. Use this party usage code for organizations when the others don’t apply.</td>
</tr>
<tr>
<td>Payment Issuing Authority</td>
<td>Identifies organizations responsible for issuing instructions for involuntary deductions, such as a tax levy or bankruptcy payment order. An example of a payment issuing authority is a court, agency, or government official that issues a legal process. Payment issuing authorities do not receive payments.</td>
</tr>
<tr>
<td>Pension Provider</td>
<td>Identifies organizations that provide pension administration for employee pension deductions.</td>
</tr>
</tbody>
</table>
Third-Party Payment Methods: Explained

Use the Manage Third-Party Payment Methods task to create payment methods for all external payees who are not on the payroll. A third party can be either a person or an organization. Payments to third parties are normally involuntary deductions, such as court-ordered garnishments or voluntary deductions, such as pension plan or union membership payments.

Before creating a third-party payment method, create the third party using the Manage Third Parties task in the Payment Distribution work area. In addition, the organization payment method that determines the payment source to use for payments must already be defined. Use the Manage Organization Payment Methods task in the Payment Distribution work area to define the payment source for third-party payments.

Payments to Persons
When you create a third-party payment method for a person, you select the legislative data group of the employee whose pay is subject to the deduction, and then select the employee payroll relationship. This makes the third-party person payment method available for selection as a payee on the employee's calculation card.

For example, you might set up an electronic funds transfer (EFT) payment to Mary Smith for a child-support deduction for employee John Smith. When you create the third-party payment method, you select the payroll relationship for John Smith. When you add the child support order to John Smith's involuntary deduction calculation card, you can select Mary Smith in the Order Amount Payee field.

Payments to Organizations
When you create a third-party organization for payments, you select a party usage code. When you create the payment method for the third-party organization, you select the legislative data group of the employees whose pay is subject to the deduction, to make the organization available for selection as a payee on the employee calculation cards.

For example, you might set up an EFT payment method for a County Sheriff that receives a processing fee on garnishment payments. When you create the payment method, you designate the County Sheriff as an External Payee. When you add the garnishment order to the employee's involuntary deduction calculation card, you can select the County Sheriff in the Processing Fee Payee field.
FAQs for Manage Calculation Cards

How do I associate calculation components with tax reporting units and terms or assignments on a personal calculation card?

From the Manage Calculation Cards page in the Payroll Administration or Payroll Calculation work area, click Associations in the Calculation Card Overview pane. Click Create in the Associations section, and then select a tax reporting unit. To associate all calculation components on the card with this tax reporting unit, leave the Calculation Component field blank; otherwise, select the calculation component you want to associate. Note that you must add calculation components before you can create associations for those components. For persons with multiple terms or assignments, you can identify the terms or assignments that pertain to each calculation component (if supported by your localization and card type). To do so, select an association in the Associations section, and then click Create in the Association Details section. Select the terms or assignment and the associated calculation component. Note that you must create and save an association before you can create association details. 

Restriction: Not all localizations or card types use associations. Some use associations but do not support association details.

Why can’t I create calculation components or component details for a personal calculation card?

The calculation card definition determines which components and component details you can create. For some card types, you can only create one calculation component of any particular type. If you are trying to create a calculation component that varies based on one or more references (such as a tax that varies based on a person’s place of residence), you must select the reference in the Calculation Card Overview pane before you can add the component. You cannot create component details until you create a calculation component.

What happens when an involuntary deduction is fully paid?

You should update the end date of the calculation component on the involuntary deduction calculation card.

Why can’t I delete calculation components or component details?

You cannot delete a calculation card or component until you have deleted all its child components and details, starting from the bottom of the hierarchy, in the following order: association details, associations, component details, components, and calculation card. Additional rules and restrictions, specific to your localization, may apply.

Why can’t I set an end date on a calculation card or component?

First, make sure you have set the end date for all child records. (End all calculation components before you end a calculation card. End all component details before you end a calculation component. End all association details before you end an association.) Second, make sure that the end date of any parent
component is not earlier than the end date of any child. A calculation card’s end date must be the same or later than the latest end date of any of its calculation components or component details.

**How do I set the end date for a calculation component?**

Select the date in the Effective As-of Date field on the Manage Calculation Cards page before you select the **End Date** action for a calculation component or component detail. Make sure that the end date you enter for any parent component is not earlier than the end date of any child component.

**How do I suspend a calculation component?**

To suspend a single calculation component, set the end date for the calculation component on the personal calculation card. To suspend all calculation components on a calculation card, set the end date for the calculation card. Note that you must end all component details before you can end the calculation component, and you must end all calculation components before you can end the calculation card. If you want to resume payments at a later date, adjust the end dates accordingly. This is useful, for example, if you need to temporarily suspend a contribution to a charitable organization or retirement fund.

**Manage Element Entries**

**Element Input Values: Explained**

An element’s input values defines the entry values available on each entry of this element. Each input value has a unit of measure defined, and can have validations and conditions defined to control the data entry of the element entry assigned to a person. For example, an earnings element may have an input value for hours worked, which is defined as required and has a unit of measure of number.

When you create an element, some input values are created automatically if you use Oracle Fusion Global Payroll or Oracle Fusion Global Payroll Interface. For Global Payroll Interface, this applies to earnings elements only. You can create additional input values for any element, as needed.

**Input Value Options**

For each input value created you can modify these attributes:

<table>
<thead>
<tr>
<th>Field</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Sequence</td>
<td>Control the order in which the entry value is displayed on element entries.</td>
</tr>
<tr>
<td>Special Purpose</td>
<td>Identify how an input value is used, irrespective of the name given to it. For example, it identifies if the input value holds a percentage value, a rate, or third-party payee details. It basically assists with processing the input value based on what type of information it holds.</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>Select the value that describes the type of value the entry value can hold, such as number or character.</td>
</tr>
<tr>
<td>Feature</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Displayed</td>
<td>Select to display the input value on the element entry.</td>
</tr>
<tr>
<td>Allow User Entry</td>
<td>Select to enter values on element entries.</td>
</tr>
<tr>
<td>Required</td>
<td>Select to make the input value a required entry value on the element entry. If you select Required, you must also select Displayed and Allow User Entry.</td>
</tr>
<tr>
<td>Create a Database Item</td>
<td>Select to have a database item created for the input value to make the values available for formulas or system extract.</td>
</tr>
<tr>
<td>Default</td>
<td>Enter a value that appears as the default value for this entry value in element entries, if needed.</td>
</tr>
</tbody>
</table>
| Apply default at runtime     | Select to have the default set on the element entry when the payroll process is run. Changes to the default value are reflected in the next processing after the effective date of the change.  
You can replace the default at runtime functionality by manually providing an entry value on the element entry. |
| Minimum                      | Enter a minimum value for the element, if needed.                                                                                             |
| Maximum                      | Enter a maximum value for the element, if needed.                                                                                             |
| Validation Formula           | Enter a formula that validates the entry value entered on element entries, if needed.                                                          |
| Validation Source            | Use with the other input value options to select the valid validation method, such as lookups or formulas.                                     |
| Lookup Type                  | Specify a lookup type to provide a list of values for an element entry value. This option is available for input values of type Character only.   |
| Warning or Error             | Use when you are validating the input value or entering a minimum or maximum value. It specifies whether a warning or an error displays if the entry fails the validation condition or does not meet the minimum or maximum value indicated. |
| Reference                    | Use to associate a balance context with the run result. For example, if you want to associate a context, such as jurisdiction, with an element; create an input value for jurisdiction and select the jurisdiction context in the reference field. Then the run result value of the input value will work as context value when updating the balance. 
If you select a reference then the lookup type and validation source values should be automatically set to the reference context. You need to provide the reference field first for the validation source value to be automatically populated. |

**Note**

Once an element is processed, you cannot update certain input value attributes, such as unit of measure. This ensures that changing certain attributes will not invalidate prior results.
Element Entry Methods: Explained

Create element entries for compensation or basic benefits for an employee assignment; for example entering an employee’s overtime hours or medical premium deduction amount.

An element entry can be created by one of the following methods:

- Manual entry on the Manage Element Entries page
- Batch entry using the batch loader
- Automatic entry for all eligible workers
- Automatic entry by other processes

In addition, web services are available for managing element entries.

Manual Entry

Manual element entries are created on the Manage Element Entries page. You can view all of the element entries for a person on the summary page, which can be sorted by element name.

Batch Entry

You can use batch loader workbooks to quickly enter batches of element entries. For example you can enter batches of element entries for:

- Time card data, such as hourly employees hours worked, overtime, and absences
- Special nonrecurring earnings or deductions, such as an annual bonus amount
- A one-time change to recurring earnings or deductions

  For example, the parking garage is closed due to repaving for half the month, so the monthly parking deduction is reduced by half for one month only.

Automatic Entry for All Eligible Workers

Selecting the Automatic Entry option for an element eligibility record initiates a process to create element entries for all eligible workers, and ensures that a record is created during the hire process for any subsequently hired eligible workers. For any element, whether the entries are created automatically or not, you can specify default values.

Automatic Entry by Other Processes

There are certain processes and actions within salary administration, compensation, benefits, and payroll that can generate new element entries. These entries are, however, always maintained through the original processes that generated them. They are not maintained manually on the Manage Element Entries page. For example:
• If you associate a salary element with a salary basis, an element entry is created automatically for all workers assigned to that salary basis.

• When you allocate other compensation and benefits or add a payroll component to a personal deduction card, element entries are automatically created.

**Element Entry - Entry Values: How They Work with Element Input Values**

Input values are defined when an element is created as a means of providing user-defined variables and other values needed to calculate the run results that are used to pay and account for labor costs. Some input values are actually created as a means of managing results output by the calculation. Element entries may contain an entry value or a result value for each of the input values. The only required entry values are for those fields designated as required entries. Depending on the element setup, you can provide an entry value manually, use a default value, or use a formula.

**Note**

Entry values may be provided by the formula attached to a different element that was processed earlier in the payroll run.

**Element Entry - Entry Values and Element Input Values**

The entry values are determined by how the elements’ input values are defined. The table describes examples of how the input value for the element affects the entry value:
<table>
<thead>
<tr>
<th>Element Input Value</th>
<th>Example and Effect on Element Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default set</td>
<td>This could be used for the amount of a tool allowance that initially provides up to 5.00 USD per week, but you could increase or decrease it, if needed. The default value is automatically added to the applicable employees. A regular default value is only used to provide an initial value and has no further impact on an entry, even if the default value is changed.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong></td>
</tr>
<tr>
<td></td>
<td>You can designate default values for processing at run time. Such default values are not actually used as entry values until the entry is processed in a run. At that time, the default value defined at the element or element eligibility level is applied. Changes to the default value are reflected in the next processing after the effective date of the change. You can supersede the default value at run time by manually providing an entry value on a person’s element entry.</td>
</tr>
<tr>
<td>Lookup values entered</td>
<td>For an employee stock purchase plan, you can specify that your organization only allows employees to purchase stock based on 1, 2, 3, 4, or 5 percent of their earnings. Or, for an automobile allowance, you can specify rate codes of A, B, C, or D. When entering the entry values, you will only be able to select values from the list provided.</td>
</tr>
<tr>
<td>Minimum and maximum values</td>
<td>In the same example as above, you can set a minimum and maximum value for the percentage of earnings an employee can contribute to the employee stock purchase plan. Minimum and maximum values can be used independently also.</td>
</tr>
<tr>
<td>Required Input selected</td>
<td>For hourly workers whose hours vary every pay period, such as assembly line workers, you can make the entry of hours required. If you do not enter a value, you won’t be able to save the element.</td>
</tr>
<tr>
<td>Special Purpose</td>
<td>The element entries summary on the Manage Person Details page displays the input value you designate as the primary input value in the Special Purpose choice list. You can specify only one input value for the element as the primary input value.</td>
</tr>
</tbody>
</table>
An element can be specified as recurring or nonrecurring. If an element is recurring, such as salary, the element entry will occur each pay period. If an element is nonrecurring, such as overtime pay, you will have to enter the entry value every pay period for the element to be paid to an employee.

For example, everybody in the US needs an element entry to initiate the tax calculation process. The formulas for all of the taxes are attached to the tax element, and it creates indirect results for each of the taxes to which the employee or the employer are subject.

To generate automatically-created entries, you select the **Automatic entry** option on the eligibility record for the tax element. Saving the eligibility record triggers the process to create entries automatically.

If an hourly employee’s time needs to be reported separately to distinguish between projects or cost centers for which the employee worked, then the regular and overtime hour entries should be defined to allow multiple entries. Elements, such as benefits and bonuses, however, might be limited to one entry per pay period.

You can use this option for hourly workers whose overtime is entered on a weekly basis and you are on a biweekly payroll period.

For an annual bonus, you can specify a formula to validate the maximum entry value based on the employee’s length of service and current salary.

---

### Determining Entry Values for an Element: Critical Choices

You can select rules for an element to define how you can update its element entries. The options include:

- Automatic entry
- Allow multiple entries in same period
- Additional entry

**Automatic Entry**

When you create an element, you can select **Yes** for the question: Should every person eligible for the element automatically receive it? This setting selects the **Automatic entry** option by default for all eligibility records you create for that element. However, you can override the selection for any specific eligibility record before you save it.

When you select this option, saving the eligibility record initiates a payroll flow to create element entries for all eligible workers. You can view the progress of the process in the **Automatic Entry Status** field. If the status shows that an
error occurred, you can save the eligibility record again to resubmit the flow. If you have access to payroll work areas, you can also monitor the progress of the Generate Automatic Element Entries flow by navigating to the Processes and Reports tab through the Payroll Dashboard, Payroll Checklist work area, or Payroll Calculation work area.

Afterward, any updates to the employment records of eligible workers, including hires and terminations, automatically update, create, or end the element entries, as appropriate.

If you select the **Automatic entry** option for an eligibility record, provide a default value for any required input values.

**Important**

An element with the **Automatic entry** option selected cannot allow multiple entries in the same period.

**Allow Multiple Entries in Same Period**

This option enables you to give a person more than one entry of the element in the same pay period. For example, if you enter overtime hours on a weekly basis for monthly-paid persons, you might need to give a person five entries of an overtime element in each period.

If you are creating a net-to-gross element, you must select **Allow multiple entries in same period**.

**Additional Entry**

This option allows you to add an occasional one-time entry for recurring elements. This additional entry can override or add to the normal entry amount.

**Default Values for Element Entries: Critical Choices**

There are two ways to automatically add entry values in element entries. In both cases, you can set a default value for an input value, override it for a specific group of employees identified by an element eligibility record, and override it for specific employees on their element entries.

**Defining Elements to Provide Default Values at Element Entry Creation**

Elements can be defined to automatically enter a default value when the element entry is created. When you create or edit input values, you can specify a default value. If you do not select the **Apply default at run time** option, then subsequent updates to the default value have no effect on existing element entries. Users can override or change the default value at any time.

**Defining Elements to Provide Default Values at Run Time**

Elements can be defined to automatically enter a default value at run time. To use this method, enter the default value and select the **Apply default at run**
time option for the input value. If you subsequently update the default value, all element entries containing that default value are updated. However, if the default value was overridden on a specific element entry, updates to the default value do not affect that entry. You can clear the entry if you want to restore the default value.

**FAQs for Manage Element Entries**

**What happens if I override an element entry that has a runtime default set at the element’s definition?**

If you override it, then any subsequent changes to the default value on the element or element eligibility definition will not affect the element entry. However, you can clear your entry if you want to restore the default value.

**Why doesn’t my element entry input value display on the Manage Person Details page?**

When you create an input value for an element on the Manage Elements page, you must select it as the special purpose element to have it display as the input value for the element entry on the Manage Person Details page.

**Manage Personal Payment Methods**

**Organization Payment Methods: Explained**

Organization payment methods identify the payment type and the currency to use for payroll payments to workers and for disbursing employee deductions to third parties.

You must define at least one organization payment method for each type of payment and currency that you use to disburse wages and other compensation to your employees. You can also define rules for validating or processing the distribution of payments when you offer more than one option.

The standard configuration is to have one organization payment method for each combination of legislative data group, payment type, and currency.

**Payment Types**

Any payment method that you define must belong to one of the payment types that your enterprise supports.

Each payroll must have at least one valid organization payment method for each payment type available to employees on that payroll. There may be more than one payment method with the same payment type.

The most common payment types are:

- Electronic funds transfer (EFT)
• Check
• Cash

Your enterprise may support a different range of types that are appropriate for your localization. For example, some localizations do not allow cash, some do not support checks, and very few support postal money orders.

The names of payment types can vary by localization. For example, in the US, the payment type for EFT is NACHA; in the UK it’s BACS, and in Australia it’s BECS.

**Note**

When you select the EFT payment type, you can enter EFT information at the organization payment method level, the payment source level, or both. Entries at payment source level take priority over entries at organization payment level.

**Payment Sources**

Payment sources associate bank accounts and other sources of funds with organization payment methods. If you are using Oracle Fusion Global Payroll for payroll processing, each organization payment method that is in use must have at least one valid payment source.

For check and EFT payment methods processed by Global Payroll, the payment source must be associated with an active bank account defined in Oracle Fusion Cash Management. If an organization payment method is associated with multiple payment sources, then the payment method rules determine which payment source is to be used for each disbursement.

You can use the same bank account as a payment source in more than one organization payment method. For example, one bank account may be used to pay both check and EFT payments. The application will not prevent specifying the same name for different payment sources, but it’s best practice to use different naming for each occurrence.

When you have one organization payment method for each combination of legislative data group and payment type, you can use payment rules to determine the appropriate payment source based on tax reporting unit.

**Note**

If you are costing your payments, enter cost account information on the Manage Costing of Payment Sources page in the Accounting Distribution work area for cash, liability, and cash clearing accounts if you are reconciling your payments. You can indicate whether you plan to cost cleared payments and external payments, and transfer final accounting entries to general ledger.

**Payment Rules**

The payment source defined initially is the default payment source. If you add more payment sources, you can add subsidiary information as payment rules. For example, if you have multiple tax reporting units, you can specify which payment source to use for each tax reporting unit.
Having a default payment source ensures that employees are paid if there is a change in tax reporting unit. For example, Company A has multiple independent franchises, each with its own tax reporting unit. If a franchise sells, it will have a new tax reporting unit number, and the payment rule will fail. Instead of issuing errors, payment is made using the default payment source.

You might rather not specify a default payment source when payments cannot be made from the specified payment source in the payment rule. For example, Company B has 30 bank accounts and is very careful not to comingle funds. They leave the default value as No to instead receive notifications that they can resolve manually.

**Default Organization Payment Methods**

You can define as many organization payment methods as required for your enterprise. When you create a payroll, you can select which of organization payment methods are valid for employees assigned to that payroll. You select one method as the default payment method for the payroll. The default payment method is used to determine how to disburse a payment when an employee does not have any personal payment methods specified.

**Note**

The application does not support EFT payment methods as default payment methods because each payee must have a personal payment method with account information to know where the money will be deposited.

**Relationship to Other Objects**

You select organization payment methods when defining other objects, such as payroll definitions, third-party payment methods, and personal payment methods. Organization payment methods are only available for selection if they are effective as of the date the object is being defined or updated.

For example, if you create a payroll definition effective as of 4/1/2012 and want to associate a specific organization payment method as the default, the organization payment method must have an effective start date on or before 4/1/2012. Similarly, when updating or correcting objects to change the organization payment method, the organization must have an effective start date on or before the effective date of the change.

The functional relationship of organization payment methods with other objects is described in this table.

<table>
<thead>
<tr>
<th>Object</th>
<th>Functional Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Payment Method</td>
<td>Associates a person to a specific organization method. If the payment type is EFT, the person’s bank information is included in the personal payment method.</td>
</tr>
<tr>
<td></td>
<td>Employees manage personal payment methods from their portrait. Payroll managers, coordinators, and administrators use the Manage Personal Payment Methods task on the Payment Distribution work area.</td>
</tr>
</tbody>
</table>
| **Third-Party Payment Method** | Enables separate payment information for payments to third parties who are not on the payroll.  
Payments to third parties, such as garnishments or other involuntary deductions, are typically check payments processed separately from the payroll.  
To manage third-party payment methods, payroll managers and administrators use the Manage Third-Party Payment Methods task on the Payment Distribution work area. |
|---|---|
| **Payroll Definition** | Establishes the default payment method for payments to employees who have no personal payment method defined.  
To manage payroll definitions, payroll managers and administrators use the Manage Payroll Definitions task on the Payroll Calculation work area. |
| **Run-Type Payment Method** | Overrides a payroll's default payment method for payments to employees with no personal payment method defined.  
For example, your regular payroll is by EFT but you issue check bonuses once a year. Using the Separate Payment run type, the payment method will overwrite the one of the payroll. However, if a personal payment method of type EFT has been defined for any employee on the payroll, the application will use the personal payment method instead.  
To manage run type payment methods, payroll managers and administrators use the Manage Run Types task on the Payroll Calculation work area. |

### Splitting Up Payroll Payments: Examples

There are multiple ways you can define personal payment methods to allocate payroll payments. The following scenarios illustrate how you can split up payments:

#### Using Fixed Amount Payments

Barbara Franklin wants to save 600 USD before the next holiday season and wants the money transferred electronically as part of her regular payroll payment processing. Barbara is paid semimonthly and can afford to put aside 100 USD each payroll period. At the time when Barbara wants the transfers to start, she adds an electronic funds transfer (EFT) payment method for her savings account, and sets the amount to 100 USD. 

Because Barbara's net payment amount is approximately 1,000 USD each payroll period, the remaining amount of approximately 900 USD will be paid using her default payment method, which transfers her payroll payment to her checking account. Right before the holiday season, when Barbara decides to stop the transfers to her savings account, she deletes the payment method.
Using Percentage Payments
Oscar Bonham has a college fund set up for his children and wants to contribute to it each payroll period. Because Oscar frequently receives bonuses and sales commissions his net payment amount is always changing, so he decides to add a payment method that allocates four percent of his pay to the fund. By using a percentage rather than a fixed amount, Oscar can contribute to the fund at the same rate he earns.

Using a Combination of Payments
Jim McKee works in Arizona, but his wife and children live in Texas. Jim wants 900 USD each payroll period to be transferred to his checking account for his wife's household expenses in Texas, a percentage transferred to his children's college fund, and the remainder paid to him by check for his expenses in Arizona. Because his default payment method is already by check payment, he adds two EFT payment methods, one with his checking account bank details and one the college fund bank account details.

FAQs for Manage Personal Payment Methods

Why can’t I delete, end date, or change the processing order of a personal payment method?

The application prevents any date-effective changes that would cause an overlap of effective records for the default payment method. If there are multiple records for the payment method you are trying to change, ensure that your change would result in a valid default payment method.

Payment methods defined for a person contain date-effective records that allow changes to occur at different points in time. For example, you can define a payment method in advance to be used only from the future date that you specify.

A person’s payroll relationship must have one and only one default payment method in effect at any point in time. If a person has multiple payroll relationships, there must be a default payment method for each payroll relationship. The application protects the integrity of the default payment method.

Why can’t I add or edit banks and branches for personal payment methods?

You cannot edit bank and branch information on the Manage Personal Payment Methods page. Contact your help desk for assistance. You may be able to create banks and branches, if you have the appropriate security privileges.

Manage Payroll Relationships

Payroll Relationships: Explained

A payroll relationship exists between a person and a payroll statutory unit, which is the legal entity responsible for employee payment. Payroll relationships
group person records based on payroll regulatory and statutory calculation and reporting requirements. This grouping enables the aggregation of balances across multiple employment terms and assignment records.

Important aspects of payroll relationships include:

- Creation of payroll relationship records
- Payroll employment model
- Payroll calculation at the payroll relationship level

**Creation of Payroll Relationship Records**

When an HR administrator processes a new hire, the application automatically creates a payroll relationship record for that person. As an administrator adds employment terms or assignments for that person, the application uses several factors, such as system person type, payroll statutory unit, and country-specific relationship mapping rules, to determine whether to create a new payroll relationship record. Predefined mapping rules for payroll relationships also define the payroll relationship types that indicate whether payroll processing can occur. These predefined rules can vary by localization. For example, in the US, the Employee person type maps to the payroll relationship type that is defined to be processed in payroll runs, whereas the Contingent Worker person type maps to a payroll relationship type that is not to be processed in payroll runs.

**Note**

There is no direct association between payroll relationships and work relationships.

**Payroll Employment Model**

The structure of the payroll employment model provides the capability to have employment terms and assignments that can be linked together for calculations based on the payroll statutory unit. Therefore, information must be stored at the various levels of the payroll employment model. This information is used by the various payroll processes.

Your enterprise might be defined to use two-tier and three-tier employment models. The three payroll employment levels are:

- **Payroll relationship**
  
  The payroll relationship is the highest level for which to accumulate balances. Elements assigned at the payroll relationship level are processed in every payroll run. Payroll relationship elements are typically deduction elements, such as tax, pension, social insurance, or court orders.

  Payroll relationships are also used outside of Oracle Fusion Global Payroll to facilitate the extraction of data from HCM that is sent to a third-party payroll provider for payroll processing. For example, payroll coordinators use Oracle Fusion Global Payroll Interface to extract benefits data from HCM and send that data through payroll relationships, along with payroll-related data.

- **Employment terms (three-tier model only)**
  
  Employment terms are commonly used as a middle layer in the payroll employment model to help manage multiple assignments and to satisfy tax and reporting requirements at a lower level than the payroll statutory unit. Elements assigned at the employment terms level are typically
salary, pension, or social insurance elements that vary based upon the employment terms.

**Note**

Employees with multiple terms or assignments that are paid on payrolls using different frequencies, such as Monthly and Semimonthly, must have different employment terms or assignments for each payroll. In a two-tier configuration, payrolls can be assigned to the assignment record; in a three-tier configuration, payrolls can be assigned to the terms record.

- **Assignment**

  Because the assignment is the lowest level of the payroll employment model, elements assigned at this level usually vary from one assignment to another or are specifically for a single assignment. Elements at the Assignment level are typically used for monetary terms and conditions, such as overtime rules, rates, union dues, or bonuses.

The following figure illustrates the comparison between the HR employment model and the payroll employment model in a US example with two legal employers belonging to one payroll statutory unit. In this example, David Ellis has two different employment terms and assignments, and therefore has two work relationships in the HR employment model and one payroll relationship in the payroll employment model.
Payroll Calculation

Payroll relationships represent the association between a person and the payroll statutory unit. Payroll processing always occurs at the payroll relationship level. This means that to access the results of any payroll process, such as calculation or payment distribution, you start by selecting a payroll relationship record.

Note

Although a person may have multiple payroll relationships, payroll balances for that person cannot span payroll relationships.

Transferring Payrolls: Example

The following scenario illustrates the most common time when you would transfer a person’s payroll:

Transferring a Person’s Payroll from Weekly to Semimonthly

Carrie Smith is currently a part-time temporary employee, and her payroll is processed on a weekly basis. Carrie recently accepted an offer to become a full-time permanent employee in the same position, starting one month from now. You can update terms or assignment record to reflect Carrie’s new employment status by transferring Carrie to a payroll appropriate for a full-time permanent employee, such as Monthly or Semimonthly, and setting the effective date for the payroll transfer to the start date one month from now.

Element Duration Dates: Explained

When you hire, terminate, or add or change an employee’s payroll, element duration dates control when element entries for an employee can start or end. You can use the predefined element duration dates or create additional time definitions if required. It is important to understand the predefined dates, how and when they are populated, and how they affect payroll processing.

Predefined element duration dates are:

- First standard earnings date
- Last standard earnings date
- Last standard process date
- Final close date

You can view and manage these dates on the Manage Payroll Relationships page.

First Standard Earnings Date

This is the date on which standard earnings start accumulating. The application sets this date automatically when one of the following actions occurs.
## First Standard Earnings Date

<table>
<thead>
<tr>
<th>Action</th>
<th>First Standard Earnings Date Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire an employee (create an assignment or terms record for the employee)</td>
<td>Hire date</td>
</tr>
<tr>
<td>Add a payroll (on the Manage Payroll Relationship page)</td>
<td>Payroll add date</td>
</tr>
<tr>
<td>Transfer an existing employee to a different payroll (on the Manage Payroll Relationships page)</td>
<td>Transfer date</td>
</tr>
</tbody>
</table>

You cannot change the first standard earnings date.

## Last Standard Earnings Date

This is the date on which standard earnings stop accumulating. The application sets this date automatically when one of the following actions occurs.

<table>
<thead>
<tr>
<th>Action</th>
<th>Last Standard Earnings Date Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>End one or more assignments or terms without ending the payroll relationship.</td>
<td>Termination date (end date of the objects being terminated)</td>
</tr>
<tr>
<td>End all assignments and terms and the payroll relationship</td>
<td>Termination date (end date of the objects being terminated). If multiple terms are ended, the last standard earnings date at the payroll relationship level is set to the latest last standard earnings date for all terms records.</td>
</tr>
<tr>
<td>End a payroll for an employee (on the Manage Payroll Relationship page)</td>
<td>Payroll end date</td>
</tr>
<tr>
<td>Transfer an existing employee to a different payroll (on the Manage Payroll Relationships page)</td>
<td>The day before the transfer date. For example, if the transfer date is January 13, then the first standard earnings date of the new payroll is January 13, and the last standard earnings date of the old payroll is January 12. The last standard earnings date is set at the level (assignment or terms) where the payroll is assigned.</td>
</tr>
</tbody>
</table>

You cannot change the last standard earnings date.

## Last Standard Process Date

This is the last date on which element entries are considered for normal processing in a payroll run. After this date, nonrecurring element entries can be processed up to the final close date. The application sets this date automatically when one of the following actions occurs.

<table>
<thead>
<tr>
<th>Action</th>
<th>Last Standard Process Date Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>End one or more assignments or terms without ending the payroll relationship.</td>
<td>Last day of the payroll period in which the terms or assignment is ended</td>
</tr>
<tr>
<td>End all assignments and terms and the payroll relationship</td>
<td>Last day of the payroll period in which the terms or assignment is ended. If multiple terms are ended, the last standard process date at the payroll relationship level is set to the latest last standard process date for all terms records.</td>
</tr>
</tbody>
</table>
End a payroll for an employee (on the Manage Payroll Relationship page) | Last day of the payroll period in which the payroll is ended
---|---
Transfer an existing employee to a different payroll (on the Manage Payroll Relationships page) | Last day of the payroll period in which the person is transferred. The last standard process date is set at the level (assignment or terms) where the payroll is assigned.

You can modify the last standard process date on the Manage Payroll Relationships page. In most cases, you should not need to modify the last standard process date.

**Final Close Date**

The last date on which element entries can be processed in a payroll run. This is the last effective date of the payroll record. The application does not set a final close date automatically. By default, element entries stay open for processing indefinitely. If you want to limit the length of time that element entries can stay open for processing, you can enter a final close date on the Manage Payroll Relationship page. For example, you can set a final close date to ensure that terminated assignments are not considered for processing after a designated period of time, such as one year after the termination date.

**Note**

When you set a final close date, the application automatically sets the end date of the payroll record. The end date is not set when you use the End Payroll action.

The final close date at the assignment level cannot be later than the final close date at the terms or payroll relationship level. The final close date at the terms level cannot be later than the final close date at the payroll relationship level.

**Payroll Relationship Rules: Explained**

The payroll relationship rule determines what happens when the last employment terms record for a payroll relationship is terminated. The value of this rule is predefined for each localization and cannot be changed.

Each localization uses one of the following payroll relationship rules:

- Lifetime rule
- Continuous period of service rule
- Independent rule

**Lifetime Rule**

When an employment terms record is terminated, the associated payroll relationship remains active, but is no longer associated with an active terms record.
Under this rule, any subsequent terms of the same type and for the same payroll statutory unit will be associated with the existing payroll relationship. This rule is used in Canada, Germany, Netherlands, Singapore, and the United States.

**Continuous Period of Service Rule**

When the last active employment terms record associated with a payroll relationship is terminated, the payroll relationship is also terminated. (Its status is set to inactive on the day following the HR termination date.)

Under this rule, when HR creates a new employment terms, the application looks for an existing payroll relationship of the same type and for the same payroll statutory unit. If one does not exist, a new payroll relationship is created. If one exists, the last standard earnings date of the payroll relationship is validated and:

- If it is later than the new terms start date, the terms record is attached to it.
- If it is earlier than the new terms start date, a new payroll relationship is created.

This rule is used in most localizations, including Australia, China, France, Hong Kong, India, Kuwait, Mexico, Saudi Arabia, Switzerland, United Arab Emirates, and the United Kingdom.

**Independent Rule**

When HR terminates an employment terms record, the associated payroll relationship is also terminated. (Its status is set to inactive on the day following the HR termination date.)

Under this rule, each new employment terms record results in the creation of a payroll relationship. Under this rule, each payroll relationship is associated with only one employment terms record.

**Setting Element Duration Dates for Terminations: Examples**

These scenarios illustrate how to set the last standard process date and final close date for element entries at the assignment and terms levels. (You cannot change the last standard earnings date.)

**Set the Final Close Date to One Year After Termination**

An employee with a single assignment is terminated on June 4. The employee is assigned to a weekly payroll with a period end date of June 10. On termination, the last standard earnings date is set automatically to June 4. The last standard process date is set to June 10. The application does not set a final close date. To limit the number of employees considered for processing each payroll period, you want to set the final close one year after termination:

1. Navigate to the Manage Payroll Relationship page in the Payroll Calculation work area.
2. Search for and open the payroll relationship for this employee.
3. In the payroll employment tree, click the assignment.

   The payroll for this assignment appears in the Payroll Details section. The last standard earnings date, last standard process date, and final close dates appear in the Element Duration Dates section. The final close date is blank, which means that no date has been assigned.

**Note**

In this example, a two-tier employment model is implemented, so payrolls are assigned at the assignment level. In a three-tier employment model, payrolls are assigned at the terms level, so you would click the terms in the employment tree to manage element duration dates.

4. Select the final close date, and click **Edit**.

5. Select June 30 of the following year and save.

**Note**

The latest entry date defined for the severance payment element determines the last date you can enter element entry details for the terminated employee's severance payment. You can view the latest entry date setting on the Element Summary page (Manage Elements task in the Payroll Calculation work area).

---

**Extend the Last Standard Process Date to the End of the Month**

An employee has two terms and is assigned to multiple concurrent payrolls, one weekly and one monthly. One of the terms, assigned to the weekly payroll, is terminated on June 10. The default last standard process date is set to June 15, but you want to extend it to allow compensation payments to be made up to June 30, based on the employee's termination package. To modify the last standard process date at the terms level for the weekly payroll:

1. Navigate to the Manage Payroll Relationship page in the Payroll Calculation work area.
2. Search for and open the payroll relationship for this employee.
3. In the payroll employment tree, click the terms that were terminated.
4. In the Payroll Details section, select the weekly payroll.
5. In the Element Duration Dates section, select the last standard process date and then click **Edit**.
6. Select June 30 as the date and save.

---

**Terminations: How They Affect Payroll Processing**

When a line manager or human resources specialist initiates a termination, dates are set automatically that control when the person's element entries end. Payroll managers and other users with the appropriate security privileges can make date adjustments, such as set the final close date or last standard process date. Payroll
assignments and terms records are automatically made inactive, or the payroll relationship ended, depending on the type of HR termination and the payroll relationship rule used by the localization.

**Settings That Affect Processing**

An element’s latest entry date rule, which is defined when the element is created, determines the last date that you can create or modify entry values for that element. An element’s latest entry date rule can be one of the standard element duration dates (last standard earnings date, last standard process date, or final close date) or a user-defined time definition rule, such as a return date on a company car.

When you are notified of a termination, you can enter a final close date for the employee’s payroll records. The last standard earnings date and the last standard process date are set automatically at the appropriate level in the employment hierarchy (payroll relationship, terms, or assignment), based on the type of termination. You can adjust the last standard process date, although this is not normally required. You cannot change the last standard earnings date.

---

**Note**

In a three-tier employment model, the payroll is assigned at the terms level; in a two-tier model, the payroll is assigned at the assignment level. There is a separate set of element duration dates for each payroll at these levels. If there are multiple assigned payrolls, the latest last standard process date at each level is set to the latest last standard process date for all active payroll records.

---

**How Terminations Are Processed**

When an assignment, employment terms record, or entire work relationship is terminated, the payroll application terminates the appropriate payroll records. The type of HR termination determines which payroll objects are terminated.

<table>
<thead>
<tr>
<th>Type of Termination</th>
<th>Action Taken on Payroll Objects</th>
</tr>
</thead>
<tbody>
<tr>
<td>End assignment</td>
<td>Sets assignment status to inactive.</td>
</tr>
<tr>
<td>End employment terms</td>
<td>Sets the status of payroll terms record to inactive. If the last terms record for a payroll relationship is terminated, the payroll relationship may be terminated, depending on which payroll relationship rule is used by your localization.</td>
</tr>
<tr>
<td>End entire work relationship</td>
<td>Sets the status of all associated payroll terms records and assignments to inactive. The payroll relationship may be terminated, depending on which payroll relationship rule is used by your localization.</td>
</tr>
</tbody>
</table>

When you are notified of a termination, you might perform the following tasks, either manually or as part of a payroll termination flow:

- Update element entries, for example, enter severance payment details on the Manage Element Entries page
- Verify termination dates and element duration dates on the Manage Payroll Relationships page.
• Update personal calculation cards to provide information required for tax reporting on the Manage Calculation Cards page.

If you use Oracle Fusion Global Payroll for payroll processing, your enterprise may have defined a custom payroll termination flow that includes one or more tasks such as the ones listed above. Additional payroll termination tasks may also occur, either automatically or manually, based on the payroll termination flows defined for your legislation. You can use the:

• Payroll Dashboard to view the details of payroll termination flow tasks and navigate to any items requiring attention.

• Payroll Checklist to view the status and results of tasks in an active flow.

FAQs for Manage Payroll Relationships

How can I add or transfer a person's payroll?

To make changes to a person’s payroll relationship, such as assigning a worker to a payroll or transferring a worker to another payroll, look for Payroll Details on the person’s Manage Payroll Relationships page. You may want to select a terms or assignment record on the Payroll Employment Tree to display the appropriate Payroll Details region.

How can I set the final close date or last standard process date for a terminated employee?

You set element duration dates on the terminated employee's payroll relationship record. Use the Manage Payroll Relationship task and click the employee’s assignment to view or update the final close date or the last standard process date.

Manage Costing for a Person

Costing Setup for a Person: Explained

Manage costing for a person at the assignment, terms, and payroll relationship levels of the employment hierarchy. Costing elements at the employment level costs all the elements the person is eligible to receive at that level. If this costing does not apply to a specific element, you can override it by creating separate costing for the element. You can allocate the entire cost to a single account or divide the cost over several accounts.

Costing entered at the person level overrides the same segments defined at other levels of the costing hierarchy, except for priority accounts and cost accounts entered for element entries. You can refer to the tables in the contextual area to determine which segments are available for entry at each level of the costing hierarchy.
Most large enterprises do not capture costing at the person level because of the maintenance effort. Costing at a person level gives you flexibility when you need to closely monitor costs for a group of employees. For example, if you start a new project, and want to assess and track the costs incurred by the salaried employees reassigned temporarily to the project, you might set up costing at the person level for these employees.

**Setting Up Costing for a Person: Worked Example**

This example demonstrates how to allocate costing at the assignment level for a person who divides their time between two managers at different cost centers. This example also shows how to override costing at the assignment level for an element so that it is costed in its entirety.

The following table summarizes the key decisions for this scenario.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In this Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>How long will the employee split the time between cost centers?</td>
<td>January 1, 2013 to June 30, 2013</td>
</tr>
<tr>
<td>What percentage of the employee’s costs are allocated to each cost center?</td>
<td>40 Percent to Sales Cost Center 4153360 Percent to Marketing Cost Center 41577</td>
</tr>
<tr>
<td>Should any elements not be divided between the two cost centers?</td>
<td>Parking Allowance</td>
</tr>
</tbody>
</table>

In this example, Joe creates presentations for the marketing division. You learn that for the next 6 months Joe will spend 40 percent of his time creating presentations for the sales division. The sales and marketing managers have different cost centers. You must split the costs for Joe’s assignment between the two cost centers, except for Joe’s parking allowance, which you continue to cost to the marketing division. First you enter the cost centers and percentages for costing the assignment, then you create override costing for the Parking Allowance element so that its costs are allocated to a single cost center.

**Create Costing for the Assignment**

1. In the Accounting Distribution work area, click the Manage Costing for Persons task.
2. On the Manage Costing for Persons page, search for Joe’s record.
3. In the Search Results section, click Joe’s name.
4. On the Manage Costing for a Person page, in the Costing for a Person Overview section, select Joe’s assignment.
5. From the Actions menu, select **Create Costing**.
6. In the Create Costing dialog, enter January 1, 2013 for date the costing takes effect.
7. In the Create Cost Accounts: Assignment section, click **Add**.
8. Click the **Add** again to add a second row.
9. In the Create Cost Accounts table, complete the fields as shown in this table.
Create Costing for an Element

1. In the Costing for a Person Overview section, select Joe's assignment.
2. From the Actions menu, select **Create Costing of Element**.
3. In the Create Costing window, enter January 1, 2013 as the date the costing takes effect.
4. In the Create Cost Accounts: Assignment section, select the Parking Allowance element.
5. In the Create Cost Accounts: Assignment section, click **Add**.
6. In the Create Cost Accounts table, complete the fields as shown in this table.

<table>
<thead>
<tr>
<th>Percent</th>
<th>Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>41577</td>
</tr>
</tbody>
</table>

7. Click **Save**.

8. Click **Submit**.

The costing remains in effect until you end the record with the date the allocation no longer applies.
Submit Payroll Flows

Payroll Flow Checklist and Flow Tasks: Explained

The payroll flow pattern determines the sequence of payroll flow tasks executed in a payroll flow. Submitting a payroll flow generates a payroll flow checklist.

You can manage a payroll flow by working in:

- The Payroll Checklist work area
- Other payroll work areas for the specific activity phase

Payroll Checklist Work Area

The payroll flow checklist contains the payroll flow tasks required to complete each activity phase of the payroll: preparation, calculation, payment distribution, accounting, and regulatory reporting.

A payroll flow task by default is associated to an activity, but it can recur in the same activity. For example, a payment distribution flow pattern might include a verification task after each type of payment, such as EFT payment and check payment.

The payroll flow checklist shows you the progression of the individual tasks that comprise the payroll flow. You can use the checklist to monitor the status of the payroll flow tasks and to manage the tasks. The checklist owner or flow task owner manages the flow tasks, for example, by reassigning tasks, revising due dates, marking tasks as complete, and performing actions the task supports, such as rollback and retry.

From the payroll checklist, you can navigate directly to the payroll flow task details. For example, you can navigate from the payroll calculation task directly to the Person Process Results page to view a list of workers processed in the payroll run.
**Other Payroll Work Areas**

While working with payroll flows, you can remain in the Payroll Checklist work area or navigate to the other payroll work areas to work on payroll flow tasks and access related payroll tasks.

The activities in the payroll flow checklist correspond to the individual payroll work areas. Each payroll work area includes additional tasks to manage the information processed for that phase of the payroll. For example, the Accounting Distribution work area includes tasks to view journal entries and revise cost allocations, and the Payroll Calculation work area includes tasks to manage payroll relationship information.

**Connecting Payroll Flows: Points to Consider**

When you submit a payroll flow, you can connect the flow to an existing flow or process it separately by entering flow interaction information. Your data security access controls which flows you can view and submit, and therefore, which flows you can connect.

When you submit a payroll flow, the records processed depend on the following considerations.

- **Current payroll flow**
  
  Tasks within the same flow may use the results of preceding tasks to process the current task. For example, in a flow that covers the payments activity, the Generate Check Payments task uses the results of the previous Calculate Prepayments task.

- **Flow interaction**
  
  You can connect flows to process combined results. Connecting flows provides the flexibility to submit a flow and combine the results of previous flows into a new flow, such as combining corrective QuickPay flows with a payroll run flow to generate the combined results for the entire payroll run for the payment tasks.

When working with payroll flows, you can connect flows by one of the following methods:

- Add a flow task to an active flow.
- Connect completed flows to a new flow.
- Merge a new flow with an active flow.

**Connecting a Flow to an Active Flow**

When you submit a payroll flow, you can connect it to an active flow. The active flow lists the connected flow in the Linked Flows section of the Payroll Flow page.

---

**Note**
If you find that when you submit a flow, you frequently add a flow such as a report, add the task to your payroll flow pattern. The next time you submit the flow, the payroll checklist includes the task.

This figure shows the submission of a report connected to an active payroll flow. No task insertion point is specified, so the report is added to the end of the active flow.

**Connecting Completed Flows to a New Flow**

Connect completed or active flows to a new flow to process tasks on the combined results. For example, you might submit a flow to cost payments and connect it to the different payment flows processed during the accounting period.

This figure shows two completed flows, a monthly and weekly payroll flow, connected to a new flow that costs payments.

**Merging a New Flow with an Active Flow**

You cannot combine two flows that are in progress, but you can merge a new flow with the active flow and specify where to merge the flows. Merging flows usually occurs when you combine flows to perform tasks in an activity, such as the payments or accounting activity. You might merge flows to process two sets.
of records in a single prepayments process. For example, if you remove records from the main flow for correction and then process them with several QuickPay flows, you can merge them to calculate the QuickPay payments.

When you merge flows, consider the following questions.

- Does the submitted flow use the same context as the active flow?
  The context is established by the submission parameters, such as the payroll period. For example, you might include a QuickPay in an active payments flow if both flows use the same date to process the payments such as the date paid, but exclude the QuickPay if its date paid occurs in the following payroll period.

- Does the submitted flow include the same tasks as the active flow after the insertion point?
  If the tasks are the same, the application processes both flows if you select the option to **Use to Calculate Results**. If the tasks are not the same, you can specify where to stop the active flow and complete tasks in the submitted flow before returning to the active flow.

### Merging Payroll Flows

These examples illustrate how to merge payroll flows which contain the same tasks or different tasks.

This figure shows a QuickPay flow merged with a payroll flow for a regular payroll run where both flows share the same tasks. In this example, after the payroll calculation in the regular run is complete, the QuickPay calculation starts. The application waits to run the Gross-to-Net task until the task to verify the QuickPay results is complete. The QuickPay flow concludes with the same tasks as the regular run, so the QuickPay results are combined for processing in the regular run.

This figure shows a QuickPay flow merged with a payroll flow for a regular payroll run to combine the results for reviewing reports. In this example, the flows do not include the same tasks. After the payroll calculation in the regular run is complete, the QuickPay calculation starts. After verifying the QuickPay, the application processes the two reports, which include the results of the QuickPay flow. The application returns to the QuickPay flow to process the external payment, and after the QuickPay payment verification task is complete, it processes the payments for the regular run.
Payroll Flow Interaction: Worked Example

This example demonstrates how to connect the Element Result Register to the biweekly payroll cycle to review the results for the current and previous payroll cycles.

The following table summarizes the key decisions for this scenario.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In this Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the name of the current payroll and the flow name you entered for it?</td>
<td>Biweekly payroll, May 31 Biweekly Flow</td>
</tr>
<tr>
<td>What is the name of the Element Result Register to create?</td>
<td>Element Results Register for May Earnings</td>
</tr>
<tr>
<td>Which start and end dates include the two payroll cycles?</td>
<td>May 1 - May 31</td>
</tr>
<tr>
<td>How are you limiting the report results?</td>
<td>Earnings balance category</td>
</tr>
<tr>
<td>Do you want to exclude any QuickPay flows processed during that period from inclusion in the report?</td>
<td>No</td>
</tr>
<tr>
<td>Where will you insert the Run Element Result Register task?</td>
<td>Before the Verify Reports task in the May 31 Biweekly Flow</td>
</tr>
</tbody>
</table>

In this example, the payroll manager wants to submit the element register to narrow the returned results to the elements included in Earnings balance category for the current and previous biweekly payroll periods.

Prerequisites

1. Create a balance category for Earnings that includes the elements that generate earnings balances.
2. Create two payroll cycles for a biweekly payroll, one that has completed processing and ends 15 May, and an active payroll flow that ends 31 May.

Submit the Element Result Register

1. From the Payroll Calculation work area, click the Submit a Process or Report task.
2. On the Select Flow Pattern page, select the Legislative Data Group.
3. From the Process or Report section, select the Run Element Result Register. Click Next.
4. On the Enter Parameters page, complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Flow</td>
<td>Element Result Register for May Earnings</td>
</tr>
<tr>
<td>Process Start Date</td>
<td>May 1</td>
</tr>
<tr>
<td>Process End Date</td>
<td>May 31</td>
</tr>
</tbody>
</table>
5. Click Next.


7. Enter the values in the row, as shown in the table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Payroll Flow</td>
<td>Current</td>
</tr>
<tr>
<td>From Task</td>
<td>Start Flow</td>
</tr>
<tr>
<td>To Payroll Flow</td>
<td>May 31 Biweekly Flow</td>
</tr>
<tr>
<td>To Task</td>
<td>Verify Reports</td>
</tr>
</tbody>
</table>

8. Click Next.

9. On the Review page, review the information you entered previously, then click Submit to submit the report.

   The Element Result Register for May Earnings flow runs after the Run Element Result Register task within the May 31 Biweekly Flow. You can compare the results of both reports after they are completed.

Scheduling Flows: Explained

Schedule a flow to start and to automatically resubmit the flow at a date, frequency, and time span that suits your business practices. Schedule a flow to run once or on a recurring basis using predefined frequencies or formulas you create, such as scheduling a process to run on weekdays but not on weekends. You can schedule a flow, such as an extract, from the Data Exchange work area, or from any of the payroll work areas when you submit the flow.

Scheduling flows includes the following aspects:

- Creating schedules for flows
- Connecting active flows
- Monitoring the status of scheduled flows
- Canceling scheduled flows

Creating Schedules for Flows

Specify scheduling details on the Schedule page when you submit a flow, such as a payroll cycle flow, a report, or an extract process. You can automatically resubmit the flow by specifying a frequency or a formula, and a start date and time. For example, to optimize processing you might schedule an archiving process to start after normal working hours but end before the start of the
nightly process to back up the enterprise’s servers. To restrict the period during which the flow recurs, specify an end date. For example, you might specify an end date for a scheduled statutory report that the government no longer requires you to submit.

When the application submits the next occurrence of a flow at the scheduled time, the application uses the same parameters as the ones originally specified and resets the dates appropriately. The date parameter defaults to the system date. For the delivered extracts, processes, reports, and payroll flows, parameters derived from the defaulted date parameter are automatically incremented. For example, if you schedule a gross-to-net report to run monthly for a monthly payroll, the application uses the same parameters you initially entered for the payroll name, payroll statutory unit, and consolidation group, but increments the process end date. The submitted report covers the payroll period that corresponds to the incremented end date.

To ensure that flow patterns you create dynamically increment the date fields when the scheduled flow is submitted, review the parameter basis for the effective date. The parameter details should specify Context Binding for the parameter basis, and System Date for the basis valu. For example, you might create a flow pattern to extract weekly payroll data that requires the user to enter a process date. You specify the Context Binding for the parameter basis for the process date, and System Date for the basis value. Setting these parameters ensures that the dates the application derives from the defaulted date parameter are incremented appropriately.

**Connecting Active Flows**

When you submit a scheduled flow, you can connect it to other active flows. The scheduled flow interacts with the active flow, but only for the first occurrence, not future occurrences. For example, you might submit a report flow that extracts costing results for an accounting period, and connect it to a flow that calculates payroll, which has the same end date as the accounting period. The application generates the costing report at the point specified in the payroll cycle flow. The next time the costing report runs, it does not connect to another flow.

**Monitoring the Status of Scheduled Flows**

A scheduling icon identifies the status of scheduled flows that have not yet started. As soon as the current flow starts, the application lists the next occurrence on the Overview page of the appropriate work areas. For example, if you schedule a report to verify payroll calculations, the scheduled flow is listed in the Checklist and Payroll Calculation work areas.

If the application server fails when a flow is due to start, the flow instance ends. When the server is running again, resubmit the flow. You do not have to reschedule the recurring flows scheduled to run at a later date.

**Canceling Scheduled Flows**

The options to cancel a scheduled flow depend on the frequency and status of the flow, as shown in the following table.

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Status</th>
<th>Available Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once</td>
<td>Started</td>
<td>Skip</td>
</tr>
</tbody>
</table>
Completing Skipping and Correcting Payroll Flows: Explained

The payroll flow tasks in a payroll flow checklist are sequential. You complete each task before proceeding to the next one, and undo tasks to return to a task that requires correction. If you do not need to perform an individual task, or an entire flow is invalid, you can skip the task or the flow.

Completing Flows

The checklist for a payroll flow lists the manual and automatic tasks required to complete the flow.

An automatic task is complete when the application finishes it successfully and marks it complete. A manual task is complete when you mark it complete or update its progress to 100 percent. With the exception of skipped tasks, you must complete a task before you can update the status as complete.

Use the Payroll Checklist Summary tab to view analytics for the payroll flow and the Task Details tab to monitor the status of manual and automatic tasks. (The Processes and Reports tab of the payroll flow lists automatic tasks only.)

If the task is in error, you correct the errors before proceeding to the next task. If all but a few records process successfully and you do not want to delay the flow, you can remove the records with errors by rolling them back. You can resubmit the task to change the task status to Complete.

Flow patterns sometimes include simultaneous flow tasks. If the tasks are followed by a manual task, you cannot begin the manual task until the previous tasks are complete. For example, if two reports start on the same date, the application begins processing both reports on the same day. You must wait until both reports finish processing before starting the manual task, such as reviewing the report results.

Skipping Flows

You cannot delete or purge a flow or a task, but you can skip tasks or an entire flow if it is no longer valid, such as a flow submitted by error.

Payroll flow or task owners can mark tasks as skipped on the payroll flow checklist. You cannot skip a task in progress, but you can skip manual and automatic tasks that are not started, in error, marked for retry, or rolled back as long as later tasks do not depend on the results of the skipped task.

Payroll flow owners can mark an entire flow as skipped on the Overview page in the payroll work areas as long as the flow does not contain an automatic task that has a status of In Progress.
If you no longer require a task in a flow, edit the payroll flow pattern to permanently remove the task from the flow pattern’s checklist.

**Undoing and Correcting Flows**

Manual tasks serve as stop points where you can review the results of report and process tasks. Manual tasks also serve as the starting point for undoing a sequence of tasks in the payroll checklist.

If you discover a completed task requires more work or correction, you must start with the last completed manual task and undo it, and then undo all intervening tasks until you reach the task that requires correction. The undo begins with a manual task even if that task falls in the next activity. For example, if your last completed manual task is verifying the prepayment results, you must begin with the prepayments verification task to undo a task in the payroll calculation activity.

When you undo a task, you mark it as fully or partially incomplete. Mark a manual task:

- Fully incomplete to roll it back
- Partially incomplete to change the status to Paused so that you can correct and retry records processed by the task.

The following table shows which actions you can perform on tasks listed in the payroll checklist or the Processes and Reports tab of the payroll flow, based on the status of the task.

**Note**

Roll back and Mark for Retry actions depend on whether an individual task supports the task action.

<table>
<thead>
<tr>
<th>Status on Payroll Checklist Task Details Tab</th>
<th>Status on Payroll Flow Process and Reports Tab</th>
<th>Skip</th>
<th>Roll Back</th>
<th>Mark for Retry</th>
<th>Retry</th>
<th>Submit</th>
<th>Resubmit and Force Resubmit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>Not Started</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Started with Potential Errors</td>
<td>Not Started</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Started with Errors</td>
<td>Not Started</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Progress (automatic task)</td>
<td>In Progress</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Progress (manual task)</td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Creating a Daily Schedule for a Payroll Flow that Skips Weekends: Worked Example

This example demonstrates how to create a formula that returns the next schedule date for a flow that is submitted daily on weekdays but not at the weekend.

The following table summarizes key decisions for this scenario.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the formula for a specific legislative data group?</td>
<td>No, this is a global formula for use by any legislative data group.</td>
</tr>
<tr>
<td>What is the formula type for this formula?</td>
<td>Flow Schedule</td>
</tr>
<tr>
<td>Are there any contexts used in this formula?</td>
<td>No</td>
</tr>
<tr>
<td>Are there any database item defaults?</td>
<td>No</td>
</tr>
<tr>
<td>Are there any input value defaults?</td>
<td>SUBMISSION_DATE, SCHEDULED_DATE</td>
</tr>
<tr>
<td>What are the return values?</td>
<td>NEXT_SCHEDULED_DATE</td>
</tr>
</tbody>
</table>

Creating a Fast Formula to Submit a Flow Only on Weekdays

1. Open the Payroll Calculation work area, and click Manage Fast Formulas to open the Manage Fast Formulas page.
2. Click the Create icon to create a new formula.
3. Complete the fields as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formula Name</td>
<td>Daily Weekday Schedule</td>
</tr>
<tr>
<td>Formula Type</td>
<td>Flow Schedule</td>
</tr>
<tr>
<td>Description</td>
<td>Submits Flow Daily Except Weekends</td>
</tr>
<tr>
<td>Effective Start Date</td>
<td>1-Jan-2010</td>
</tr>
</tbody>
</table>

4. Click Continue.
5. Enter the following formula details in the Formula Text section:
FORMULA NAME: Daily Weekday Schedule
FORMULA TYPE: Flow Schedule
DESCRIPTION: Formula to return a date time.
   Returns NEXT_SCHEDULED_DATE;
FORMULA RESULTS:
   NEXT_SCHEDULED_DATE This is a date time value with yyyy-MM-dd HH:mm:ss
   format.
********************************************************************/
/* Inputs */
INPUTS ARE SCHEDULED_DATE(DATE)
/* Calculations */
add = 1
day = to_char(SCHEDULED_DATE, 'DAY')
if (day = 'FRIDAY') then add = 3
NEXT_SCHEDULED_DATE = ADD_DAYS(SCHEDULED_DATE, add)
/* Returns */
RETURN NEXT_SCHEDULED_DATE
/* End Formula Text */
6. Click Compile.
7. Click Save.

Payroll Flow Security and Flow Owners: Explained

Your HCM data role security determines which payroll flows you can submit or
view on the Payroll Dashboard or payroll work areas, including flows delivered
for a single report or process. When you submit a payroll flow, you become the
payroll flow checklist owner.

Payroll Checklist Owners and Task Owners

The payroll checklist owner inherits any task within the flow, unless the payroll
flow pattern specifies a different owner for a task.

A checklist or task owner can reassign a task to someone else. For example, as a
checklist owner, if a task is overdue and the task owner is on leave, you might
reassign the task to another team member.

Payroll Flow Security and HCM Data Roles

HCM data roles secure the access to payroll flows through data privileges and to
the payroll tasks on a payroll checklist through functional privileges.
If you cannot:

• Submit or view a payroll flow, confirm that the data role assigned to you
   includes a security profile for the payroll flow pattern.
Perform a task such as a process or report, confirm that your data role is based on a job or abstract role whose inherited duty roles include necessary functional privilege to perform that task.

In the following figure, both the payroll administrator and the payroll manager are assigned duty roles with the functional privilege to submit a process or report and the data privilege to view the data for the monthly payroll flow pattern. Both the manager and administrator can perform the same task or have that task reassigned to them.

In the following figure, only the payroll manager not the payroll administrator job role inherits the functional privilege to calculate payroll. The payroll manager should not reassign a flow task to a payroll administrator, because the administrator does not have the necessary functional privilege.
Sequencing Rules for Payroll Flows: Explained

When you submit a payroll flow, processes in the flow use and build upon the results of previous processes. To maintain data integrity and prevent deletions, the application determines whether a task should lock the results of previous payroll relationship actions.

Locking the results of payroll relationship actions prevents processing corrective actions, such as retrying a process, until you roll back or mark for retry the process that locks the results. For example, the Calculate Prepayment process locks the results of the payroll relationship actions calculated in the payroll run. Before you can retry the payroll calculation process, you must roll back or mark for retry the prepayment process.

This topic covers:

- Rules for sequenced and unsequenced flows
- How to identify sequencing issues
- How to avoid locking issues
- Processes and reports

Rules for Sequenced and Unsequenced Flows

When you process a payroll, you run a sequence of processes that each perform an action on the payroll relationships included in the payroll calculation. Processes are divided into two categories that determine the locking rules:

- Sequenced

  Sequenced processes follow a consecutive order. With the exception of two corrective processes, sequenced processes do not lock other processes. For example, you typically load element entries before you calculate them in the payroll run. The general rule is that you cannot insert a sequenced action for a payroll relationship if there is sequenced action in the future or an incomplete sequenced action in the past for the person for the same payroll and payroll period.

  For example, if you are processing a payroll and you want to process a QuickPay for the same payroll and payroll period for a person included in the payroll run, you must remove the person from the payroll run, or wait to process the QuickPay until after the payroll run is complete.

  The sequence rules use the process date of the payroll flow. If several flows share the same process date, the sequence number in the database determines the order of processing.

  As an exception to this guideline, two corrective processes create locks. They are sequential and occur after the process that generates the original results. For example, reversing the calculation locks the payroll run results and creates records that negate the run results.

- Unsequenced
Unsequenced processes create locks. You can insert unsequenced actions for a payroll relationship even when other payroll relationship actions occur in the future or in the past. The process is unsequenced because you can insert it between processes. For example, if you have several payment processes, you can submit the Transfer to Subledger Accounting process to transfer the costing for each payments process. When you add an unsequenced process to a flow, you lock the results on which the process depends, in this example, the payment costing results that you are transferring. By locking the results you avoid deletions.

**How to Identify Sequencing Issues**

When you add a process to a flow pattern or submit a process and connect it to a task in an existing flow, consider whether the process will lock the results of previous processes or will not execute because of later completed processes.

Locking problems can occur when you process more than one payroll relationship action for a person for the same payroll and process date. For example, if you submit a QuickPay for a person, and a payroll run with the same payroll and process date for that person is in progress, you cannot complete the QuickPay flow until the payroll run completes.

Locking problems can also occur if you submit an unsequenced process and connect it to an active flow. For example, if you submit an unsequenced process to transfer costs to Oracle Fusion Subledger Accounting, that process locks the payroll run results to preserve the costing calculated for the payroll run results. If you discover a problem with the payroll run results, you must roll back the transfer process to correct the records for the payroll run.

To help you identify locking issues, error messages alert you when the following conditions prevent the payroll flow from completing the task:

- An incomplete sequenced flow for the payroll relationship action exists with a process date on or before the date of the submitted flow.
- A sequenced flow for the payroll relationship action exists with a date later than the submitted flow.
- A payroll relationship action exists later than the date of the submitted flow that you cannot roll back.

**How to Avoid Locking Issues**

The payroll cycle flow lists the tasks in the payroll cycle in the sequence in which they are usually performed. If you insert a process in a flow pattern or submit a process and connect it to an existing flow, consider the following questions:

- Does a sequenced process for the payroll relationship action exist with a date later than the submitted flow?
  
  For example, if you process a payroll relationship in a regular payroll run, you cannot submit a QuickPay for that person for the same payroll and payroll period until you complete the regular payroll run.

- Does a payroll relationship action exist later than the date of the submitted process that you cannot roll back?
  
  For example, if you submit the Create Final Accounting process, it locks the payroll run results and you cannot roll back this process.
Process and Report Rules

The following table lists sequenced processes in the order they are usually processed. All other processes are unsequenced and lock the results of previous processes.

<table>
<thead>
<tr>
<th>Sequenced Processes</th>
<th>Locks Other Processes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Load Initial Balances</td>
<td>No</td>
</tr>
<tr>
<td>Recalculate Payroll for Retroactive Changes</td>
<td>No</td>
</tr>
<tr>
<td>Calculate Retroactive Costing</td>
<td>Yes</td>
</tr>
<tr>
<td>Calculate Payroll</td>
<td>No</td>
</tr>
<tr>
<td>Calculate Gross Earnings</td>
<td>No</td>
</tr>
<tr>
<td>Calculate QuickPay</td>
<td>No</td>
</tr>
<tr>
<td>Reverse Payroll Calculation</td>
<td>Yes</td>
</tr>
<tr>
<td>Adjust Individual Balances</td>
<td>No</td>
</tr>
</tbody>
</table>

Oracle Global Fusion Payroll reports temporarily lock results of previous calculations while running the reports.

The payslip report is the only Global Payroll report that locks the archived payment results, because it creates a permanent report. To correct and resubmit the underlying payment processes, you must roll back the report and the archive process, and then correct the payments. Some localizations create permanent reports from periodic and year-end archive processes.

FAQs for Submit Payroll Flows

How can I fix system errors for payroll flow tasks?

For potential system errors or system errors, refresh the Payroll Flow page in the Payroll Checklist work area to redisplay the status, and if necessary after consulting the help desk, if the task is not in progress, resubmit the task.

Determine if the flow task includes a record that was locked because of a previous process, in which case, wait for the process to complete or roll back the record that produced the lock. For example, if you try to run a supplemental QuickPay for a person before the regular payroll run concludes, you receive a potential system error.

Consult the help desk. A review of the log files can determine the cause of the problem, such as an issue with the environment or server. After resolving the issue, if the status of the task has not changed to In Progress, you can select the task and resubmit it, or if that does not work, select the task to force a resubmit. Resubmitting the task generates notifications if the flow pattern is set up to send them, but if you force a resubmit, no notifications are sent.

If you cannot start the task and it is an optional task or other tasks do not depend on its results, another solution is to skip the task until you can determine the source of the error.
What happens if I change a payroll flow task due date?

It does not affect the payroll flow task’s status or progress displayed on the payroll flow checklist.

You must complete a flow task before beginning the next task. Before updating a due date beyond the next task’s start date, consider whether you have adequate time to perform the next task.

Only checklist owners and task owners can update the due date.

Why can’t I find the payroll flow I want to submit?

You must have security access to the payroll flows you submit. Only the payroll flows you are authorized to submit appear for selection. Your duty role must have Manage Payroll Flow Data privileges, and your security profile must include the payroll flow you want to select. Contact your help desk for assistance.

Why can’t I perform a flow task on a payroll checklist?

Your data role is not based on a job or abstract role that includes the functional privilege to perform that checklist task. If you are the payroll checklist owner or flow task owner, before reassigning a checklist task to another person, ensure that person’s data role includes the necessary functional privilege to perform the task. Contact the help desk for assistance.

Why can’t I submit a flow with a particular payroll as a parameter?

Your payroll security profile does not include the appropriate payroll definition. You must have a privilege that enables you to manage payroll flow data, and your security profile must include the payroll you want to select. Contact your help desk for assistance.

How can I delete a payroll flow?

You cannot delete or purge a payroll flow or payroll flow task, but you can mark an entire flow or flow task as skipped.

You can skip manual and automatic tasks that are in error, marked for retry, or rolled back. Before skipping tasks, confirm that later tasks do not depend on the results of the skipped task.

Checklist owners can mark an entire flow as skipped on the Payroll Flow Checklist page on the Overview tab. Marking the entire flow as skipped marks any remaining uncompleted tasks as complete.

How can I cancel a scheduled flow?

Cancel current and recurring scheduled flows that you own from the payroll checklist. If there is insufficient time to cancel the flow, for example, for a flow that runs continually, consult your help desk about stopping the Oracle
Enterprise Scheduler Service jobs. If the schedule is based on a formula, review the formula to ensure that it does not contain negative numbers that would result in a continuous recurring schedule.

**What's the difference between submitting a payroll flow and a process or report?**

The Submit a Payroll Flow task starts a flow that consists of more than one task. It can include manual tasks as well as report and process tasks, such as a QuickPay or Payroll Cycle flow.

The Submit a Process or Report task starts a flow that consists of a single process or report task, such as Run Payroll Activity Report.

**View Payroll Flow-Based Analytics**

**Monitoring the Status of Payroll Flow Tasks: Explained**

From the Payroll Dashboard and Payroll Checklist pages, and the payroll flow Processes and Reports tab, flow task owners can monitor and update the progress of the payroll flow using the information supplied by notifications, status icons, the due dates, and the percentage of the task completed.

Review the status of a payroll flow by checking:

- Status icons and progress completed information
- Flow task dates
- Notifications

**Status Icons and Progress Completed Information**

The status icons indicate the state such as in progress or in error. While a task is in progress, you can further monitor its status by reviewing the percentage of the task completed.

The application updates the status of automatic tasks. If you own the payroll flow or task, update the progress of manual tasks by updating the percentage of the task that is completed. Before you can begin the next manual task or the application can start the next automatic task, you must update the current manual task to 100 percent complete or mark the status as complete.

The Action menu displays the actions you can take for a task based on its status. Not all tasks support actions such as rolling back or marking a task for retry. For example, the task to the create final accounting does not support roll back actions. Some actions are available only when you change the status. For example, if the task status is Completed, you mark it as incomplete before rolling it back.

The following table shows which actions you can take for a task.
Note

Roll back and Mark for Retry actions depend on whether an individual task supports the task action.

<table>
<thead>
<tr>
<th>Status on Payroll</th>
<th>Status on Payroll</th>
<th>Skip</th>
<th>Roll Back</th>
<th>Mark for Retry</th>
<th>Retry</th>
<th>Submit</th>
<th>Resubmit and Force Resubmit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checklist</td>
<td>Process and Reports Tab</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Started</td>
<td>Not Started</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Started</td>
<td>Not Started</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>with Potential</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Errors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Started</td>
<td>Not Started</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>with Errors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>In Progress</td>
<td>In Progress</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(automatic task)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Progress</td>
<td>In Progress</td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(manual task)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Progress</td>
<td>In Progress</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>with Potential</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Errors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Progress</td>
<td>Error</td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>with Errors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed</td>
<td>Completed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>On Hold</td>
<td>Mark for Retry</td>
<td></td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rolled Back</td>
<td>Rolled Back</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

Task Interdependencies

Restrictions apply to retry, roll back, and submitting tasks in specific statuses. If the status of the task is:

- Completed, all subsequent tasks must have a status of Rolled Back or Marked for Retry before you can roll back or retry the task.
- Rolled Back, On Hold or Marked for Retry, all previous tasks must have a status of Completed before you can submit the task.

Flow Task Dates

The start and due dates for payroll flow tasks are derived from the dates entered when you submit the payroll flow.
Task duration is managed by:

- Flow pattern dates and offsets
- Due dates on the checklist
- Notifications that alert flow task owners

The payroll flow pattern may include start and end dates that are based on flow parameter dates, such as date earned, date paid, and effective date. The flow pattern might offset the start and due dates to ensure adequate time to prepare before a task starts or time to review the results of a task before it ends. For example, the start date to upload a batch of time card entries might be offset by two days to allow you adequate time to ensure that all departments submitted their time cards.

When you complete a flow task, the next task starts automatically unless the payroll flow pattern specifies a start date for it. If a flow task is overdue, you can change its due date to allow more time to complete or correct it, but that extension impacts the following task. You must complete a flow task before starting the next one, so before updating a due date, consider whether adequate time remains to perform the next task.

Notifications

To remind you of upcoming tasks or warn you of tasks that are overdue, you can update the payroll flow pattern to have notifications sent to you, so that you can prepare before a task starts, or investigate and address the source of any delay before a task is due. A Notification Expiration Offset parameter on the Manage Payroll Process Configurations page controls the number of days before a payroll flow notification is automatically deleted.

Depending on the flow pattern settings, a flow task owner receives notifications when a flow task starts, ends, is overdue, or has produced warnings or errors. As task owner, you can view notifications from the Payroll Dashboard or worklist. Completing a flow task removes notifications for the task.

Note

You receive notifications if you resubmit a task but not if you select the Force Resubmit action after correcting an environment or server error that generated an error status for the task that has not started.

FAQs for View Payroll Flow-Based Analytics

How can I receive payroll notifications in the payroll dashboard?

Confirm that you are the payroll checklist owner or the payroll flow task owner named on the payroll flow checklist.

Confirm that the settings for the flow pattern enable notifications for that flow task, such as notifications when a flow task starts, ends, is overdue, or has produced warnings or errors.

Completing a flow task removes related notifications from the Payroll Dashboard.
Load Time Card, Absence, and Benefit Batches

Validating and Transferring Time Entries in Payroll: Explained

Most time card applications and providers apply validation rules when workers submit their time cards, such as a minimum and maximum amount of enterable hours, or rules for overtime entry. When you transfer time card entries to payroll, the payroll application applies validations to ensure, for example, that the person is eligible for the time card element and is not terminated.

Aspects of working with time card entries include:

- Validating time entries
- Resolving transfer errors
- Viewing and correcting time entries

Validating Time Entries

If you are using Oracle Fusion Time and Labor, payroll validations occur when a time card is saved or submitted. After the time card is routed to an approver, such as the manager of the primary assignment, and the status is Submitted and Approved, the application updates the time card status to Ready to Transfer.

When you transfer time card entries to payroll from Oracle Fusion Time and Labor or a third-party supplier, the application validates the time card entries to confirm that the worker has not been terminated and that the worker is eligible for the element. The application rejects time entries for any date beyond the worker's termination date.

Resolving Transfer Errors

If you are using Oracle Fusion Time and Labor, the time entry and calculation rules reduce the likelihood of an error when you transfer the time entries. Depending on the error, you can roll back individual records or the entire transfer process. To coordinate the transfer of corrected time entries to payroll, notify the Time and Labor administrator and provide the administrator with the Oracle Enterprise Scheduler job number of the Load Time Card Batches process. After the administrator corrects the cause of the error in Time and Labor, the administrator can reset the status of the time entries that were not transferred successfully to Unprocessed. The next time you transfer the time cards, the process retrieves the time entries.

If you are using a third-party time provider, you can roll back the Load Time Card Batches process, resolve the transfer error with the time provider, and resubmit the Load Time Card Batches process.

Viewing and Correcting Time Entries

When you transfer time card entries by submitting the Load Time Card Batches process from the Payroll Checklist or Payroll Administration work areas, the application creates a calculation card for each person whose time is transferred.
There is only one time calculation card for each payroll relationship. A time calculation card includes entries for multiple assignments for the same payroll relationship. You can select the Manage Calculation Cards task in the Payroll Calculation work area and view but not update the time entries.

Any updates and corrections must occur in the application the person uses to report time. You can continue to transfer new and updated time entries to payroll until you calculate the payroll for the period that includes the time entries.

**File Format for Importing Time Entries to Payroll**

When you transfer time entries from a third-party provider by submitting the Load Time Card Batches process from the Payroll Checklist or Payroll Administration work areas, you specify the attachment for the XML file. The process creates a new calculation card or updates an existing card for each worker whose time entries are transferred. When creating the file, use the XML file format and XML tags described in this topic.

**XML File Format for Transferring Time Entries**

When you create a file to transfer time card entries to payroll, use the following structure.

```xml
<TIME_CARD_LIST>
  <TIME_CARD>...
    <ACTION>
      <TIME_CARD_ID>
        <MAPPING_ID>
          <MAPPING_NAME>
            <LDG_ID>
              <LDG_NAME>
                <HR_TERM_ID>
                  <TERM_NUMBER>
                    <HR_ASSIGNMENT_ID>
                      <ASSIGNMENT_NUMBER>
                        <LEGAL_EMPLOYER_ID>
                          <LEGAL_EMPLOYER_NAME>
                            <TIME_CARD_START>
                              <TIME_CARD_END>
                                <TIME_ITEM_LIST>...
                                  <TIME_ITEM>
                                    <TIME_TYPE>
                                      <PAYMENT_RATE_ID>
                                        <PAYMENT_RATE_NAME> | <RATE_AMOUNT>
                                          <PERIODICITY>
                                            <FACTOR> | <AMOUNT>
                                              <PERIODICITY>
                                            </FACTOR>
                                          </AMOUNT>
                                        </PERIODICITY>
                                      </PAYMENT_RATE_NAME>
                                    </PAYMENT_RATE_ID>
                                  </TIME_ITEM>
                                </TIME_ITEM_LIST>
                              </TIME_CARD_END>
                            </TIME_CARD_START>
                          </LEGAL_EMPLOYER_NAME>
                        </ASSIGNMENT_NUMBER>
                      </HR_ASSIGNMENT_ID>
                    </TERM_NUMBER>
                  </HR_TERM_ID>
                </LDG_NAME>
              </LDG_ID>
            <MAPPING_NAME>
              <MAPPING_ID>
                <TIME_CARD_ID>
      </ACTION>
</TIME_CARD_LIST>
```

Manage Payroll Transactions 2-21
This table describes the purpose of the tags used in the XML file.

<table>
<thead>
<tr>
<th>XML Tag</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIME_CARD_LIST</td>
<td>Parent tag that contains a set of time cards.</td>
</tr>
<tr>
<td>TIME_CARD</td>
<td>Object that contains the information about a specific time card.</td>
</tr>
<tr>
<td>ACTION</td>
<td>Action to perform, such as CREATE, REMOVE, MODIFY.</td>
</tr>
<tr>
<td>TIME_CARD_ID</td>
<td>Unique identifier for this time card.</td>
</tr>
<tr>
<td>MAPPING_ID</td>
<td>Identifier for the payroll component definition. Specify the Mapping ID or the Mapping Name. If none is included, the process uses the default interface type Import Time XML and attempts to find a mapping.</td>
</tr>
<tr>
<td>MAPPING_NAME</td>
<td>Name used for the mapping. Specify the mapping name or the mapping ID. If none is included, the process uses the default interface type Import Time XML and attempts to find a mapping.</td>
</tr>
<tr>
<td>LDG_NAME</td>
<td>Name of the legislative data group for this record. Specify the identifier or name of the legislative data group. The records in the XML file must belong to the same legislative data group. If you do not include the LDG_ID or the LDG_NAME, the application uses the legislative data group you entered for the Load Time Card Batches process.</td>
</tr>
<tr>
<td>LDG_ID</td>
<td>Identifier for the legislative data group for this record. Specify the identifier or name of the legislative data group. The records in the XML file must belong to the same legislative data group. If you do not include the LDG_ID or the LDG_NAME, the application uses the legislative data group you entered for the Load Time Card Batches process.</td>
</tr>
<tr>
<td>TERM_NUMBER</td>
<td>Number that identifies the employment terms for the time card.</td>
</tr>
<tr>
<td>ASSIGNMENT_NUMBER</td>
<td>Number that identifies the employment assignment for the time card.</td>
</tr>
<tr>
<td>TIME_CARD_START</td>
<td>Start date of the time card.</td>
</tr>
<tr>
<td>TIME_CARD_END</td>
<td>End date of the time card.</td>
</tr>
<tr>
<td>TIME_ITEM_LIST</td>
<td>Tag that contains a set of time items.</td>
</tr>
<tr>
<td>TIME_ITEM</td>
<td>Object that contains information about a specific hour item.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>TIME_TYPE</td>
<td>Name supplied by the time application that maps to the payroll element and calculation component.</td>
</tr>
<tr>
<td>PAYMENT_RATE_ID</td>
<td>Identifier for the rate used to calculate the payment amount.</td>
</tr>
<tr>
<td>PAYMENT_RATE_NAME</td>
<td>Name of the rate used to calculate the payment amount.</td>
</tr>
<tr>
<td>RATE_AMOUNT</td>
<td>Actual rate used to calculate the payment amount.</td>
</tr>
<tr>
<td>AMOUNT</td>
<td>Flat amount used to calculate the rate based on periodicity.</td>
</tr>
<tr>
<td>PERIODICITY</td>
<td>Frequency that determines the rate value, used with amount or rate amount.</td>
</tr>
<tr>
<td>FACTOR</td>
<td>Percentage applied to the rate amount to calculate the payment amount.</td>
</tr>
<tr>
<td>TIME_UNIT</td>
<td>Number of units for the hours item, for example 8 hours is 8 units.</td>
</tr>
<tr>
<td>TIME_UOM</td>
<td>Unit of measure for specifying time unit, such as hours.</td>
</tr>
<tr>
<td>TIME_ITEM_START</td>
<td>Start time for the time item.</td>
</tr>
<tr>
<td>TIME_ITEM_END</td>
<td>Ending time for the time item.</td>
</tr>
<tr>
<td>COST_SEGMENTS</td>
<td>List of the costing segments.</td>
</tr>
<tr>
<td>PROPERTY_LIST</td>
<td>Set of properties for the time item.</td>
</tr>
<tr>
<td>PROPERTY_ITEM</td>
<td>Additional information that is captured. For example, a value definition for the property item State would return State and the name of the State.</td>
</tr>
<tr>
<td>NAME</td>
<td>Name of a property for the time item.</td>
</tr>
<tr>
<td>VALUE</td>
<td>Value of a property for the time item.</td>
</tr>
</tbody>
</table>

Running the Load Benefit Batches Process: Explained

Use the Load Benefit Batches process to transfer pension deduction information from a benefits application to Oracle Fusion Global Payroll or Global Payroll Interface for processing.

Submitting the Process

You can submit the process from the Payroll Checklist or Payroll Administration work areas, or you can add it to a payroll flow pattern so that it runs as part of your regular payroll flow.

To submit the process:

1. Click Submit a Process or Report.
2. Select the Load Benefit Batches process and click Next.
3. Enter a name to identify the flow.
4. Select a process date (this is the date on which transfer process is run).
5. Enter the system-defined ID for the Document of Record for the XML File that contains the pension data.

6. Select a process configuration group if you want to override the default (for example, to collect detailed logging information).

7. Click Next until you reach the review page, then click Submit.

Resolving Transfer Errors
When you load a benefits batch, the application validates the entries to confirm that the worker has not been terminated and is eligible for the deduction. The application rejects entries for any date beyond the worker’s termination date. If the process ends in error, you can roll it back, resolve the error in the source application, and resubmit the Load Benefit Batches process.

Viewing and Correcting Entries
When the process completes successfully, it creates or updates a calculation card for each person included in the XML file. Use the Manage Calculation Cards task in the Payroll Calculation work area to view the new entries on the cards. You can enter or update the following values on the cards, if required: Payee, Reference Number, and Employee Additional Contribution. The other values are view-only and must be maintained in the source application.

File Format for Importing Pension Deductions to Payroll
You submit the Load Benefit Batches process from the Payroll Checklist or Payroll Administration work areas. When you transfer pension information from a third-party provider, you specify the attachment for the XML file. The process creates a new calculation card or updates an existing card for each worker whose pension information is transferred. When creating the file, use the XML file format and XML tags described below.

XML File Format for Importing Pension Deductions to Payroll
When you create a file to transfer pension deduction information to payroll, use the following format.

```
<BENEFIT_LIST>
<BENEFIT>
   <ACTION>
      <BENEFIT_ID>
      <MAPPING_ID>
      <LDG_ID>
      <LDG_NAME>
      
      <HR_TERM_ID>
      <TERM_NUMBER>
      <HR_ASSIGNMENT_ID>
      <ASSIGNMENT_NUMBER>
   
   <LEGAL_EMPLOYER_ID>
   <LEGAL_EMPLOYER_NAME>
   <BENEFIT_START>
   <BENEFIT_END>
   
   <BENEFIT_RATE_ID>
   <BENEFIT_RATE_NAME> | <AMOUNT>
   <PERIODICITY>

```

### XML Tags
This table describes the purpose of the tags used in the XML file.

<table>
<thead>
<tr>
<th>XML Tag</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BENEFIT_LIST</td>
<td>The outer most tag that contains a set of benefits.</td>
</tr>
<tr>
<td>BENEFIT</td>
<td>Tag containing information about a particular benefit.</td>
</tr>
<tr>
<td>ACTION</td>
<td>The type of action that will be performed, such as CREATE, REMOVE, and MODIFY.</td>
</tr>
<tr>
<td>BENEFIT_ID</td>
<td>Unique identifier for the benefit from the source application. Never use the same ID twice to identify another benefit.</td>
</tr>
<tr>
<td>MAPPING_ID</td>
<td>Identifier for the payroll component definition. This ID is used when creating the benefit in payroll.</td>
</tr>
<tr>
<td>LDG_ID</td>
<td>ID of the legislative data group associated with the record.</td>
</tr>
<tr>
<td>LDG_NAME</td>
<td>Name of the legislative data group associated with the record.</td>
</tr>
<tr>
<td>HR_TERM_ID</td>
<td>Unique ID for the HR Terms. You can provide either the TERM_NUMBER or the HR_TERM_ID. If the TERM_NUMBER is being used to identify the HR Term then you must also provide the legal employer details.</td>
</tr>
<tr>
<td>TERM_NUMBER</td>
<td>Number that identifies the employment terms for the pension deduction.</td>
</tr>
<tr>
<td>HR_ASSIGNMENT_ID</td>
<td>This is the HR Assignments unique ID. You can provide either the ASSIGNMENT_NUMBER or the HR_ASSIGNMENT_ID. If the ASSIGNMENT_NUMBER is being used to identify the HR Assignment then you must also provide the legal employer details.</td>
</tr>
<tr>
<td>ASSIGNMENT_NUMBER</td>
<td>Number that identifies the employment assignment for the pension deduction.</td>
</tr>
<tr>
<td>LEGAL_EMPLOYER_ID</td>
<td>ID of the legal employer name that the term or assignment belongs to.</td>
</tr>
<tr>
<td>LEGAL_EMPLOYER_NAME</td>
<td>Legal employer name that the term or assignment belongs to.</td>
</tr>
<tr>
<td>BENEFIT_START</td>
<td>Start date of the benefit.</td>
</tr>
<tr>
<td>BENEFIT_END</td>
<td>End date of the benefit.</td>
</tr>
<tr>
<td>BENEFIT_RATE_ID</td>
<td>ID of the rate that will be used to calculate the payment amount.</td>
</tr>
<tr>
<td>BENEFIT_RATE_NAME</td>
<td>Name of the rate that will be used to calculate the payment amount.</td>
</tr>
<tr>
<td>AMOUNT</td>
<td>Amount that is used to calculate the rate using the periodicity.</td>
</tr>
<tr>
<td>--------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>PERIODICITY</td>
<td>Used with the amount or rate, the periodicity is the frequency that determines the rate value.</td>
</tr>
<tr>
<td>BENEFIT_MAX_ELECTION</td>
<td>Determines the annual maximum election amount that can be processed.</td>
</tr>
<tr>
<td>BENEFIT_REF_NUMBER</td>
<td>Employee's reference number with the provider of the pension (benefit organization).</td>
</tr>
</tbody>
</table>

Transferring Absence Information to Payroll: Explained

You can transfer absence information from Oracle Fusion Absence Management or another absence application to Oracle Fusion Global Payroll or Global Payroll Interface for processing. You must complete the required setup in both applications to enable the transfer. You can transfer entitlement, accrual, final disbursement, and discretionary disbursement information.

Transferring absence information to payroll includes the following aspects:

- Creating elements for absence information
- Setting up absence plans
- Transferring absence entries
- Processing absence entries in payroll

Creating Elements for Absence Information

To process absence information you must create an element using the Manage Elements page in the Payroll Calculation or Setup and Maintenance work areas. Create an element with a primary classification of Absences and a category of Absence. Complete the element template for the type of absence plan that the element supports.

The element template prompts you for the type of plan. Your selection determines the questions that you will need to answer.

After creating the element, create at least one element eligibility record.

If you want to process absence entries in Global Payroll, you must create a payroll formula and associate it to the absence element by creating a status processing rule on the Element Summary page.

Setting Up Absence Plans

In Oracle Fusion Absence Management, create absence plans, which can be Accrual, Accrual with Entitlement, or Entitlement plans. Select the Transfer absence payment information for payroll processing check box in the Payroll Integration section of the Entries and Balances tab on the Create Absence Plan page. Select the element for the plan in the Element field to provide a link between the absence plan, the element, and the calculation component shown on workers’ calculation cards.
Transferring Absence Entries

When an absence is recorded in Oracle Fusion Absence Management, the absence information is automatically transferred to the worker’s absence calculation card.

If you use another absence application, you transfer absence information by submitting the Load Absence Batches process from the Payroll Calculation, Data Exchange, or Payroll Administration work areas. The process transfers absence entries to absence calculation cards, where they can be processed by payroll.

When you submit the Load Absence Batches process, specify an XML file as an attachment. The XML file must use the required file format and XML tags.

Processing Absence Entries in Payroll

You can process the component details on the absence calculation card in a payroll run.

If you use a third-party payroll application, you can create an HCM extract of the absence entries for processing by your payroll application.

File Format for Importing Absence Entries to Payroll

You submit the Load Absence Batches process from the Data Exchange, Payroll Checklist or Payroll Administration work areas. When you transfer absence information from a third-party provider or from Oracle Fusion Absence Management application, you specify the attachment for the XML file. The process creates a new calculation card or updates an existing card for each worker whose absence information is transferred. When creating the file, use the XML file format and XML tags described below.

XML File Format for Importing Absence Information to Payroll

When you create a file to transfer absence information to payroll, use the following format.

```xml
<ABSENCE_LIST>
  <ABSENCE>
    <ABSENCE_TYPE>
      <ACTION>
        <ABSENCE_ID>
          <MAPPING_ID>
            <MAPPING_NAME>
              <LDG_ID>
                <LDG_NAME>
                  <HR_TERM_ID>
                    <TERM_NUMBER>
                      <HR_ASSIGNMENT_ID>
                        <ASSIGNMENT_NUMBER>
                          <ABSENCE_RATE_ID>
                            <ABSENCE_RATE_NAME>
                              <ABSENCE_UNIT>
                                <ADJUSTMENT_UNIT>
                                  <FACTOR>
                                    <PERIODICITY>
                                      <ABSENCE_START>
                                        <ABSENCE_END>
                                          <ABSENCE_DATE_LIST>
```
XML Tags

This table describes the purpose of the tags used in the XML file.

<table>
<thead>
<tr>
<th>XML Tag</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABSENCE_LIST</td>
<td>The outer most tag that contains a set of absences.</td>
</tr>
<tr>
<td>ABSENCE</td>
<td>Tag containing information about a particular absence.</td>
</tr>
<tr>
<td>ABSENCE_TYPE</td>
<td>The type of absence that is being transferred to payroll, such as accrual, accrual with entitlement, or entitlement.</td>
</tr>
<tr>
<td>ACTION</td>
<td>The type of action that will be performed. such as CREATE, REMOVE, and MODIFY.</td>
</tr>
<tr>
<td>ABSENCE_ID</td>
<td>Unique identifier for the absence from the source application. Never use the same ID twice to identify another absence.</td>
</tr>
<tr>
<td>MAPPING_ID</td>
<td>Identifier for the payroll component definition. This ID is used when creating the absence in payroll.</td>
</tr>
<tr>
<td>MAPPING_NAME</td>
<td>Name used for the mapping.</td>
</tr>
<tr>
<td>LDG_ID</td>
<td>ID of the legislative data group associated with the record.</td>
</tr>
<tr>
<td>LDG_NAME</td>
<td>Name of the legislative data group associated with the record.</td>
</tr>
<tr>
<td>HR_TERM_ID</td>
<td>Unique ID for the HR Terms. You can provide either the TERM_NUMBER or the HR_TERM_ID. If the TERM_NUMBER is being used to identify the HR Term then you must also provide the legal employer details.</td>
</tr>
<tr>
<td>TERM_NUMBER</td>
<td>Number that identifies the employment terms for the absence.</td>
</tr>
<tr>
<td>HR_ASSIGNMENT_ID</td>
<td>This is the HR Assignments unique ID. You can provide either the ASSIGNMENT_NUMBER or the HR_ASSIGNMENT_ID. If the ASSIGNMENT_NUMBER is being used to identify the HR Assignment then you must also provide the legal employer details.</td>
</tr>
<tr>
<td>ASSIGNMENT_NUMBER</td>
<td>Number that identifies the employment assignment for the absence.</td>
</tr>
<tr>
<td>ABSENCE_RATE_ID</td>
<td>Unique identifier for the absence rate.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>ABSENCE_RATE_NAME</td>
<td>Name of the rate that will be used to calculate the payment amount.</td>
</tr>
<tr>
<td>ABSENCE_UNIT</td>
<td>Unit of time in which the absence is recorded.</td>
</tr>
<tr>
<td>ABSENCE_UOM</td>
<td>The unit of measure being used for the absence (for example, days, hours or weeks).</td>
</tr>
<tr>
<td>ADJUSTMENT_UNIT</td>
<td>Unit of time in which an adjustment is being made to the absence.</td>
</tr>
<tr>
<td>FACTOR</td>
<td>Factor that is used in the calculation of the absence.</td>
</tr>
<tr>
<td>PERIODICITY</td>
<td>Used with the amount or rate, the periodicity is the frequency that determines the absence rate.</td>
</tr>
<tr>
<td>ABSENCE_START</td>
<td>Date the absence started.</td>
</tr>
<tr>
<td>ABSENCE_END</td>
<td>Date the absence ended</td>
</tr>
<tr>
<td>ABSENCE_DATE_LIST</td>
<td>List of dates in which the absence occurred.</td>
</tr>
<tr>
<td>ABSENCE_DATE</td>
<td>The date the absence is being reported.</td>
</tr>
<tr>
<td>LEAVE_DATE</td>
<td>Date in which the leave of absence took place.</td>
</tr>
<tr>
<td>ACCRUED_DATE</td>
<td>Date in which the absence was accrued.</td>
</tr>
<tr>
<td>OVERRIDING_FACTOR</td>
<td>Factor that is being used to override the calculation of the absence.</td>
</tr>
<tr>
<td>OVERRIDING_RATE_ID</td>
<td>Unique identifier for the rate being used to override the absence.</td>
</tr>
<tr>
<td>OVERRIDING_RATE_NAME</td>
<td>Name of the overriding rate that will be used to calculate the absence.</td>
</tr>
<tr>
<td>OVERRIDING_UOM</td>
<td>The unit of measure being used to override the absence (for example, days, hours or weeks).</td>
</tr>
<tr>
<td>OVERRIDING_UNIT</td>
<td>Unit of time in which an override is being made to the absence.</td>
</tr>
</tbody>
</table>

**FAQs for Load Time Card, Absence, and Benefit Batches**

**Can I correct a time entry in payroll?**

You cannot correct time card entries displayed within the calculation cards. You correct reported time in the time card application and then transfer the time cards to payroll by submitting the Load Time Card Batches process from the Payroll Checklist or Payroll Administration work areas. When the transfer is complete, the person’s calculation card displays the updated time entries. You can continue correcting and transferring entries until the time entries are processed in the payroll run. If you transfer corrected time entries after the payroll run begins, the process creates retroactive entries that are processed in the next payroll.

**What happens if a time card is transferred after the payroll run starts?**

The time entries are not included in the payroll run. Process the time card entries in the current payroll period as an additional payroll run or submit QuickPay calculations, or process the entries as retroactive pay in the next payroll run.
You have several choices depending on the volume of the late time cards and the frequency of the payroll run.

- If several workers submit late time cards, create a payroll relationship group that includes these workers and process a payroll run for the time card entries.

- If only a few workers submit late cards, process the additional time entries separately by submitting the Calculate QuickPay process.

- If the payroll run occurs frequently, you might pay the time card entries in the next payroll run as retroactive pay.

As an example of retroactive pay, you might submit a weekly payroll flow that includes time card entries reported for that week. If you transfer corrections after the payroll calculation begins, the application creates element entries for the adjusted entries. The adjustments are included as retroactive pay in the next payroll run.

**What happens if time is reported beyond a termination date?**

Workers can enter time beyond their termination in many time applications, but the process to transfer those entries to payroll rejects time entries for elements that are end-dated or that occur beyond the termination date.

Often when managers initiate hidden terminations, that information is closely held until the termination date. To avoid release of information on planned terminations, several applications, such as Oracle Fusion Time and Labor, hide and ignore the future termination date until it is formally announced.

Workers reporting time in Oracle Fusion Time and Labor can report time entries beyond their termination date, without any indication that they are ineligible for the time entered. Line managers can view and approve these entries.

To prevent time entries beyond the termination date from transferring to payroll, the Load Time Card Batches process rejects time cards for elements that are end-dated or whose entries occur after the termination date, and for entries where the element eligibility criteria no longer applies.
Manage Event Notifications and Recalculate Payroll for Retroactive Changes

Retroactive Pay: How It Is Calculated

Retroactivity is the process of going back in time to recalculate prior payroll results due to changes that occur after the original calculation was run. Examples of when prior period adjustments occur are:

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

Settings That Affect Retroactive Pay

For retroactive processing, an element must have a retroactive event group attached to it. On the Create Element: Additional Details page, select Yes for the questions "Is this element subject to proration?" and "Is this element subject to retroactive changes?". And select the Entry Changes for Retro retro group. The element is automatically added to the predefined retroactive and proration event groups.

The element you want to process retroactively needs a retroactive event group attached to it. This can be accomplished when creating the element, once you answer the question "Is this element subject to retroactive changes?" If you select Yes, select the retro group of Entry Changes for Retro. The element will be automatically added to the predefined retroactive and proration event groups.

This figure illustrates retroactive setup.
How Retroactive Pay Is Calculated

Retroactive events are viewed or created manually for a person on the Manage Event Notifications page or automatically through a backdated change triggering a retroactive event. From the Manage Event Notifications page, you can download results to Excel to view retroactive events in a report format. If you do not get a retroactive notification that you expect to get, review:

- The originating transaction causing the event
- Element setup
- Element eligibility for the person
- The retroactive event group entities and attributes set up to trigger retroactive events
- The proration event group entities and attributes setup to trigger proration

If the results are as expected, run the Recalculate Payroll for Retroactive Changes process. This process never overwrites historical payroll data. Instead, it creates one or more retroactive entries to receive the process results.

Important

Always run the Recalculate Payroll for Retroactive Changes process immediately before you run a payroll. If you run it after the Calculate Payroll process, retroactive adjustments are held over until the next payroll period.

This figure illustrates retroactive processing for a person getting a pay increase retroactively.
Adding a Retroactive Event Manually: Worked Example

A payroll administrator needs to create a retroactive event manually, instead of automatically triggering one by creating a retroactive adjustment. This example demonstrates how to create a retroactive event manually without creating a triggering transaction.

The following table summarizes key decisions for this scenario.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the current payroll being processed?</td>
<td>Monthly payroll</td>
</tr>
<tr>
<td>What is the current payroll period being processed?</td>
<td>1 November 2011 - 30 November 2011</td>
</tr>
</tbody>
</table>

**Creating a Payroll Relationship Event**

1. On the Manage Event Notifications page, click the **Create** icon to create a new payroll relationship event.

2. On the Create Payroll Relationship Event page, complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Status</td>
<td>Awaiting Processing</td>
</tr>
<tr>
<td>Payroll Relationship</td>
<td>100000012304475</td>
</tr>
</tbody>
</table>
3. Click **Save and Close**.

**Creating a Retroactive Event**

1. On the Manage Event Notifications page, in which you just added, click the person name associated with the payroll relationship 100000012304475, in which you just added.

2. On the Manage Retroactive Events page, enter the data in the Entry Details section, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Element</td>
<td>MONTHLY_SALARY</td>
</tr>
<tr>
<td>Reprocess Date</td>
<td>30 November, 2011</td>
</tr>
<tr>
<td>Retroactive Component</td>
<td>RETRO_MONTHLY_SALARY</td>
</tr>
</tbody>
</table>

3. Click **Save**.

4. Click **Submit**.

**Manage Object Groups**

**Object Groups: Explained**

Use object groups to define subsets of objects used for processing or reporting. There are four types of object groups:

- Element
- Payroll Relationship
- Work Relationship
- Deduction Card

Manage object groups from the Payroll Calculation work area. Load a batch of object groups using the batch loader from the Payroll Administration work area or the Data Exchange work area.

**Element Groups**

Element groups limit the elements processed for payroll, reporting, or cost distribution purposes. There are two usages for an element group:

- **Run group**
  
  Specifies the elements to use in a process.

- **Distribution group**
  
  Defines the grouping of elements to distribute element costing results.

All element groups are static. You select the element classifications to add and then include or exclude additional elements from the group. Or you can select specific elements to include without using element classifications.
Payroll Relationship Groups
Payroll relationship groups limit the persons processed for payroll, data entry, and reporting. When defining the group specify the payroll definition which retrieves the payroll relationships assigned to it. Every group is limited to the payroll relationships assigned to a single payroll that you select. You can further define the group statically or dynamically.

- If you define the group statically, select the payroll relationships, terms, and assignments to include or exclude in the group.
- If you define the group dynamically, use a fast formula of type Payroll Relationship Group to determine the criteria that determines the payroll relationships, terms, and assignments to include in the group. Then you can individually select additional payroll relationships, terms, and assignments to include in or exclude from the group.

Work Relationship Groups
Work relationship groups limit the persons processed for human resources and reporting. For example, you can use work relationship groups in custom extracts. If you define the group statically, select the work relationships, terms, and assignments to include or exclude in the group. If you define the group dynamically, use a fast formula of type Work Relationship Group to determine the criteria that determines the work relationships, terms, and assignments to include in the group. Then you can individually select additional work relationships, terms, and assignments to include in or exclude from the group.

Deduction Card Groups
Deduction card groups are read-only. They are automatically created when deductions cards are created. For example, in the UK, they are used for year-end processing.

Calculate Payroll

Payroll Run Results: How They Are Calculated

The calculation of payroll run results involves identifying the payroll relationships and the element entries that include the earnings, deductions, taxes, and other liabilities. It involves processing a series of gross-to-net calculations based on legislative requirements, and creates run results and balances. You can verify the results by viewing the statement of earnings, run results, and payroll reports. If you are implementing costing, the process also calculates the cost distributions.

Parameters That Affect Processing
When you submit a payroll flow to calculate the payroll run, you supply a unique payroll flow name, payroll name, payroll period, and run type. This required information determines which payroll relationships and element entries to process, and the time period dates to use for the calculations. You can also specify an element group and a payroll relationship group to restrict the people and elements that are processed. You can specify a process configuration group to determine performance parameters such as logging and chunk size.
How Results Are Calculated

Payroll processing occurs at the payroll relationship level. The payroll relationship structure provides the capability to link employment terms and assignments together for calculations based on the payroll statutory unit. Calculating payroll at the payroll relationship level ensures the correct calculation and distribution of earnings and deductions, and the apportioning of costs. The calculation process involves the actions shown in the following figure and explained in the steps below.

The main steps of the payroll run processing are as follows:

1. The calculation process identifies the payroll relationships to process. If you specify a payroll relationship group parameter, the processing is restricted to the people in the group. The status of the assignment is evaluated to determine whether the assignment is included when processing the payroll. The assignment is eligible, if the status is active payroll eligible, suspended payroll eligible, or terminated payroll eligible.

2. The calculation process creates a payroll action representing the payroll run and a payroll relationship action for each relationship processed, with child actions for each run type used in the run. For example, if you process a regular run type (group), the process creates a payroll relationship action for each employee, and a child action for the elements processed for each run type (regular normal, regular process separately, and regular separate payment).

3. The calculation process loads the element entries for the payroll relationship action it is processing into memory. The processing sequence depends on the processing priority of the element, which you can further prioritize by specifying attributes, such as the subpriority. By default, the payroll run processes recurring entries and any unprocessed nonrecurring entries. If you specified an element group parameter, only entries of elements within the element group are processed. Frequency rules and skip rule formulas created for an element further determine when the recurring entries are processed.

In the case of deductions, the deduction card holds information that is referenced by the calculation process. The process accesses calculation factors that indicate the correct values, the calculation type to use in the calculation based on formula contexts, and which deduction range to use. The deduction ranges store the values for calculation rates and rules, and the calculation type.

The calculation process calculates elements enabled for proration if an event occurs that changes the value of an element entry within the payroll period. The calculation process uses the proration formula you defined for the element. Elements enabled for retroactive pay are
processed separately and before the payroll calculation by submitting the Recalculate Payroll for Retroactive Changes task.

4. The calculation process identifies the formula to run. There is at least one standard processing rule associated with each element. The processing rule determines which formula to use when calculating the element for a payroll relationship action. Formula result rules determine how to use the results generated by the formula, for example as a message or as a direct or indirect result. Indirect results affect the further processing of the current element or another element, as defined in the formula result rule.

Some payroll calculations involve multiple steps. For example, the iterative formulas for calculating gross-up earnings include multiple steps, and the formula for calculating a deduction might have a prerequisite step to calculate the exemption amount.

5. At the end of the calculation process, there is one run result value for each element entry value. If the element entry involves currency conversion, the payroll calculation uses the current exchange rate and rounds the monetary result based on the formula rules.

6. For each run result, the process determines which balances the result should feed. For example, the process determines which run result values contribute to gross-to-net balances. The process then writes and updates the balances to the database.

7. If you have implemented costing, the process then calculates the cost and offset entries for your run results.

Example

The following figure shows the results for a regular run in which some elements are processed separately. The payroll calculates the results for the person’s payroll relationship, calculating run result values for entries at the assignment, term, and payroll relationship levels. The pension, tax, and court order entries are processed at the payroll relationship level and are processed in all the run types. The salary element is processed and paid with other earnings. The bonus element is processed separately but paid with other earnings.
Restricting Payroll Processing: Critical Choices

You can control which payroll relationships and which elements to process in a payroll run. You restrict the records processed by a payroll run by selecting payroll relationship groups, element groups, run types, and dates.

Restrict Payroll Relationships Processed
Payroll processing occurs at the payroll relationship level. You can restrict the number of persons by selecting a payroll relationship group when you submit the payroll calculation process. The payroll relationship group uses static or dynamic rules to govern the membership to the group based on payroll relationship, term, or assignment information.

Restrict Elements by Group and Run Types
Restrict the number of elements to process in a payroll run by specifying an element group as a parameter when you submit the flow to calculate the payroll. Specify the run type as a parameter to determine which payroll calculations to perform and how to pay the results. Each run type belongs to a run type method that determines how to process it. The application processes an element in all the run types, unless you set up the element to process separately, or define the element as a trigger for a run type, in which case it is automatically excluded from the other run types.
Some enterprises might define which elements to include in a run type. If you submit a payroll run for this run type, and also specify an element group as a parameter, the element group serves as an override, and the payroll is calculated only for the elements included in the element group.

**Restrict Elements by Rules**

When you create an element, you specify eligibility rules that control who is eligible to receive an element, and skip and frequency rules to control which elements the payroll run processes for that person for a payroll period. Use:

- Skip rules to determine whether the element entry for the person is included or excluded for the payroll run.
  
  For example, a once each period rule stops recurring element entries from processing more than once in a payroll period.

- Frequency rules determine which payroll periods to process the entries
  
  For example, the frequency rule might specify that an element is only processed on the first and third weeks of a month.

**Restrict Elements by Dates**

The payroll definition includes dates used in the payroll run, such as the date earned and date paid. The dates in the table determine which element entries to process.

<table>
<thead>
<tr>
<th>Date</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Date</td>
<td>The process date is an optional parameter for the Calculate Payroll process. This date usually corresponds to the payroll run date of your payroll definition.</td>
</tr>
<tr>
<td>Payroll Period</td>
<td>The payroll period is a required parameter for the calculate payroll process and the payroll cycle flow. This date identifies the payroll period for the payroll you are calculating and is used to determine other dates for processing.</td>
</tr>
<tr>
<td>Date Earned</td>
<td>This date identifies the element entries to include in the payroll run, and the element entries that ended within the payroll period that belong to a proration group. It is defined in the payroll calendar period, but you can override it as a submission parameter, which you might do for a QuickPay run. Entries outside that date are not considered.</td>
</tr>
<tr>
<td>Time Definition</td>
<td>The element has a starting and ending time definition, such as first standard earnings date and last standard earning date, used when calculating elements for new hires and terminations.</td>
</tr>
</tbody>
</table>

**Marking for Retry, Retrying, and Rolling Back Payroll Results: Critical Choices**

You correct payroll results when they contain errors due to missing or inaccurate information, or that you must reprocess due to receiving late information.
Available corrective actions depend on the type of task, its status, if subsequent tasks locked the results of the task, and if there is an error, the cause of the error.

Before processing the correction:

- Determine the status of the task
- Decide which corrective action to use

Determining the Status of the Task

The Action menu displays the actions you can take for a task based on its status. Some actions are available only when you change the status. For example, if you complete a task, you must mark it as incomplete before you can roll it back. The task type also determines what actions you can take.

To preserve data integrity, the results of completed tasks are locked by subsequent tasks that use the results. Before you can edit the results of a completed task, you must undo the results of any completed tasks that follow it. If the completed task was processed in:

- A payroll flow, from the payroll checklist, you undo the tasks from the last manual task that you completed, by rolling back or marking for retry the intervening task or records until you reach the task that contains the records to correct. You can then mark the task as incomplete, roll back or mark the records for retry, correct the records, and retry the task. After the task successfully completes, retry the intervening tasks until you return to your manual task.

- Separate payroll flows, you must identify the flows you subsequently processed that locked the results of the flow you want to correct. Locate the last flow in this sequence, roll back, reverse, or mark the task or the records for retry as appropriate, and then repeat this process sequentially until you reach the flow that contains the records to correct. You can then process the correction, and after successfully completing the correction, retry the intervening tasks in the subsequent flows.

As an example, if you process a flow to calculate the payroll for a regular run, and then process a flow to calculate the payroll for a bonus supplemental run for the same payroll later that day, to correct a record from the earlier run, you must roll back the record in the bonus run, correct and retry the record in the regular run, and then resubmit the bonus run.

Note

If the later flows include tasks where you cannot reprocess individual results, such as report output, you must roll back, reverse, or mark for retry the entire task.

Deciding Which Corrective Action to Use

Most tasks support the actions to mark for retry or roll back entire tasks, a group of results by payroll relationship group, or individual results.

For some tasks that generate files such as reports, checks, and EFT payments, you can retry or roll back the entire task but not individual results. Tasks that
involves other applications do not support rolling back or retrying the task. For example, you cannot roll back or retry the tasks to enter, create, or transfer a batch, because you process these actions with a batch loader workbook. Similarly, you cannot roll back or retry the Create Final Accounting task, because this task transfers the costing results to Oracle Fusion Subledger Accounting for posting to Oracle Fusion General Ledger. You must process a cost adjustment to correct the problem.

The choice of which corrective action to use depends on the scope of the correction and the type of correction. Choose:

- Roll Back when you have no need to keep any record that the task or its results occurred.

  If you discover an error in a person’s record while reviewing the payroll run results that requires additional information or research before you can correct it, for example, you learn that a person transferred after the payroll calculation process began, you can roll back the record to remove the person from the payroll and continue processing the main payroll. After you correct the problem later, you can process the person’s pay in a QuickPay run.

  If you discover numerous problems, such as a batch of missing time cards, you might create a payroll relationship group for these persons, roll back the records for this group, enter the missing element entries, and then resubmit the task to reprocess the records.

- Mark for Retry and Retry to retain the records in the task that do not require correction and reprocess the records that do require correction. For example, if you neglected to modify a Fast Formula for an earning, you might correct the formula and retry the entire Calculate Payroll task to recalculate any records that include an entry for that earning.

- Retrying a task automatically retries records that have an error, so you do not need to mark for retry records with errors that you have corrected.

  In the previous example, the retry process recalculates the records that you marked for retry after you modified the Fast Formula, and recalculate records with errors, thus ensuring your corrections are reprocessed.

**Other Corrective Actions**

The most frequent corrective tasks you use when correcting records in a flow are Mark for Retry, Retry, and Roll Back. Some corrections require different processes or flows to address the underlying issue. You can submit processes and flows for these corrections, such as a QuickPay flow to process records removed from the run, and a flow to cancel a payment made in error. The corrective processes that are available depend on the type of correction, the type of task or record you are correcting, and its status.

**Element Processing Sequence: How it is Determined**

Payroll runs process elements in a predefined sequence, which you can determine.
How Processing Order Is Determined
An element’s primary classification defines a default processing priority for the
element in payroll runs. Lower priority numbers process first.
Most classifications also have a priority range. To set the priority you need to
edit the element on the Element Summary page. This is useful if you need to
establish the order in which the element processes with respect to other elements
in the classification.
Sometimes you must prioritize the processing of certain element entries for an
individual person. For example, you may need to determine the precise order
in which deductions taken for wage attachments process for a person. You can
enter a subpriority number for element entries.

Gross-Up Earnings: How They’re Calculated

When you create an earnings element, you can indicate that it pays a specified
net amount. Use this feature, if you need to pay a person a guaranteed take-
home pay (net) per payroll period, or a bonus of a specified net amount. You can
create a gross-up element for any recurring or nonrecurring earnings element
primary classification:
• Standard Earnings
• Supplemental Earnings
• Taxable Benefits (Imputed Earnings)

Settings That Affect Gross-Up Processing

You define which deductions are used to calculate the gross amount from the
specified net amount.
You must create the element as a gross-up element by answering Yes to the
question “Use this element to calculate a gross amount from a specified net
amount?”
In each element entry, you specify the limits of the gross-up processing as
follows:
• In the Net value, enter the value you want the employee to receive.
• In the To Within value, enter the allowed difference between the desired
amount and the actual amount. This cannot be zero.

Note
If these values are the same across most entries, you can enter a default value on
the element eligibility record.

How Gross-Up Earning Is Calculated

The formulas for net-to-gross processing do the following:
• The predefined iterative formula, GLB_EARN_GROSSUP, takes as input
the desired net amount (Net input value) and the amount by which net
can differ from the desired amount (To Within input value).
• In the first run, the formula sets the lower gross limit to the desired net
amount, and the higher gross limit to twice the desired amount. Then it
runs a function to provide the first guess of the gross. The formula returns
three values to the element’s input values: low gross, high gross, and
additional amount.
• The element’s payroll formula runs. It adds the additional amount to the desired amount to create the gross amount and returns this value to the element’s pay value for the payroll run to process.

• In the next iteration, the iterative formula compares the additional amount to the total value of the balances that are available for gross-up for this element entry. The additional amount must not differ from this balance total by more than the amount you specified in the To Within field.

• If the additional amount equals the balance total, then the iterative processing ends.

• If the additional amount is above or below the balance total by an acceptable margin, then the processing ends and the formula returns the remainder (additional amount minus balance) to the element’s Remainder input value.

• Otherwise, the formula runs the function to generate a better estimate for gross, using the remainder to determine by how much to change the guess. The formula checks the results in another iteration.

**Calculate QuickPay**

**QuickPay: How It Is Processed**

Use QuickPay to perform a payroll run for a single person without waiting for the normal payroll cycle cut-offs. This is typically done when certain person-specific events occur, such as new hire, termination, special payment, or a problem with a payroll run that requires reprocessing. The QuickPay flow calculates payroll run results and prepayments, and then allows you to make an external payment to the individual.

**Settings That Affect Processing**

You specify parameters when you submit the QuickPay flow and then provide additional settings as tasks in the QuickPay flow are executed:

• QuickPay flow parameters
  • Process date of the QuickPay run
  • Payroll relationship for the person whose payroll you are processing

• Flow interaction settings
  Define flow interaction settings if you want to merge a QuickPay flow with an active payroll flow after calculating QuickPay run results or QuickPay prepayments.

• QuickPay calculation settings
  • Payroll
  • Date paid
• Payroll period for the QuickPay
• Date earned. This is the date the payroll run uses to determine which element entries to process. This is typically the last day of the payroll period being processed. The default date earned is derived from the payroll calendar period.
• Run type. Select the type of payroll run, such as regular or supplemental. The run type determines which payroll calculations to perform, which elements to process, and how to pay the results.
• Element Entries. You can exclude element entries that you do not want processed if, for example, an employee does not want to have voluntary deductions taken from a special bonus check. By default, QuickPay processes all element entries for all terms and assignments associated with the specified payroll relationship, based on the run type and other settings you provide.
• QuickPay prepayment settings
  You can specify an overriding payment method, payment source, or both. The payment method and payment source must have been previously defined.

How QuickPay Is Processed

This figure shows the sequence of tasks in a QuickPay flow:

The QuickPay flow is summarized here:

1. The Calculate QuickPay task calculates payroll run results for the person, based on the settings provided.
2. You verify the run results on the View Person Process Results page and mark the verification task as complete.
3. The Calculate QuickPay Prepayments task calculates payment distribution.
4. You verify the prepayment results in the Prepayment Results section of the View Person Process Results page, and then mark the verification task as complete.
5. If payment is being made by an internal payment process, such as Make EFT Payments or Generate Check Payments, you can skip to the end of the flow and then run the payment process now or after processing multiple QuickPays for the same payment method. Select the Skip Flow action for the Make External Payment task to skip the rest of the tasks in the flow and mark the flow as complete. When you are ready, run the payment process, which will pick up unpaid payments from this QuickPay and any others that match the parameters you provide when you submit the process.

If the payment is being made externally, you select the Make Payment action on the Make External Payments page and record information about the external payment, such as the check number and reason for generating the payment manually. The application marks the record as Paid so that it will not be included in the normal payment process.

6. You verify the payment results and mark the task as complete.

Running a QuickPay: Worked Example

This example demonstrates how to run a QuickPay for an employee whose payroll was calculated incorrectly in the main payroll run. In this scenario, the monthly payroll calculation has successfully completed when HR informs you that an employee went on unpaid leave earlier in the month. Since payments have not yet been made, you roll back the person’s payroll calculation, which removes them from the payroll run. You then continue processing the monthly payroll. Once HR confirms the exact details of the employee’s leave of absence, you update the employee’s records and run a QuickPay to calculate payroll and prepayments. You then make an external payment for the correct pay amount.

The following table summarizes key decisions for this scenario.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In this Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which payroll is being processed in this QuickPay?</td>
<td>Monthly</td>
</tr>
<tr>
<td>What is the run type for the QuickPay?</td>
<td>Regular</td>
</tr>
<tr>
<td>Should any element entries be excluded from processing?</td>
<td>No</td>
</tr>
</tbody>
</table>

In this worked example, you will:

- Ensure that prerequisite tasks have been performed.
- Submit a QuickPay flow.
- Calculate and verify payroll run results.
- Calculate and verify prepayments.
- Make an external payment and verify the payment results.

Prerequisites

1. Before calculating payments for the main payroll run, remove the employee from the payroll run by rolling back their run results. To do this, select the Roll Back action from the View Person Process Results page for the Calculate Payroll process. Note that if you had already run prepayments, the run results would be locked and you would not be able to roll them back without first rolling back prepayments.
2. Complete the main payroll run.
3. Make the necessary corrections in the person's payroll or HR data.

Submit the QuickPay Flow
1. Select the Calculate QuickPay task in the Payroll Calculation work area.

Note
You can also select the Submit a Process or Report task and then select the QuickPay flow pattern.

2. On the Submit a Payroll Flow: Select Flow Pattern page, select a legislative data group and click Next.
3. On the Submit a Payroll Flow: Enter Parameters page, complete the following fields and then click Next.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Flow</td>
<td>QuickPay for J Doe</td>
</tr>
<tr>
<td>Process Date</td>
<td>Current date</td>
</tr>
<tr>
<td>Payroll Relation</td>
<td>Payroll relationship for the person</td>
</tr>
<tr>
<td>Reason</td>
<td>Corrective Action</td>
</tr>
</tbody>
</table>

   If you wanted to merge back into the active payroll flow after calculating payroll run results for this person, you would define the flow interaction here.

5. Review the information and click Next.
6. Click OK and View Checklist.

Calculate and Verify Run Results
1. On the Payroll Flow checklist page, click Go to Task for the Calculate QuickPay task.
2. On the Calculate QuickPay page, select Regular in the Run Type field and verify the remaining information in the Details section.
   The Element Entries section refreshes to display all element entries that are processed in the QuickPay run, based on the settings defined in the Details section and rules defined for the element entries themselves. You can exclude certain element entries from being processed by deselecting them. For this example, do not exclude any element entries.
3. Click Submit Process.
4. Click Go to Task for the Verify Payroll Results task.
5. On the View Person Process Results page, click the person’s name in the Search Results.
6. In the Statement of Earnings section, review the information in each of the Quick Reference Summary tabs and verify its accuracy:
• Use the Gross to Net tab to verify pay amounts for each balance listed, including gross pay, deductions, and net payment.
• Use the Paid Time Off tab to verify accruals.
• Use the Deduction Card tab to review details captured on the employee's deduction card.

To access detailed earnings information, scroll down below the Quick Reference Summary and expand the detailed information headers.

7. Display additional results information by clicking Go to Task next to the Statement of Earnings header and then selecting one of the following view options:
   • Costing Results
   • Balance Results
   • Run Results
   • Messages

8. When you have verified run results, click Done to return to the checklist.

9. Select the Verify Payroll Results task and then select Actions - Mark as Complete.

Calculate and Verify Prepayments

1. On the Payroll Flow checklist page, click Go to Task for the Calculate QuickPay Prepayments task.

2. On the Calculate QuickPay Prepayments page, select an organization payment method, payment source, or both, if they differ from the default payment method and source.

3. Click Submit Process.

4. Click Go to Task for the View Prepayment Results task.

5. On the View Person Process Results page, click the person's name in the Search Results.

6. Verify the prepayment results, including the payee, payment method, payment source, and payment amount.

7. Click Done to return to the checklist.

8. Select the View Prepayment Results task and then select Actions - Mark as Complete.

Make External Payment and Verify Payment Results

1. On the Payroll Flow checklist page, click Go to Task for the Make External Payment task.

2. In the External Payments section, select the payment and then select Actions - Make Payment.

3. Enter a check number and the reason you are generating the check externally, then click OK.
The application marks the payment as Paid so that it will not be included if you subsequently run the payment process that would normally include this payment.

4. Click **Done** to return to the checklist.

5. Click **Go to Task** for the Verify Payment task.

6. On the View Person Process Results page, click the person’s name in the Search Results.

7. Verify the payment results and then click **Done** to return to the checklist.

   The payment results shown here should match the prepayment results you verified earlier.

8. Select the **Verify Payment** task and then select **Actions - Mark as Complete**.

**When to Run QuickPay: Examples**

These examples illustrate scenarios where you might want to run a QuickPay flow.

**Employee receives a special bonus to be paid in a separate check**

An employee receives a special incentive bonus, which is paid separately from their regular pay. The employee does not want any voluntary deductions, such as charitable donations or retirement fund contributions, taken from the bonus pay. You run a QuickPay for the employee and provide the following settings on the Calculate QuickPay page:

- In the Details section, select **Supplemental** as the Run Type.
- In the Element Entries section, deselect element entries for all voluntary deductions.

**HR does not complete the new hire process until after payroll has been processed and paid**

A new hire joins the company on the 25th of the month, but the new hire process is not completed until the 28th. By that time, the monthly payroll has already been processed and paid. Rather than make the employee wait until the following month to be paid, you run a QuickPay for the person and make an external payment. Normal processing of the employee’s pay will resume with the next payroll cycle.

**Employee is terminated and requires payroll to be processed and paid immediately**

An employee is terminated in the middle of a payroll period, and HR wants payroll to be processed and paid immediately for this person. Once you update the employee’s payroll information, you run a QuickPay and make an external payment for the employee’s final pay.
You discover an error in an employee's payroll calculation

You have completed calculating the monthly payroll run results and prepayments when HR informs you that an employee went on unpaid leave earlier in the month.

If payments have not yet been generated, roll back prepayments and then roll back run results for this person, which removes them from the payroll run. You can then continue processing payments for the monthly payroll. Once HR confirms the exact details of the employee's leave of absence, you can update the employee's records and run a QuickPay.

If payments have already been generated, cancel the payment for this employee. Canceling a payment voids the original check, prevents it from being reissued in the normal payment process, rolls back prepayments, and reverses the payroll run results. After canceling the payment, you can run a QuickPay.

You have multiple payroll corrections to make and want to process payments for them all at the end of the day

You process QuickPay for several employees throughout the day and want to use the check payment process to make payments for all of them at the same time.

When you run QuickPay for these employees, complete all tasks through verification of prepayments, and then select the Skip Flow action to skip the remaining tasks (Make External Payment and Verify Payments) and complete the flow. This way, the status of the QuickPay payments will remain Unpaid, and they will be included when you run the check payment process for the appropriate payment date, method, and source at the end of the day.

You want to verify bonus payment amounts before running the main payroll

You are processing several bonus payments in the next payroll run, but want to verify the run results for these payments before running payroll. For each person receiving a bonus, you run a QuickPay. After verifying the results of the Calculate QuickPay process and determining that the bonus amount and deductions are calculated correctly, you roll back the Calculate QuickPay process and then use the Skip Flow action to skip the remainder of the QuickPay flow tasks. This marks the QuickPay flow as complete and removes it from the dashboard. When you run the regular payroll, run results for this person are recalculated and payment is generated.

This scenario also applies if you change an employee's payroll information, such as adding a new deduction or updating the tax code, and want to validate the change before the next payroll run.

Merging a QuickPay with an Active Payroll Run: Examples

These examples illustrate how to merge a QuickPay flow into an active payroll flow. Merging is useful if you are running a normal payroll and discover an error in a person's record during results verification. Once you correct the data that caused the error, you can run a QuickPay to recalculate payroll or recalculate
both payroll and prepayments. Then you can merge back into the active payroll flow, rather than continue with the remaining QuickPay tasks.

**Merging with an Active Payroll Run after Calculating QuickPay Run Results**

Scenario: While verifying payroll run results, you discover an error in the pay amount for an employee. You can:

1. Correct the person's payroll information.
2. From the Payroll Flow checklist, navigate to the View Person Process Results page for the payroll calculation process and roll back the payroll calculation for this person, which removes them from the payroll run.
3. Submit a QuickPay flow for the person.
4. Complete the Submit a Payroll Flow: Enter Flow Interaction page as follows:
   - Set the **From Payroll Flow** to the current QuickPay flow.
   - Set the **From Task** to the Verify Payroll Results task.
   - Set the **To Payroll Flow** to the active payroll flow.
   - Set the **To Task** to the Calculate Prepayments task.
5. Run the first task of the QuickPay flow to calculate payroll.
6. Verify the run results and mark the manual verification task as complete. The QuickPay flow ends and merges with the Calculate Prepayments task in the active payroll flow.

**Merging with an Active Payroll Run after Calculating Prepayments**

Scenario: You have calculated payroll run results and calculated prepayments. Upon verifying the prepayments, you discover an error in the deduction amounts for an employee. You can:

1. Correct the person's deduction information.
2. From the Payroll Flow checklist, navigate to the View Person Process Results page for the prepayment process and roll back the prepayment calculations for this person.
3. From the View Person Process Results page for the payroll calculation process, roll back the payroll calculations for this person.
4. Submit a QuickPay flow for the person.
5. Complete the Submit a Payroll Flow: Enter Flow Interaction page as follows:
   - Set the **From Payroll Flow** to the current QuickPay flow.
   - Set the **From Task** to the View Prepayment Results task.
   - Set the **To Payroll Flow** to the active payroll flow.
   - Set the **To Task** to the Archive Periodic Payroll Results task (or the next task after prepayments in the payroll cycle flow.)
6. Run the Calculate QuickPay, Verify Payroll Results, Calculate QuickPay Prepayments, and View Prepayment Results tasks. Verify that the results are accurate and mark the last task as complete.

The QuickPay flow ends and merges with the Archive Period Payroll Results task in the active payroll flow.

**View Results**

**Viewing and Verifying Payroll Run Results: Points to Consider**

View and verify the results of calculating pay for the payroll run or a QuickPay flow to ensure accuracy of your results and to minimize the effort involved in correcting problems you find later. An error in run results typically means an error in your payments as well. You have a choice of ways to review the run results:

- View payroll run results for the entire process or for one person
- Control which details to view
- Run reports to verify results based on different criteria

**Viewing Payroll Run Results**

Decide the scope of the results to view:

- Results for the entire process
  
  Use the Person Process Results page to verify the results for several people in a payroll flow. This page lists all the payroll relationship actions processed in a payroll flow.

  If you do not recall which payroll flow included the results, start with the Payroll Process Results page to locate the payrolls recently processed. From there, you can navigate to the Person Process Results page.

- Results for one person
  
  Use the Person Process Results page to verify individual run results for the payroll flow. Refer to it also when researching results for a person over several payroll periods. For example, you might respond to a query from an employee regarding the outstanding balance on a loan deduction and the payments made over a series of pay periods.

This page provides access to the following information:

- Statement of Earnings
  
  - Use the Gross-to-Net tab to verify pay amounts for each balance listed, including gross pay, deductions, and net payment.
  
  - Use the Paid Time Off tab to verify accruals.
  
  - Use the Deduction Card tab to review details captured on the employee’s deduction card.
• Costing Results: Review the costing results for this person for the selected run. Costing details include only those elements processed in the run that have costing information defined for them. If the results are incorrect, you can process a corrective action.

• Balance Results: Review balance results to confirm that the payroll run has completed successfully, to check that a worker has the correct pay and amount of tax deducted, and to check a balance before and after adjusting it.

• Run Results: Review run results for all elements processed.

• Messages: View messages generated by payroll processes, if any.

Controlling the Details to View
The Person Process Results page shows the results for all the run types processed for the payroll run at the payroll relationship level. You can filter the results:

• Click Control Details on the Process Hierarchy menu bar to display the child processes included in the master process, such as the processes included in a QuickPay or the run types if more than one run type was included in the run.

• Restrict the details displayed for each run type by selecting the employment hierarchy level at which the element entries processed.

• Click Control Details on the Statement of Earnings section to display the different subsections of the Statement of Earnings to personalize your view.

Use these methods to filter the results. For example, if you process a standard run that includes the regular run and regular process separately run types, and the employee has one payroll relationship, with two terms of employment, one of which includes two assignments, you can review the individual results at each level of the employment hierarchy for each run type. For example, you might want to review the taxes deducted for each run type at the payroll relationship level, and the pension amounts calculated at the terms level, and confirm the appropriate earnings at the assignment level.

Running Reports to Verify Payroll Run Results
Use the payroll run reports to view results before calculating prepayments. Reports offer different quantifications of the run results, such as aggregate amounts or detailed listings by element for each payroll relationship. Decide which report to view based on the type of standard verifications your enterprise uses.

From the payroll calculation work area, you can submit and view the results for the following reports:

• Balance Exception Report: Identifies potentially incorrect payments or amounts withheld.

• Gross-to-Net Report: Lists totals for the results calculated from payroll runs, and payroll reversals by elements of pay.

• Payroll Balance Report: Displays balance results of the payroll run.

• Payroll Activity Report: Shows details of the payroll run, balance adjustments, taxes, payment information, and employer liabilities.
• Element Results Register: Lists elements and pay values for each payroll relationship action.

FAQs for View Results

**How can I identify the payroll flow that includes a specific element for an employee?**

Submit the Element Result Register to confirm that the payroll included the element, to determine the value paid the employee, and the name of the payroll flow where the element results were calculated. When you submit the Element Result Register, you must enter the payroll name and the end date. If you do not know which payroll the person is assigned to, query the person’s payroll details on the Manage Payroll Relationships page to identify the person’s assigned payroll.

**How can I remove someone from the payroll run?**

Roll back the person’s record from the View Person Process Result page, which deletes the record. If you have already processed later actions for the person, such as prepayments, you must roll back these actions before you can roll back the payroll run results for the person.

Remove a person from the run if you discover a problem that requires corrections that would delay the payroll run. You can remove the person, make the corrections, and process a QuickPay action.

**Why isn’t an element included in a person's payroll run results?**

Confirm from the Person Process Results page Statement of Earnings section or the Element Results Register whether the element was included in the payroll calculation. If you do not find it in the report or the Statement of Earnings, follow these steps.

<table>
<thead>
<tr>
<th>Action</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the parameters for the payroll flow to determine if a payroll relationship group was specified, or an element group was specified that restricts the element processed in the run.</td>
<td>Payroll Flow</td>
</tr>
<tr>
<td>If the payroll parameters specified a payroll relationship group and element group, query these groups to confirm that the payroll relationship group includes the person, and that the element group includes the element.</td>
<td>Manage Object Groups</td>
</tr>
<tr>
<td>Review the element entries, and if the element is not listed there, review the element eligibility information to ensure the person is entitled to receive the element. For deduction elements, you might review the deduction card information to ensure the details are up-to-date.</td>
<td>Manage Element Entries, Manage Personal Deductions</td>
</tr>
</tbody>
</table>
If you recently hired or terminated the person or transferred the person to a new payroll, query the employee, and review the person's assigned payrolls and element duration dates to ensure that the element falls within the duration dates.

<table>
<thead>
<tr>
<th>Manage Payroll Relationships</th>
</tr>
</thead>
</table>

Confirm that the run type for the payroll run includes the element.

<table>
<thead>
<tr>
<th>Manage Run Types</th>
</tr>
</thead>
</table>

**What's the difference between retrying a payroll process and retrying a payroll calculation?**

Use the Retry Payroll Process task to reprocess all tasks except the tasks to Calculate Payroll and Recalculate Payroll for Retroactive Changes. Submit the task to rerun the selected payroll process and to recalculate the results.

Use the Retry Payroll or Retroactive Calculation task to retry only the tasks to Calculate Payroll and Recalculate Payroll for Retroactive Changes. Submit the task to recalculate the payroll run results, such as the gross-to-net results, or to recalculate retrospective changes that were not included in the original payroll run.

**When does a balance display on the Statement of Earnings?**

After you calculate the payroll, you can view balances on the Statement of Earnings section of the Person Process Results page. Balances are not automatically included for the Information balance group, nor for the Gross-to-Net balance group for legislations not predefined by Oracle. You must load these balances and the balance groups before you can view their results in the Statement of Earnings.

**View Reports**

**Payroll Calculation Reports: Overview**

Payroll managers can use a number of reports to verify payroll calculations and payroll run results. Run these reports from the Payroll Checklist and Payroll Calculation work areas.

<table>
<thead>
<tr>
<th>Report Task</th>
<th>Purpose</th>
<th>When to Run</th>
<th>Example of Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Balance Exception Report</td>
<td>Identify values that vary compared to other values for the same balance dimension that could indicate potential overpayments or underpayments.</td>
<td>Run after calculating the payroll run or QuickPay run.</td>
<td>View to identify potentially incorrect payments or amounts withheld.</td>
</tr>
</tbody>
</table>
### Balance Exceptions: Examples

Balance exceptions define the criteria that you want to use in Balance Exception reports to identify overpayments, underpayments, and trends. This information can help detect the balance adjustments needed to correct payments and identify people in your organization who are leading in specific areas such as sales. The following examples illustrate two of the different types of balance exceptions that you may want to include in your Balance Exception reports.

#### Tracking Increases in Commissions

InFusion US plans to train incoming sales staff on productivity techniques. To identify exceptional sales staff in the organization, you can run a report that lists workers whose commissions increased by 25 percent from the previous period.
To find out who the sales leaders are, set up a balance exception using the values described in the following table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Exception Name</td>
<td>Commission Increases Over 25 Percent</td>
</tr>
<tr>
<td>Comparison Value</td>
<td>1</td>
</tr>
<tr>
<td>Comparison Type</td>
<td>Previous period</td>
</tr>
<tr>
<td>Variance Type</td>
<td>Percent</td>
</tr>
<tr>
<td>Balance Name</td>
<td>Commissions</td>
</tr>
<tr>
<td>Variance Operator</td>
<td>Greater than</td>
</tr>
<tr>
<td>Dimension Name</td>
<td>Relationship Period to Date</td>
</tr>
<tr>
<td>Variance Value</td>
<td>25</td>
</tr>
</tbody>
</table>

**Tracking Gross Earnings**

Before InFusion US certifies its current payroll run, the payroll manager wants to know if gross payments are in line with the previous payroll run, which verified the established levels of earnings that it wants to maintain for the remainder of the quarter. These entries are reviewed for reasonableness. The table below explains how to set up a balance exception to find out if gross earnings exceed 10 percent compared to the previous period:

<table>
<thead>
<tr>
<th>Field</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Exception Name</td>
<td>Gross Earnings</td>
</tr>
<tr>
<td>Comparison Value</td>
<td>1</td>
</tr>
<tr>
<td>Comparison Type</td>
<td>Previous period</td>
</tr>
<tr>
<td>Variance Type</td>
<td>Percent</td>
</tr>
<tr>
<td>Balance Name</td>
<td>Gross Earnings</td>
</tr>
<tr>
<td>Variance Operator</td>
<td>Greater than</td>
</tr>
<tr>
<td>Dimension Name</td>
<td>Relationship Period to Date</td>
</tr>
<tr>
<td>Variance Value</td>
<td>10</td>
</tr>
</tbody>
</table>

**Creating a Balance Exception Report: Worked Example**

This example demonstrates how to create and run a balance exception report. The report compares the total payments you made to your employee population for the current payroll period with the payments that were made to your employee population in the previous payroll period.

The following table summarizes the key decisions for this scenario.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What legislative data group should I use?</td>
<td>InFusion US</td>
</tr>
<tr>
<td>Which balance type should be used?</td>
<td>Net Pay</td>
</tr>
</tbody>
</table>
What period of time should the balances be compared to? | Previous period
---|---
How many periods do you want to compare the net pay balances to? | 1

Creating a balance exception report includes the creation of a balance exception, the creation of the report, and then running the report.

**Creating a Balance Exception**

To derive net pay amounts for the previous period:

1. Open the Payroll Calculation work area, and then click **Manage Balance Exceptions**.
2. Click **Create**.
3. Select the InFusion US legislative data group and click **OK**.
4. Complete the fields as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Exception Name</td>
<td>Compare Net Payment Amounts to the Previous Period</td>
</tr>
<tr>
<td>Balance Name</td>
<td>Net Payment</td>
</tr>
<tr>
<td>Dimension Name</td>
<td>Relationship Period to Date</td>
</tr>
<tr>
<td>Comparison Type</td>
<td>Previous period</td>
</tr>
<tr>
<td>Comparison Value</td>
<td>1</td>
</tr>
</tbody>
</table>

**Note**

For comparison types that begin with *Previous*, the application enters 1 as the default value and makes it read only.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variance Type</td>
<td>Percent</td>
</tr>
<tr>
<td>Variance Operator</td>
<td>Greater than</td>
</tr>
<tr>
<td>Variance Value</td>
<td>10</td>
</tr>
</tbody>
</table>

5. Click **Save** and then click **Submit**.

**Creating a Balance Exception Report**

1. In the Tasks pane, click **Manage Balance Exceptions and Reports**.
2. Click **Create**.
3. Select the InFusion US legislative data group and click **OK**.
4. Complete the fields as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exception Report Name</td>
<td>Compare Net Payment Amounts to the Previous Period</td>
</tr>
</tbody>
</table>
5. Click Add.

6. Select the **Compare Net Payment Amounts to the Previous Period** balance exception name and then click **OK**.

7. Click **Save** and then click **Submit**.

### Running the Balance Exception Report

1. In the Tasks pane, click **Submit a Process or Report**.
2. Select the InFusion US legislative data group.
3. Select the Run Balance Exception Report flow pattern and then click **Next**.
4. Complete the fields as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Flow</td>
<td>InFusion Weekly Balance Report</td>
</tr>
<tr>
<td>Process End Date</td>
<td>9/7/12</td>
</tr>
<tr>
<td>Balance Exception Report</td>
<td>Compare Net Payment Amounts to the Previous Period</td>
</tr>
<tr>
<td>Payroll</td>
<td>InFusion US Weekly</td>
</tr>
</tbody>
</table>

5. Click **Next**.

6. Click **Next**.

7. Click **Submit**.

8. Click **OK and View Checklist**.

9. In the task list click **Go to Task** for the Run Balance Exception Report.

10. Click the **View Results** link associated with the process number for the report.

11. When the View results page opens, click the report link. The output is in PDF format.

### Deduction Report

Run the Deduction Report every pay period to validate the deduction amounts being processed.

Payroll managers can run this report from the Payroll Calculation work area.

**Report Parameters**

The parameter values determine which records to include in the report. Most parameters are self-explanatory, while the following have special meaning in the context of this report:

**Process End Date**
The last effective date of the payroll runs or QuickPay runs to include in the report.

**Process Start Date**

The first effective date of the payroll or QuickPay runs to include in the report. Leave this blank to include all effective dates up to the Process End Date.

**Report Results**

The report provides details of payroll deductions processed for the specified period, including the following key fields:

<table>
<thead>
<tr>
<th>Report Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Date</td>
<td>The effective date of the payroll or QuickPay run. The report can include multiple payroll runs depending on the process date range specified when the report was run.</td>
</tr>
<tr>
<td>Actual Deduction</td>
<td>Amount deducted from the person’s pay for this deduction element.</td>
</tr>
<tr>
<td>Current Arrears</td>
<td>Amount of arrears taken within the specified period.</td>
</tr>
<tr>
<td>Remaining Amount</td>
<td>Balance of the total owed less the amount accrued for the deduction.</td>
</tr>
</tbody>
</table>
Calculate Payment Distribution: Overview

Before distributing payroll payments, use the Calculate Payment Distribution tasks to calculate the distribution of payments and verify the prepayment calculations.

Calculating Prepayments

The Calculate Prepayments task calculates the distribution of payroll payments based on employees' personal payment methods. Calculate Prepayments is an automatic task in your normal payroll cycle flow, occurring after you have calculated payroll and verified the payroll run results. You can also run this task as a standalone process in the Payment Distribution work area.

When you submit this process, you specify the payroll and the process start and end date. You can override the default payment method by specifying a payment source for this payroll run. You can also specify additional parameters to limit the scope of the process, such as consolidation group.

You can view prepayment results on the View Person Process Results page. The prepayment calculation process uses the results of the payroll run process, which calculates the gross-to-net payment. To ensure data integrity, the prepayment
process locks the payroll run results, so they cannot be changed without also changing the prepayment results. Thus, if you need to roll back payroll run results, you must first roll back prepayments.

**Verifying Prepayments**

Use the Verify Prepayments manual task to review and verify prepayment results to ensure they are accurate before generating payments. Verify prepayment results for individual records on the View Person Process Results page to ensure that the payee, payment method, pay amounts and deductions are accurate.

Once you have verified that all prepayments are correct, return to the checklist and mark the Verify Prepayments task as complete.

**Taking Corrective Action**

If you find problems, you can correct the underlying data and then do one of the following:

- Retry the prepayments process, if it did not complete successfully.
- Roll back the prepayment results, if you want to restore the previous values and remove any record of the prepayment calculation results. You can only roll back the prepayments process if payments have not yet been made.

Once you have verified that all prepayments are correct, return to the checklist and mark the Verify Prepayments task as complete.

**Verifying and Troubleshooting Payments: Explained**

You should review and verify the results of each process in a payroll or QuickPay flow before continuing with the next one to ensure accuracy of your results and to minimize the effort involved in correcting any problems you find. It is particularly important that you verify payroll run results and prepayment results before you generate payments. Although you can take corrective action after payments have been made, it is much easier to roll back a calculation than to cancel and reissue payments.

To ensure that payments are correctly processed, carefully review and verify payment information as follows:

- Verify payroll run results and review payroll validation reports before calculating prepayments
- Verify prepayment results before generating payments
- Verify payment results and review available reports, and take corrective action as needed

**Verifying Payroll Run Results**

Before you calculate prepayments, verify that the payroll run results are accurate. An error in run results typically indicates an error in your payments as well.
Use the following payroll reports to verify run results:

- Gross-to-Net Report
- Balance Exception Report
- Element Result Register
- Payroll Balance Report
- Payroll Activity Report

Use the View Person Process Results page for the Payroll Calculation process to verify individual run results. This page provides access to the following information:

- **Statement of Earnings**
  - Use the Gross to Net tab to verify pay amounts for each balance listed, including gross pay, deductions, and net payment.
  - Use the Paid Time Off tab to verify accruals.
  - Use the Deduction Card tab to review details captured on the employee’s deduction card.

- **Costing Results**. Review the costing results for this person for the selected run. Costing details include only those elements processed in the run that have costing information defined for them. If the results are incorrect, you can process a corrective action.

- **Balance Results**. Review balance results to confirm that the payroll run has completed successfully, to check that a worker has the correct pay and amount of tax deducted, and to check a balance before and after adjusting it.

- **Run Results**. Review run results for all elements processed.

- **Messages**. View messages generated by payroll processes, if any.

Your organization may have additional localization-specific or other custom reports.

If you find errors, correct the underlying data and use the standard flow task corrective actions, Retry and Mark for Retry. If you discover an error in a person’s record that requires additional information or research before it can be corrected, you can roll back the record, thus removing the person from the payroll run. This allows you to continue processing the main payroll. You can later correct the problem and process the person’s payroll in a QuickPay run. If you find multiple problems in the payroll run, you may want to roll back the entire process and then rerun it after making all necessary corrections.

**Verifying Prepayments**

If you are running the Calculate Prepayments task as a standalone process, review and verify the results on the View Payroll Process Results page, including the payee name, organization payment method, payment type, currency code, payment amount, and prepayment date.
If you discover an error in prepayment results, use Retry, Mark for Retry, and Roll Back task actions. You can roll back the record for an individual or roll back an entire process if necessary.

**Verifying and Troubleshooting Payments**

After generating payments, verify the Payment Results section on the View Person Process Results page for the particular payment process. The information shown here should be the same as the information displayed in the Prepayment Results section, which you reviewed and verified earlier.

Use the Payroll Register to verify total payment amounts per balance category and compare payment values to previous periods. Use the Payment Register summary report to verify the total amounts paid by payment category, type, and method. Use the detail report to validate payments for each employee, including the payment amount, bank, and check information.

If you discover an error after payments have been generated, you cannot simply roll back the payment process. You must decide the appropriate action to take based on the source of the problem.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Available Corrective Action</th>
</tr>
</thead>
</table>
| The check is correct, but was lost, stolen, or destroyed. | You can:  
  - Void the original payment and reissue using the normal payment process, or  
  - Void the original payment and make an external payment to replace it. |
| The check is correct, but a duplicate check was printed by mistake. | Void the duplicate payment and prevent reissue of payment. |
| The pay amount for the check is incorrect. | Cancel the payment, correct the underlying problem, and do one of the following:  
  - Run QuickPay to calculate and generate a new payment.  
  - Use the Recalculate Payroll for Retroactive Changes process to calculate the overpayment or underpayment and adjust next payment accordingly. |
| The check was generated in error. | Cancel the payment and do not reprocess. |

**FAQs for Calculate Payment Distribution**

**What’s the difference between rolling back and reversing a payment action?**

Rolling back a process deletes the action and leaves no audit trail. For example, you might roll back the prepayment process if you discover an error before generating payments.
The reversal process reverses the payroll calculation, generating a negative run result to offset the original run result, and leaves an audit trail. Once the payment process has been run, you can no longer roll back; you must reverse the payroll calculation. For example, you might reverse the calculation for a payment that was generated in error and was not issued. You can reverse any process that produces run results, including a normal payroll run and a QuickPay run. The Cancel Payment flow includes the Reverse Payroll Calculation task.
Distribute Payroll Payments

Distribute Payroll Payments: Overview

The Distribute Payroll Payments activity comprises several tasks related to making payments. You typically make payroll payments as part of your normal payroll cycle flow. You can also generate payments as part of a QuickPay flow or as a standalone process.

This figure shows the sequence of payment distribution tasks for a sample payroll cycle flow. Your payroll cycle may include additional tasks. For example, some localizations support cash payments.

Generating Check Payments

The Generate Check Payment process generates check payments, in a predefined format, for all payees (including third-party payees) with a method of payment.
of check and a net pay greater than zero. The format of printed checks and the information printed on the checks and check stubs vary based on your organization’s needs and statutory requirements. Typically, you generate checks as part of the normal payroll cycle flow, but you can also run this as a standalone process in the Payment Distribution work area.

When you submit the check payment process, you select the payroll, process end date, organization payment method, and starting check number. Optionally, you can specify additional parameters to limit the scope of the process, such as the process start date, payment source, overriding payment date, ending check number, and consolidation group. Before you begin printing checks, ensure that the starting check number in the system matches the printed check. If your preprinted checks come in batches, use the ending check number parameter to specify the last number of the check number range.

You can view the results of the check payment process on the Payment Results section of the View Person Process Results page.

**Making EFT Payments**

The Make EFT Payment process generates electronic funds transfer (EFT) payments, also referred to as direct deposit payments, for all payees (including third-party payees) with a method of payment of EFT. Typically, you make EFT payments as part of the normal payroll cycle flow, but you can also run this as a standalone process in the Payment Distribution work area.

When you submit this process, you select the payroll, process start and end date, and organization payment method. Optionally, you can specify additional parameters to limit the scope of the process, such as a payment source, overriding payment date, and consolidation group. You can view the results of the EFT payment process on the Payment Results section of the View Person Process Results page.

**Making External Payments**

You can make external payments as necessary to address special situations where you do not want to use the normal payment process. For example, you may want to make an external payment to replace a lost check that you have voided or create a final payroll check for a terminated employee. Or, you may want to pay using a different payment type or payment source than specified in the payment process. The Make External Payment task is part of the QuickPay flow and can be run as a standalone process. You can also select an external payment action from the View Person Process Results page for payments with a status of Void or Unpaid. External payment actions are:

- Make payment from same bank account
- Make payment from different bank account
- Make other form of payment

For each action, you can specify a reason and a check or payment number. For payments to a different bank account, you must specify the payment source. For other forms of payment, you must specify the payment type and payment source.

**Archiving Periodic Payroll Results**

Archiving periodic payroll results makes them available for reports, such as the payroll register and payslips. The archive process is an automatic task within
the normal payroll cycle flow, occurring after payments are generated. (Some localizations use a check payment process that uses archived payroll data. For these localizations, the periodic payroll archive must be run before generating check payments.) You can also run this task as a standalone process in the Payment Distribution work area.

When you submit this process, you specify the payroll and the process start and end date. Optionally, you can specify additional parameters to limit the scope of the process, such as consolidation group. You can view the results of the archive process on the View Person Process Results page.

**Running the Payroll Register**

The Payroll Register is both a verification tool and an audit trail. This report has a summary and detail version. The summary report shows totals for hours, earnings, and deductions by payroll statutory unit and tax reporting unit; the detail report shows complete payroll run details for each employee. The Run Payroll Register task is an automatic task within the normal payroll cycle flow, occurring after the archive process. You can also run this task as a standalone process in the Payment Distribution work area. The Payroll Register retrieves archived payroll results, so be sure that run results have been archived before running this report.

When you submit this process, you specify the payroll and the process start and end date. You can also specify additional parameters to limit the scope of the process, such as payment source, and consolidation group. You can view the report on the View Person Process Results page.

**Generating and Verifying Payslips**

You typically generate payslips after generating payments and archiving. Generate Payslips is an automatic task within the normal payroll cycle flow, but can also be run as a standalone task in the Payment Distribution work area. The payslip process uses both archived payroll data and data produced by the payment process.

When you submit this process, you select the payroll and the process start and end dates. The process generates a payslip for all paid payments matching your criteria, for which the archive process has been run and a payslip has not yet been generated. The process will not generate a payslip for payments that have been voided or payroll calculations that have been reversed.

You can view the results of the process on the View Person Process Results page. Employees can view their payslips from the Portrait page. The Payslip View Date in the payroll definition determines when payslips will be available for viewing.

**Running the Payment Register**

You typically run the Payment Register after generating and verifying payslips. Run the Payment Register to verify and provide an audit trail of payments generated. This report has a summary and detail version. The summary report shows total amounts paid by payment category, type, and method; the detail report shows payments for each employee. It includes payments generated by all payment processes, including external payments. Run Payment Register is an automatic task in the normal payroll cycle flow, occurring after payment generation, but can also be run as a standalone process in the Payment Distribution work area.
Distribution work area. You can run this report before or after generating payslips.

When you submit the process, you specify the payroll and the process end date. Optionally, you can specify other parameters to limit the report’s scope, such as the payroll statutory unit, payment process, payment category, payment type, payment method and check number range. You can view the report on the View Person Process Results page.

**Viewing and Editing Archive Results: Explained**

Since archived data is used to generate the payroll register and payslips, it is critical that the archive process completes successfully and that it includes all the information it should. You can view the results of the Archive Periodic Payroll Results process on the View Person Process Results page. Depending on your user privileges and the restrictions in place for your system, you may be able to edit archived data.

**Viewing the Archive Results**

Use the Archive Results section on the View Person Process Results page to view a summary of archived results and drill down to view individual archived records.

The data archived by this process may vary depending on your legislation and your organization’s reporting requirements. Archive payroll data typically comprise four types of information:

- HR data, such as employee and employer address details, accruals, and assignment details
- Element information, such as earnings and deductions
- Balance sets
- Messages

Archive results include prepayment information used to generate payslips. Prepayment information for external payments is also included in the archive.

Review the archive results to determine if there are any errors or if there are assignments or records that should be included in the archive, but were not processed. If errors exist, review the employee’s HR or payroll data to determine what caused the errors or prevented the employee from being included in the archive. After correcting the errors, you will need to roll back the affected processes and then rerun them.

**Editing the Archive Results**

By default, the extract definition for the payroll archive does not allow editing of the output. However, if editing has been enabled for your system and you have security privileges to perform this task, the Edit button in the Archive Results section of the View Person Process Results page is enabled. Any changes you make to the archived results will be stored in the archive table and used by the payroll register and payment processes.

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**Note**
If you modify the archive results, they will no longer match the payroll results from which they were generated. For this reason, you should avoid making manual updates to the archive unless absolutely necessary.

### Viewing Payments: Points to Consider

View payments to verify payee and amount information and to determine the payment status. You have a choice of different ways to locate and view payments, based on the work area and the type of payment information you want to see.

**Work Area**

This table contrasts the advantages of viewing payment information from the Payroll Checklist or the Payment Distribution work area.

<table>
<thead>
<tr>
<th>Payroll Phase</th>
<th>Work Area Starting Point</th>
<th>Available Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working on the current payroll or QuickPay run</td>
<td>Payroll Checklist</td>
<td>On the Payroll Flow checklist page, click the Task Details tab to see a list of payment tasks and their statuses. Navigate to the Payroll Flow Processes and Reports tab for a particular task and perform standard task actions, such as Mark for Retry, Retry, and Roll Back. If a process has completed, view the output of the process or navigate to the View Person Process Results page to view individual payment results and take corrective action.</td>
</tr>
<tr>
<td>Working on tasks for different payroll periods or payroll runs</td>
<td>Payment Distribution</td>
<td>Use the Payments search in the regional area to query payments by payment method, payee, or legislative data group. You can view payment details, but no actions are supported from the Payments search results. Use the Overview page to search for a payment process flow. Navigate to the Payroll Flow Processes and Reports tab and from there to the View Person Process Results page. You can also use the View Payroll Process Results and View Person Process Results tasks to navigate to the payment results and take corrective action.</td>
</tr>
</tbody>
</table>
Type of Payment Information

Decide which type of payment information you want to view:

- Results for the entire process
  
  Query the payroll flow from the Overview page of the Payroll Checklist or Payment Distribution work area. From the Payroll Flow checklist, go to the task you want to view. From the Payroll Flow Processes and Reports tab, click the process for which you want to view results.

  You can also use the Payroll Register to view summary-level payment information for a payroll run.

- Results for one person
  
  To quickly locate a person’s payment results, use the Payment search in the regional area of the Payment Distribution work area or select the View Person Process Results task in the Tasks pane.

  You can also use the Payroll Register to view detailed, person-level payment information.

Corrective Actions for Payments: Critical Choices

Several types of corrective actions are available for payments, depending on the cause of the error and status of the process.

- Voiding Payments
- Reissuing Payments
- Canceling Payments
- Preventing Reissue of Payments
- Making External Payments
- Reversing Payroll Calculations
- Using the Standard Payroll Flow Task Actions: Roll Back, Mark for Retry, and Retry

Voiding Payments

Void a check payment that was lost, stolen, or destroyed. You can also void an electronic funds transfer (EFT) payment if, for example, it was sent to a bank account that is now closed. You can only void a payment that has a status of Paid or Reconciled. Voiding a payment does not reverse or delete any payment calculation information; it simply updates the status of the payment record to Void. After voiding, you can reissue the payment in the next payment run, make an external payment, or prevent reissue of the payment.
To void a payment, you can either submit the **Void Payment** process in the Payment Distribution work area or select the **Void Payment** action from the View Person Process Results page for the payment.

**Note**

When you void a check payment, you should also contact the bank that holds the source account to stop payment on the check, unless the check is in your possession.

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**Reissuing Payments**

Once you have voided a payment, it will be reissued automatically the next time you run the payments process for the same payment type, payment method, and payment date as the voided payment, unless you prevent reissue or make an external payment.

You can define a Reissue payroll flow pattern that includes the void payment process and the desired payment process.

**Canceling Payments**

Use the Cancel Payment flow to cancel a payment that has been generated but not issued (or issued and then returned). For example, you might cancel a check that was generated for the wrong person. You can only cancel a payment that has a status of Paid or Reconciled. The Cancel Payment flow sets the payment status to Void, prevents reissue of the payment by the normal payment process, rolls back the prepayment process, and reverses the payroll calculation. Once you cancel a payment, you can correct the underlying problem and run a QuickPay process.

To cancel a payment, submit the **Cancel Payment** flow in the Payment Distribution work area.

**Preventing Reissue of Payments**

If a payment record is marked as Unpaid or Void, a payment will be generated automatically the next time you run the payment process that includes the payment. If you want to prevent the payment from being issued, select the **Prevent Reissue of Payment** action from the View Person Process Results page, and enter a reason. This action updates the payment status to Paid. The Cancel Payment flow includes the Prevent Reissue of Payment task.

**Making External Payments**

You can make external payments as necessary to address special situations where you do not want to use the normal payment process. For example, you may want to make an external payment to replace a lost check that you have voided or create a final payroll check for a terminated employee. Or, you may want to pay using a different payment type or payment source than specified in the payment process. The Make External Payment task is part of the QuickPay
flow and can be run as a standalone process. You can also select an external payment action from the View Person Process Results page for payments with a status of Void or Unpaid. External payment actions are:

- Make payment from same bank account
- Make payment from different bank account
- Make other form of payment

For each action, you can specify a reason and a check or payment number. For payments to a different bank account, you must specify the payment source. For other forms of payment, you must specify the payment type and payment source.

**Reversing Payroll Calculations**

You can reverse a payroll calculation after payment has been generated if, for example, a check was issued to the wrong person. This differs from the Roll Back action, which can only be performed if payment has not yet been made. The reversal process generates a negative run result to offset the original run result, and maintains an audit trail. Reversal does not affect the payment itself, only the payroll run results and costing results.

You can reverse payroll calculations using the Cancel Payment flow, described earlier, which also voids the payment and prevents reissue. Alternatively, you can reverse the payroll run results and costing results by doing one of the following:

- Select the **Reversal** action from the View Person Process Results page. Use this to reverse an individual calculation.
- Run the **Reverse Payroll Calculation** process in the Payroll Calculation work area to reverse a set of payroll calculations based on the parameters you select. For example, you can reverse calculations for a specific process date, payroll process, run type, and payroll relationship group.

Run the reversal process only if payment has already been generated. If you reverse the calculation after running prepayments, but before the payment process, the payment will still be issued.

**Using the Standard Payroll Flow Task Actions: Roll Back, Mark for Retry, and Retry**

If an error prevents successful completion of the payroll calculation or payment generation process, you can correct the underlying data and then use standard payroll flow task actions, Mark for Retry and Retry, to retry the process with the corrected data. The availability of these actions depends on the status of the process. For some tasks that generate files, such as reports, checks, and EFT payments, you can retry or roll back the entire task but not individual results.

If a process completes successfully, but the results are incorrect, you can use the Roll Back action to negate the results of the process and leave no audit trail. This effectively lets you start over with no trace of the action. Once a payment has been issued, you cannot roll back the payment; you must cancel the payment, which reverses the payroll calculation.
Correcting Payments: Examples

These examples illustrate scenarios in which corrective actions are required for payments and identify the correct action to take in each scenario.

**Employee's Check is Lost**

Scenario:
An employee's check is lost, stolen, or destroyed.

Corrective Action:
Void the payment and issue a replacement. Submit the Void Payment process in the Payment Distribution work area or select the Void Payment action from the View Person Process Results page. Once voided, you can reissue payment in two ways:

- Make an external payment. This process prevents the check from being included in the next payments run. You can record the check number for the replacement check and the reason why you are making the payment externally.
- Allow the payment to be processed and paid by the normal payment process. Because the payment's status is marked as Void, it will be included automatically when you run the payments process that includes the date of the voided payment, unless you prevent its reissue. The replacement check retains the original payment date.

Contact the bank that holds the source account to stop payment on the check, unless the check is in your possession.

**Employee Receives a Check for an Incorrect Amount**

Scenario:
An employee receives a check for the wrong amount due to an error in the number of hours worked, pay rate, leave taken, deduction processed, or other input to the payroll calculation.

Corrective Action:
If the check has not been cashed or deposited, you can:

1. Cancel the payment, which voids the original check, prevents its reissue, rolls back the prepayment process, and reverses the payment calculation.
2. Correct the data error that caused the incorrect pay amount.
3. Run a QuickPay to recalculate the run results and prepayments, and then make an external payment to the employee for the correct amount.

**Note**
Alternatively, you could select the Skip Flow action after calculating QuickPay prepayments to skip the rest of the tasks in the QuickPay flow, and then run...
a payment process, such as Generate Check Payments, to make the payment. Because the status of this payment would be Unpaid, it would be picked up automatically, based on the process date and other parameters you provide when you submit the payment process. This approach might be preferable if you need to run several QuickPay runs for the same payroll. Another alternative would be to wait until the next normal payroll run.

If the check has already been cashed or deposited, you can correct the payroll information and then run the Recalculate Payroll for Retroactive Changes process to calculate the overpayment or underpayment.

- If the employee was underpaid, you can generate an external payment for the arrears amount or include it in the employee’s next payroll check.

- If the employee was overpaid, arrange a repayment schedule with the employee. The retroactive calculation process can calculate and deduct the amount of the overpayment from the next payroll period or deduct a specified amount from subsequent periods until the overpayment balance reaches zero.

**Checks Need to be Reprinted Due to a Printer Problem**

Scenario:

Your printer jams while printing a batch of checks. One check is destroyed and another comes out blank, causing the check sequencing to be out of sync.

Corrective Action:

Since the checks have not yet been issued, you can roll back the batch check payment process and then rerun. If the printing problem results in missing check numbers, you should void the checks so they can be accounted for. Be sure to adjust your starting and ending check numbers as needed when you resubmit the payment process.

**Note**

It is usually best to roll back all the check payments. If you mark individual checks for retry, their check numbers are unlikely to be contiguous and it would be difficult to print them on the correct preprinted check stationery.

**Employee Wants to be Paid in a Different Currency**

Scenario:

An employee works and is taxed in the UK, but wants payments to be made to a bank account in his home country of China. Thus, the net pay amount should be converted from sterling to yuan.

Corrective Action:

1. Define an organization payment method of EFT for the Chinese currency.
2. Define a personal payment method for the Chinese bank account.
3. Run QuickPay and select the new payment method. QuickPay calculates the correct pay amount in the currency associated with the selected payment method.
4. Make an EFT payment to the Chinese bank account.

**EFT Payment is Made to a Closed Bank Account**

Scenario:
An employee changes banks without notifying the payroll department, and an EFT payment is made to an account that has been closed.

Corrective Action:
Void the EFT payment. Once voided, you can either allow the payment to be processed in the next payroll run or make an external payment.

**Payroll Check Expired Before it was Cashed**

Scenario:
Your payroll checks expire after 90 days, and an employee notifies you that she never cashed a check that was issued four months ago.

Corrective Action:
Void the original check. Run the Generate Check Payments process and set the new payment date in the Override Payment Date parameter.

**View Reports**

**Payment Distribution Reports: Overview**

Oracle Fusion Global Payroll provides a set of reports to help you verify payment calculations and payment distributions.

The payroll manager can run these reports from the Payment Distribution work area.

<table>
<thead>
<tr>
<th>Report</th>
<th>Purpose</th>
<th>When to Run</th>
<th>Example of Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Register</td>
<td>Verification, validation, and audit of payroll calculations</td>
<td>After calculating payroll and archiving periodic payroll results</td>
<td>Use the summary report to verify total payment amounts per balance category for a payroll period for a payroll statutory unit or a tax reporting unit. Use the detail report to review the complete payroll run details for each employee for payroll balancing and reconciliation purposes and to compare the payment values to previous periods.</td>
</tr>
</tbody>
</table>
Payment Register

Verification and audit of payment distributions

After calculating prepayments, running the payment process, and generating payslips

Use the summary report to verify the total amounts paid by payment category, type, and method.

Use the detail report to validate payments for each employee, including the payment amount, bank, and check information.

Payslips

Provides a record of individual payroll payments received, including pay amounts, deductions taken, and accruals

After generating payments and archiving periodic payroll results

Generate payslips for all employees as a record of payments made.

Employees can view or print their payslips from the Portrait page.

FAQs for Distribute Payroll Payments

When should I archive payroll data?

Payroll results must be archived before you run the payroll register or generate payslips, as these processes use archived data. The global payroll cycle flow includes the archive process, which occurs after payment generation. Some localizations support a check payment process that uses archived payroll data. For these localizations, the periodic payroll archive process occurs before generating check payments in the payroll cycle flow. In such cases, your localization-specific payroll cycle flow should reflect the proper sequence of tasks. If you submit standalone payroll processes, you can archive the results using the Archive Periodic Payroll Results task in the Payment Distribution work area.

What’s the difference between voiding and canceling a payment?

Voiding a payment simply sets the status of the payment to Void and enables you to reissue a replacement. For example, you might void a payment if an employee loses their payroll check.

Canceling a payment initiates a payroll flow that voids the payment, prevents the payment from being reissued by the payment process, rolls back the prepayment calculation, and reverses the calculation for the payroll run results. For example, you might cancel a payment that was generated for the wrong employee. You can only cancel payments that have been generated but not yet issued to the bank or employee (or that have been issued and then returned).
Can I roll back a payment after it has been generated?

No. Once payment has been issued, you cannot roll back the payment process. If the payment is incorrect, you can cancel the payment provided it has not been disbursed or the monies have been returned to your company. If the original check payment was correct, but was lost or destroyed, you can void and reissue it. An exception would be if all of the checks in a payment run were damaged. In this case, you could roll back the entire payment process and rerun it, since the payments were generated but not actually issued.

How do I generate payments to third-party payees?

When you run the check or EFT payment process, either as part of the payroll cycle flow or as a standalone process, it automatically generates third-party payments for all deduction elements being processed, based on the payroll, process dates, organization payment method, and other flow parameters you specify. Payment methods for all external payees must already be defined.
Calculate Cost Distributions

Calculate Cost Distributions: Overview

The Calculate Payroll process automatically calculates the costs for the payroll run. Submit separate processes to calculate the cost distributions for retroactive costs, payments, cost adjustments, balance adjustments, and partial period accruals throughout the payroll cycle.

Calculate Retroactive Costing

Calculate retroactive costing to obtain accurate cost results for the payroll run after you update the original costing setup information. For example, you might update account information for costing results placed in a suspense account that were due to invalid or incomplete account numbers. The Calculate Retroactive Costing process uses the corrected setup information to recalculate costs that fall within the date range specified in the submission parameters. The process compares the recalculated costs to the original results, and negates original entries that have changed and creates new entries for the current payroll process. The process end date is the effective date for the retroactive costing process and for the accounting date when transferring the results to Oracle Fusion General Ledger. The retroactive costing process is often submitted when it is not possible or convenient to roll back and resubmit the Calculate Payroll process to recalculate the costing.

Calculate Costing of Payments

Cost payments after calculating or distributing your payments, or reconciling payments against a bank statement. The process allocates costs to the accounts you set up for each payment source, and calculates costs for all costing results that meet the submission criteria, including generated payments, voided, canceled, external, unreconciled, and reconciled payments.

Adjust Cost for a Person

Adjust costs to change the account number or to add an account if you are dividing the cost result among accounts. Reports or calculations you perform later use the adjusted costing results. Cost adjustments apply only to the costing result for that payroll run. The next time you run the payroll, the application uses the original costing setup information. To make a permanent change, for example, to an account number, you can update the costing setup information after you process the cost adjustment.
Costing of Balance Adjustment

Calculate the costing of balance adjustments to ensure that later processes or reports use the adjusted costing. You make the choice to cost a balance adjustment in the Costing and Payment Details section of the Adjust Individual Balances page. The submission parameters you enter for the Costing of Balance Adjustment process, such as the payroll name and dates, control which balance adjustment records the process costs.

Submit the process after you complete the balance adjustment or later in the accounting cycle. For example, you might include the Costing of Balance Adjustment process in each month-end accounting flow, and enter process start and end dates to ensure that you cost all balance adjustments processed during that month.

Calculate Partial Period Accruals

When a payroll period overlaps two accounting periods, or you require an estimate of costing results to close an accounting period, submit the Calculate Partial Period Accruals process to use the costs from a previous payroll period as the basis for the estimates of the current accounting period.

When you distribute the accounting, the Transfer to Subledger Accounting process creates a Partial Period Accrual and Partial Period Accrual Reversal event, with the accounting date for the:

- Estimate for the Partial Period Accrual event as of the process date
- Reversals for the Partial Period Accrual Reversal event as of the payroll period end date

You submit the Create Draft Accounting process to view the journal entries for the partial period accruals. Later you calculate the actual costs for the full payroll period and distribute the accounting.

Cost Run Results

Payroll Processes That Generate Costing Results: Explained

Different payroll processes create costing results during the payroll cycle. The following table lists the payroll processes that generate costing entries and describes the calculations.

<table>
<thead>
<tr>
<th>Processes That Generate Costing Results</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recalculate Payroll for Retroactive Changes</td>
<td>Calculates costing for retroactive changes that were not included in the original payroll run, and records the difference found between the original entry and the retroactive result.</td>
</tr>
<tr>
<td>Calculate Payroll</td>
<td>Calculates the costing for the payroll run results for payroll relationships after the run results are calculated.</td>
</tr>
<tr>
<td>Calculate QuickPay</td>
<td>Calculates the costing for the payroll run results for a payroll relationship processed by the Calculate QuickPay process for a single employee.</td>
</tr>
<tr>
<td>Feature</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Reverse Payroll Calculation</td>
<td>Negates the costing results generated by the Calculate Payroll process by creating costing entries that offset the original entries. The process uses the effective date of the reversal process as the accounting date to avoid creating entries for a closed accounting period. The reversal creates an audit trail, unlike the rollback action which eliminates the audit trail by deleting the original entry.</td>
</tr>
<tr>
<td>Adjust Cost for a Person</td>
<td>Reallocates costing results to different accounts using a manual adjustment process. An offset entry is created for the original entry based upon the amount of the new entries created. A user can reallocate the entire costing result or part of it to one or more different accounts.</td>
</tr>
<tr>
<td>Costing of Balance Adjustment</td>
<td>Calculates the costing for the payroll run results of the Adjust Individual Balances process.</td>
</tr>
<tr>
<td>Calculate Retroactive Costing</td>
<td>Recalculates costing based upon retroactive changes to costing setups. The process compares the recalculated and original entries, and where different, offsets the original entries and creates new ones. The effective date of the process is used as the accounting date when transferring the results to general ledger.</td>
</tr>
<tr>
<td>Calculate Partial Period Accruals</td>
<td>Calculates accrual entries for a partial payroll period, prorating the costing results based on the previous results of a full period, and using as the accounting date, the date of the Partial Period Accruals process. The process also creates reversal entries with an accounting date of the payroll period end date. The process is often used when a payroll period overlaps two accounting periods.</td>
</tr>
<tr>
<td>Calculate Costing of Payments</td>
<td>Calculates costing for prepayments, QuickPay prepayments, and external payments. It also offsets the costing for voided payments by negating the original costing. If you reconcile payments, after payments have cleared the bank, the process creates entries that debit the clearing accounts and credit the cash accounts.</td>
</tr>
<tr>
<td>Transfer to Subledger Accounting</td>
<td>Creates subledger accounting events for each payroll relationship to identify the payroll costing entries that are transferred to Oracle Fusion Subledger Accounting when the Create Draft Accounting and Create Final Accounting processes are run.</td>
</tr>
<tr>
<td>Create Draft Accounting</td>
<td>Creates draft journal entries in Subledger Accounting. You can preview the journal entries before you run the Create Final Accounting process that transfers the entries to Oracle Fusion General Ledger.</td>
</tr>
<tr>
<td>Create Final Accounting</td>
<td>Creates final journal entries in Subledger Accounting. Creates journal entries, transfers the entries to Subledger Accounting, and transfers and posts them to Oracle Fusion General Ledger.</td>
</tr>
</tbody>
</table>
Payroll Cost Results: How They Are Calculated

Payroll processes generate costing results and create journal entries used to record your labor costs. The decisions made while setting up costing affect payroll run cost results, such as the element classification costing options, the employment level of the element, the costing type for the element, the cost allocations, and the type of cost account. Payroll processes then create costing entries for run results and payments. For the payroll run results, the application builds the account number by checking each level of the costing hierarchy. For payment results, the application uses the account number for the payment source you specified.

Settings That Affect Payroll Run Cost Results

Several settings affect how the application costs a payroll run result for a payroll relationship.

- **Element classification costing options**
  Costing options specified on the Manage Element Classifications page determine whether the application costs elements with a specified classification and whether the application creates the costing entries as credits or debits. The costing options on this page also determine if the application can include the elements with that classification in a distribution group.

- **Element's costing type**
  The costing options specify the costing type and which element input values to cost. You enter the costing options when you set up the element eligibility records by completing the information on the Costing tab of the Element Summary page or by entering the information on the Manage Costing of Elements page. The costing types determine how the application costs the payroll run result value.
    
    - **Not Costed**: The application does not cost the run result value for this element. Enterprises use this option for absence accruals, information elements, and some taxable (imputed) benefits.
    
    - **Costed**: The application costs the run result value and checks for costing details at levels of the cost hierarchy based on the type of account.
    
    - **Distributed**: The application costs and distributes the results over the elements included in a distribution group. Enterprises use distributed costing to spread employer charges, taxes, and liabilities over employee earnings.
    
    - **Fixed Costed**: The application costs the payroll run result value but restricts the check for costing details to three levels of the cost hierarchy: element entry, element, and payroll levels.
Enterprises use fixed costing for deductions when they capture costing details only on the payroll and element levels of the cost hierarchy. For example, if the enterprise has multiple companies for a set of books and uses the same account structure for each corporation, the enterprise might use fixed costing and record the company segment at the payroll level and the remaining segments for the account that records the deduction at the element level.

- **Employment level of elements**

  When you create an element you specify at which employment level the element entries are created. The element eligibility that makes the employee eligible for the element entry also determines the level of the costing hierarchy that the application uses when costing a run result.

  Typically, earnings elements are created at the assignment or terms employment level and deduction elements at the payroll relationship level. Earnings usually have a costing type of Costed and the application checks all levels of the costing hierarchy for segments with account information. For elements created at the payroll relationship level, such as statutory deductions, the application skips the department, job, and position levels of the costing hierarchy, which usually include cost center account information, and checks the payroll, element eligibility, and person payroll relationship, and element entry levels only. Deductions usually have a costing type of Fixed Costed.

- **Type of account**

  The type of account determines which levels the costing process checks when building the account number. The implementation determines which levels of the costing hierarchy can include costing details. When managing the costing setup information, you can review the combined information in tables accessible from the Context area of the Accounting Distribution work area list.

  - **Cost accounts:** The application checks all levels of the costing hierarchy for costing details. Segments entered at each level depend on which levels the implementation restricts for entry.

  - **Suspense and default accounts:** The application checks the department and payroll levels of the costing hierarchy. You enter the entire number at either the department or payroll level depending on the implementation.

  - **Priority accounts:** The application checks the element eligibility level. If some of the segments are entered, the application completes the account number using the standard costing process. If the entire account number is entered, the application bypasses the standard costing process and uses only the priority account to cost the payroll run result value.

  - **Offset number:** The application checks the element eligibility level when generating the offsetting entry that balances the payroll run result values. The application completes any blank segments using the value for the same segment from the cost account.
Enterprises might leave a segment blank when they have multiple legal entities or other levels within the organization that maintain separate balance sheets. Completing the account number by inserting the remaining values for the segments from the cost account ensures that the appropriate segment for the company or ledger is entered in the offset account and avoids additional setup time.

- Cost allocations
  When setting up costing information, you can specify whether a cost is allocated to a single account or allocated across several accounts, in which case a costing entry is created for each account based on the percentage of the cost it should receive. For example, if you split the cost of a payroll run result value for an earnings element between two different cost centers, the costing process produces two cost entries and two offset entries.

  When the application calculates the costing results, if the total allocation does not equal 100 percent, the remaining allocation is placed in a default account. After you correct the costing setup, you can process a corrective action to cost the run result value to the appropriate account.

How the Costing is Calculated
Payroll processes create costing entries for payroll run results or payments generated at the payroll relationship level, and offset entries to balance those entries. For example, when calculating the payroll, the application costs a salary run result value as a debit to an expense account and offsets the same amount as a credit to a payroll liability account. When costing a cleared payment, the application costs a payment as a debit to a clearing account and offsets the same amount as a credit to a cash account.

The application calculates the costing result for a payroll run result value and a payment value in different ways. When building the cost account for:

- Payroll run results: The application checks the costing hierarchy levels. The type of account, costing type, costing allocation, and implementation determine which levels of the costing hierarchy the application checks. The application builds the account number segment by segment, starting with the lowest and most detailed level (element entry) and checking each subsequent level to the highest and most general level (payroll) until it locates a number for a segment of the account number. The application repeats this process for each segment until the entire number is built. For example, to build the number for a cost center segment, the application starts with the element entry level. If it does not find a number for the cost center segment at that level, it continues up the hierarchy. If it finds a cost center number at the job level, it uses that number and does not use the one at the next higher level, the department level. When building the account number, the costing process uses the account information effective for the date earned of the payroll run.

- Payment results: The application uses the account number for the payment source as specified on the Manage Payment Source page. The application places invalid entries for costed payroll run result values and payments in a suspense account and incomplete entries in a default account. After editing the costing setup, you can process a corrective action to cost the entry to the appropriate account. The application offsets the original costing
when the corrected account number is generated, which clears the suspense or default account.

This table lists the standard costing hierarchy levels checked when the application builds the account number for payroll run result values and where to manage these settings. The levels are checked in the sequence given in the table. For example, Element Entry is the first level checked when building each account segment. If costing details are not found for that segment, the application proceeds to the next level, the Person Element - Assignment level. When the costing process reaches the last level, the Payroll level, if the costing setup information is not found for that segment and the resulting costing account number is incomplete, the entry is costed to a Default account or, if invalid, to the Suspense account.

<table>
<thead>
<tr>
<th>Level of Costing Hierarchy</th>
<th>Accounts Checked for Costing Details</th>
<th>Costing Types Checked</th>
<th>Page Where Costing Details Are Managed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Element Entry</td>
<td>Cost</td>
<td>Fixed Costed, Costed, Distributed</td>
<td>Manage Element Entries</td>
</tr>
<tr>
<td>Person Element - Assignment</td>
<td>Cost</td>
<td>Costed, Distributed</td>
<td>Manage Costing for Persons</td>
</tr>
<tr>
<td>Person Element - Terms</td>
<td>Cost</td>
<td>Costed, Distributed</td>
<td>Manage Costing for Persons</td>
</tr>
<tr>
<td>Person Element - Payroll Relationship</td>
<td>Cost</td>
<td>Costed, Distributed</td>
<td>Manage Costing for Persons</td>
</tr>
<tr>
<td>Person - Assignment</td>
<td>Cost</td>
<td>Costed, Distributed</td>
<td>Manage Costing for Persons</td>
</tr>
<tr>
<td>Person - Terms</td>
<td>Cost</td>
<td>Costed, Distributed</td>
<td>Manage Costing for Persons</td>
</tr>
<tr>
<td>Person - Payroll Relationship</td>
<td>Cost</td>
<td>Costed, Distributed</td>
<td>Manage Costing for Persons</td>
</tr>
<tr>
<td>Position - Assignment</td>
<td>Cost</td>
<td>Costed, Distributed</td>
<td>Manage Costing of Positions</td>
</tr>
<tr>
<td>Position - Terms</td>
<td>Cost</td>
<td>Costed, Distributed</td>
<td>Manage Costing of Positions</td>
</tr>
<tr>
<td>Job - Assignment</td>
<td>Cost</td>
<td>Costed, Distributed</td>
<td>Manage Costing of Jobs</td>
</tr>
<tr>
<td>Job - Terms</td>
<td>Cost</td>
<td>Costed, Distributed</td>
<td>Manage Costing of Jobs</td>
</tr>
<tr>
<td>Department - Assignment</td>
<td>Cost, Default, Suspense</td>
<td>Costed, Distributed</td>
<td>Manage Costing of Departments</td>
</tr>
<tr>
<td>Department - Terms</td>
<td>Cost, Default, Suspense</td>
<td>Costed, Distributed</td>
<td>Manage Costing of Departments</td>
</tr>
<tr>
<td>Element Eligibility</td>
<td>Cost, Offset, Priority</td>
<td>Fixed Costed, Costed, Distributed</td>
<td>Manage Costing of Elements</td>
</tr>
<tr>
<td>Payroll</td>
<td>Cost, Default, Suspense</td>
<td>Costed, Distributed</td>
<td>Manage Costing of Payrolls</td>
</tr>
</tbody>
</table>

When building the account number for the payroll run result values for a retroactive pay element, the Recalculate Payroll for Retroactive Changes process checks for costing details as of the current payroll period and the original payroll period. This table lists the costing hierarchy levels checked when the application builds the account number for retroactive payroll run result values and where to manage these settings.
<table>
<thead>
<tr>
<th>Level of Costing Hierarchy</th>
<th>Sequence for Checking Costing Details</th>
<th>Current or Original Payroll Period Checked</th>
<th>Accounts Checked for Costing Details</th>
<th>Costing Types Checked</th>
<th>Page Where Costing Details Are Managed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retroactive Pay Element Entry</td>
<td>First level checked for costing details when building each account segment for retroactive pay elements only. If costing details are not found for that segment, the application proceeds to the next level, the Retroactive Pay Element Eligibility level.</td>
<td>Current</td>
<td>Cost</td>
<td>Fixed Costed, Costed, Distributed</td>
<td>Manage Element Entries</td>
</tr>
<tr>
<td>Retroactive Pay Element Eligibility</td>
<td>Next level checked for retroactive pay elements only. If costing details are not found for that segment, the application proceeds to the Element Entry level of the original payroll period.</td>
<td>Current</td>
<td>Cost</td>
<td>Fixed Costed, Costed, Distributed</td>
<td>Manage Costing of Elements</td>
</tr>
<tr>
<td>Element Entry</td>
<td>Next level checked.</td>
<td>Original</td>
<td>Cost</td>
<td>Fixed Costed, Costed, Distributed</td>
<td>Manage Element Entries</td>
</tr>
<tr>
<td>Person Element - Assignment</td>
<td>Next level checked.</td>
<td>Original</td>
<td>Cost</td>
<td>Costed, Distributed</td>
<td>Manage Costing for Persons</td>
</tr>
<tr>
<td>Person Element - Terms</td>
<td>Next level checked.</td>
<td>Original</td>
<td>Cost</td>
<td>Costed, Distributed</td>
<td>Manage Costing for Persons</td>
</tr>
<tr>
<td>Person Element - Payroll Relationship</td>
<td>Next level checked.</td>
<td>Original</td>
<td>Cost</td>
<td>Costed, Distributed</td>
<td>Manage Costing for Persons</td>
</tr>
<tr>
<td>Person - Assignment</td>
<td>Next level checked.</td>
<td>Original</td>
<td>Cost</td>
<td>Costed, Distributed</td>
<td>Manage Costing for Persons</td>
</tr>
<tr>
<td>Person - Terms</td>
<td>Next level checked.</td>
<td>Original</td>
<td>Cost</td>
<td>Costed, Distributed</td>
<td>Manage Costing for Persons</td>
</tr>
<tr>
<td>Person - Payroll Relationship</td>
<td>Next level checked</td>
<td>Original</td>
<td>Cost</td>
<td>Costed, Distributed</td>
<td>Manage Costing for Persons</td>
</tr>
<tr>
<td>Position - Assignment</td>
<td>Next level checked.</td>
<td>Original</td>
<td>Cost</td>
<td>Costed, Distributed</td>
<td>Manage Costing of Positions</td>
</tr>
<tr>
<td>Position - Terms</td>
<td>Next level checked.</td>
<td>Original</td>
<td>Cost</td>
<td>Costed, Distributed</td>
<td>Manage Costing of Positions</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------</td>
<td>----------</td>
<td>------</td>
<td>----------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Job - Assignment</td>
<td>Next level checked.</td>
<td>Original</td>
<td>Cost</td>
<td>Costed, Distributed</td>
<td>Manage Costing of Jobs</td>
</tr>
<tr>
<td>Job - Terms</td>
<td>Next level checked.</td>
<td>Original</td>
<td>Cost</td>
<td>Costed, Distributed</td>
<td>Manage Costing of Jobs</td>
</tr>
<tr>
<td>Department - Assignment</td>
<td>Next level checked.</td>
<td>Original</td>
<td>Cost, Default, Suspense</td>
<td>Costed, Distributed</td>
<td>Manage Costing of Departments</td>
</tr>
<tr>
<td>Department - Terms</td>
<td>Next level checked.</td>
<td>Original</td>
<td>Cost, Default, Suspense</td>
<td>Costed, Distributed</td>
<td>Manage Costing of Departments</td>
</tr>
<tr>
<td>Element Eligibility</td>
<td>Next level checked.</td>
<td>Original</td>
<td>Cost, Offset, Priority</td>
<td>Fixed Costed, Costed, Distributed</td>
<td>Manage Costing of Elements</td>
</tr>
<tr>
<td>Payroll</td>
<td>Last level checked for costing information. If costing setup information is not found for that segment and the resulting costing account number is incomplete, the entry is costed to a Default account or, if invalid, to the Suspense account</td>
<td>Original</td>
<td>Cost, Default, Suspense</td>
<td>Fixed Costed, Costed, Distributed</td>
<td>Manage Costing of Payrolls</td>
</tr>
</tbody>
</table>

**Viewing Payroll Costing Results: Points to Consider**

View costing results as a starting point for resolving problems to respond to queries from managers or the financial department. You have a choice of different ways to locate and view costing results based on the work area and which type of costing result you want to view.

**Work Area**

There are advantages to working in either the Payroll Checklist or the Accounting Distribution work area when viewing and working with costing results.

This table contrasts the advantages of viewing costing results from the Payroll Checklist or Accounting Distribution work area.
### Type of Costing Result

You can decide which type of costing results to view:

- **Filtered by type of account**
  
  Navigate from the payroll flow analytics to the Person Process Results page where you can view the cost distributions, such as the payroll run results allocated to cost, suspense, default accounts, and reconciled and unreconciled payment cost results.

- **For the entire payroll flow**
  
  Query the payroll flow from the Overview page of the Payroll Checklist or Accounting Distribution work area. From the payroll flow Processes and Reports tab, click the process for which you want to view the costing results and the application displays the results for the entire flow on the Person Process Results page.

- **For one person**
  
  To quickly locate a person's costing results, use the Person Costing Distribution search in the regional area of the Accounting Distribution work area, or the View Person Process Results task in the Tasks pane.
Costs Distributed Across Payroll Run Results: How They Are Calculated

Many enterprises distribute the costs for employer taxes, charges, and liabilities over earnings elements, such as wages, overtime, and shift pay. When you set up costing, you specify the costing for the distributed element eligibility records, and identify which elements belong to the distribution group over which the costing results are allocated.

Settings That Affect Distributed Payroll Costs
Several settings control how the costs for an earnings element are distributed:

- **Element classification of the distributed element**
  The element classification determines whether you can include an element in a distribution group and whether its cost result generates a debit or credit entry. For example, deductions reduce the net pay which generates a credit entry.

- **The distribution group for the distributed element specified on the Manage Costing of Element page**
  The application allocates the costing result of a distributed element over the costed run result values for the elements included in the distribution group. The distribution is based on the ratio each element contributes to the total for the distribution group.

- **The special purpose primary output value on the Manage Costing of Element page**
  When calculating the cost for the distributed element, the application uses the input value that has a special purpose definition of primary output value.

How Distributed Payroll Costs Are Calculated
The application allocates the cost for the distributed element’s run result value over the costed run result values for the elements in the distribution group. The application allocates the cost proportionately based on the amount each element contributes to the total for the distribution group. Only elements in the distribution group that produce actual run result values have costs distributed over them.

This distribution maintains the ratio that each element’s costed run result value contributes to the total for the distribution group. As an example, a salary element contributes 70 percent of the total costed run results for the distribution group, the overtime contributes 20 percent, and the commission 10 percent. The application allocates 70 percent of the employer liability to the salary, 20 percent to the overtime, and 10 percent to the commission. If the distribution group does not include a run result value for the commission, the application distributes the liability cost over the 2 remaining elements in proportion to the amount each contributes to the total.

If none of the earnings elements produce actual results, the application enters the costing result for the distributed element in a suspense account.

The application creates cost and offset entries for distributed elements. The distribution depends on how you set up costing for the distributed element on
the Manage Costing of Element page. The following calculations depend on whether you set up element eligibility costing for the distributed element.

- Costing specified for the distributed element
  
The application adds the costing result proportionately to the elements in the distribution group using the standard costing hierarchy. When the process reaches the element eligibility level, the application replaces the account numbers for the segments of the distribution group elements with the account numbers specified for the distributed element.

  For example, if the costing result for the overtime wage is costed to account 50.053.5130, and the account number specified for the last segment for the distributed element is 5220, the payroll calculation process adds the amount of the distributed element to the overtime wage, and costs the result to account 50.053.5220.

- Costing not specified for the distributed element
  
The application adds the costing result of the distributed element proportionately to the elements in the distribution group using the standard costing hierarchy.

  For example, if the costing result for the overtime wage is costed to account 50.053.5130, the amount of the distributed element allocated to the overtime wage is costed to account 50.053.5130.

**Example**

In the following example, the distributed element is the employer pension tax and the distribution group consists of the costed run result values for the regular and overtime wages for Departments 120 and 053.

This table lists the liability and expense accounts used in the example.

<table>
<thead>
<tr>
<th>Account Classification</th>
<th>Account Name</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liabilities</td>
<td>Wages Payable</td>
<td>2110</td>
</tr>
<tr>
<td>Liabilities</td>
<td>Pension Payable</td>
<td>2150</td>
</tr>
<tr>
<td>Liabilities</td>
<td>Employee Pension Payable</td>
<td>2151</td>
</tr>
<tr>
<td>Liabilities</td>
<td>Employer Pension Payable</td>
<td>2152</td>
</tr>
<tr>
<td>Expense</td>
<td>Regular Wages</td>
<td>5110</td>
</tr>
<tr>
<td>Expense</td>
<td>Overtime</td>
<td>5130</td>
</tr>
<tr>
<td>Expense</td>
<td>Employer Pension Tax</td>
<td>5220</td>
</tr>
</tbody>
</table>

This table shows the primary output values calculated for the employee's regular and overtime pay while working for two different departments. It shows the percentage that the costed run result of each element contributes to the total for the distribution group.

<table>
<thead>
<tr>
<th>Elements in Distribution Group</th>
<th>Division</th>
<th>Department</th>
<th>Hours</th>
<th>Rate (USD)</th>
<th>Primary Output Value</th>
<th>Percentage of Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Wages</td>
<td>10</td>
<td>120</td>
<td>30</td>
<td>10</td>
<td>300</td>
<td>61.2</td>
</tr>
</tbody>
</table>
The employer and employee each contribute a rate of 6.2 percent of the employee’s gross pay to the pension fund. In this example, the elements in the distribution group constitute the gross pay. The total for the elements in the distribution group is 490 USD. The employee and employer each pay 6.2 percent of the gross pay, or 30.38 USD. The employer’s share is distributed over the elements in the distribution group.

This table shows the percentage of the distributed element allocated to each department based on the amount each element contributes to the total for the distribution group.

<table>
<thead>
<tr>
<th>Distributed Element</th>
<th>Distribution Group Element</th>
<th>Division</th>
<th>Department</th>
<th>Percentage of Cost</th>
<th>Distributed Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Pension Tax Regular Wages</td>
<td>10</td>
<td>120</td>
<td>61.2</td>
<td>18.60</td>
<td></td>
</tr>
<tr>
<td>Employer Pension Tax Regular Wages</td>
<td>50</td>
<td>053</td>
<td>20.4</td>
<td>11.78</td>
<td></td>
</tr>
<tr>
<td>Employer Pension Tax Overtime Wages</td>
<td>50</td>
<td>053</td>
<td>18.4</td>
<td>5.59</td>
<td></td>
</tr>
</tbody>
</table>

This table shows the costing entries calculated for the distributed element.

<table>
<thead>
<tr>
<th>Costing Entries</th>
<th>Distributed element</th>
<th>Input Value</th>
<th>Distributed Input Value</th>
<th>Account Name</th>
<th>Division Department Account</th>
<th>Debit (USD)</th>
<th>Credit (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Wages</td>
<td>Pay Value</td>
<td></td>
<td></td>
<td>Pay Value</td>
<td>Pay Value</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>Offset</td>
<td></td>
<td></td>
<td></td>
<td>Wages Payable</td>
<td></td>
<td></td>
<td>300</td>
</tr>
<tr>
<td>Regular Wages</td>
<td>Pay Value</td>
<td></td>
<td></td>
<td>Pay Value</td>
<td>Pay Value</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Offset</td>
<td></td>
<td></td>
<td></td>
<td>Wages Payable</td>
<td></td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>Overtime Wages</td>
<td>Pay Value</td>
<td></td>
<td></td>
<td>Pay Value</td>
<td>Pay Value</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>Offset</td>
<td></td>
<td></td>
<td></td>
<td>Wages Payable</td>
<td></td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>Employer Pension Tax Employer Pension Tax</td>
<td>Liability Amount</td>
<td></td>
<td></td>
<td>Employer Pension Tax</td>
<td></td>
<td>18.60</td>
<td></td>
</tr>
<tr>
<td>Offset</td>
<td></td>
<td></td>
<td></td>
<td>Employer Pension Tax</td>
<td></td>
<td></td>
<td>18.60</td>
</tr>
<tr>
<td>Employer Pension Tax Employer Pension Tax</td>
<td>Liability Amount</td>
<td></td>
<td></td>
<td>Employer Pension Tax</td>
<td></td>
<td>11.78</td>
<td></td>
</tr>
<tr>
<td>Offset</td>
<td>Liability Amount</td>
<td>Employer Pension Payable</td>
<td>00.000.2152</td>
<td>11.78</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>------------------</td>
<td>--------------------------</td>
<td>-------------</td>
<td>-------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Pension Tax</td>
<td></td>
<td>Employer Pension Payable</td>
<td>00.000.2000</td>
<td>30.38</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offset</td>
<td></td>
<td>Wages Payable</td>
<td>00.000.2100</td>
<td>30.38</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Setting Up Distributed Costing for an Element: Worked Example

This example demonstrates how to set up costing for an element whose costs are added to the elements of a distribution group. The following table summarizes the key decisions for this scenario.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In this Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which element's costs are you distributing?</td>
<td>Employer Union Pension Expense element</td>
</tr>
<tr>
<td>When should the costing record take effect?</td>
<td>January 1, 2000</td>
</tr>
<tr>
<td>Which distribution group should carry the costs of the distributed element?</td>
<td>Pensionable Wages</td>
</tr>
<tr>
<td>Which input value of the distributed element does the costing process use to calculate costs?</td>
<td>Pay Value</td>
</tr>
<tr>
<td>What is the natural account number to use for the cost account segment?</td>
<td>5220 Employer Union Pension Expense account</td>
</tr>
<tr>
<td>Which offset account number is used to balance this cost account?</td>
<td>00.000.2152 Employer Union Pension Payable liability account</td>
</tr>
</tbody>
</table>

In this example, the payroll manager is managing the overhead costs for the employer portion of the pension liability. The payroll manager creates an element for the employer union pension expense, and creates a distribution group that includes all the employee's wage elements. The payroll manager sets up costing so that the amount of the employer union pension expense calculated for the employee is distributed over the elements included in the distribution group. In calculating the costing, the costing process replaces the cost segments of the elements in the distribution group with the segments specified for the distributed element.

### Prerequisites

1. Set up the Cost Allocation key flexfield.
2. Create costing for element eligibility records for each of the pensionable earnings elements, such as the regular wages and overtime wages.
3. Create an element group for the distribution on the Manage Object Groups page named Pensionable Wages that includes the pensionable earnings elements.

### Create Costing for a Distributed Element

1. In the Accounting Distribution work area, click the Manage Costing of Elements task.
2. On the Manage Costing of Elements page, search for the element eligibility record for the Employer Union Pension element.

3. In the Search Results section, select the row for the Employer Union Pension and click **Create**.

4. Enter 1/1/00 as the effective start date when the costing is available for use, and then click **Continue**.

   As a best practice, enter the same effective start date you specified for the element eligibility record.

5. On the Create Costing of Element page, complete the fields in the Costing Information section, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costing Type</td>
<td>Distributed</td>
</tr>
<tr>
<td>Distribution Group</td>
<td>Pensionable Wages</td>
</tr>
<tr>
<td>Transfer to GL</td>
<td>Yes</td>
</tr>
</tbody>
</table>

6. In the Costed Input Values section, click **Add** to add a row for the input values. Complete the fields as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Input Value</td>
<td>Pay Value</td>
</tr>
<tr>
<td>Costed</td>
<td>Yes</td>
</tr>
</tbody>
</table>

7. In the Cost Accounts section, select 5220 for the natural account segment.

   In this example, the only segment of the Cost Allocation key flexfield that must be entered is the natural account segment for the employer liability.

8. In the Offset Accounts section, complete the fields as shown in this table.

   In this example, the costing for the offset account is to the payable liability account, and the segments for the Division and Department use values specified for the balance sheet.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>00</td>
</tr>
<tr>
<td>Department</td>
<td>000</td>
</tr>
<tr>
<td>Natural Account</td>
<td>2152</td>
</tr>
</tbody>
</table>

9. Click **Submit**.
Partial Period Accruals: Points to Consider

When you calculate and distribute accounting results for partial period accruals, you enter payroll dates when you submit payroll flows. The dates you enter and the flows you select depend on when you are processing the cost estimates.

Date Parameters

The date parameters determine which costing results are referenced and in which accounting month. When you submit the Partial Period Accrual process, you specify the following dates:

• **Previous Period Date**
  Select a previous payroll period for the Calculate Partial Period Accruals process that represents the type of costs you expect to incur in the current payroll period. Most of the time, you select the latest payroll period to use as the basis, but if the latest payroll period includes holidays or other circumstances that result in atypical expenses, such as excessive paid time-off, or a variance in overtime pay, you might select an earlier payroll period.

• **Process Date**
  Enter a process date for the Calculate Partial Period Accruals process that corresponds to the end date of the accounting period that includes the costs you are estimating.

• **Process End Date**
  When you submit the processes to distribute your accounting, you enter a process end date, which is the accounting date used to create accounting events in Oracle Fusion Subledger Accounting, and journal entries that are transferred and posted to Oracle Fusion General Ledger. When you distribute the accounting for partial period accrual results, enter the process end date that corresponds to the end of the accounting period that includes the costs you are estimating.

Payroll Flow Pattern to Use

Depending on your accounting practices and when you submit the processes to calculate and distribute the accounting for cost estimates, consider how to submit the processes.

Connect the Process to an Active Flow

Connect the Calculate Partial Period Accruals process to an active flow that includes the distribute accounting processes, such as the best practice flow for a weekly payroll.

Create a New Flow Pattern

Create a new flow pattern to calculate partial period accruals and distribute accounting for the estimated cost results. For example, you might create a flow pattern for:
• Occasional use
  For example, you might create a flow pattern for the accounting periods such as the end of quarter or year-end when you need to quickly close the accounting period. You can create a separate flow pattern that includes the automatic tasks to Calculate Partial Period Accruals, Transfer to Subledger Accounting, Create Draft Accounting, Create Final Accounting, and the manual tasks to verify the results after each automatic process.

• Month-end accounting
  For example a flow pattern that includes tasks to calculate partial period accruals, to cost payments that have reconciled by month’s end, and to distribute the accounting for these results.

Partial Period Accruals: How They Are Calculated

Estimate the costs for the payroll period based on the costing results of a previous payroll period using the Partial Period Accrual process. The process creates estimated costs using as the accounting date the process date of the Partial Period Accruals for the estimates, and the payroll period end date for the reversals. When you later calculate the actual costing results, the distribution processes creates journal entries for the actual run results.

You submit the Partial Period Accrual process when last payroll period overlaps two accounting periods, or when you require an estimate for an accounting period you must close quickly, for example at the end of a quarter.

Settings That Affect Partial Period Accruals

The date parameters of the Calculate Partial Period Accruals process control how the estimates are calculated. The Previous Period Date parameter determines which payroll period to use as the basis for estimating the costing results. The Process Date parameter determines the accounting date used to record the accruals.

If your estimate spans two accounting periods, you can calculate the accruals for the days that remain in the current accounting period by specifying the last day of the accounting period as the process date. For example, if the weekly payroll ends on July 29 and the accounting period ends on July 31, you enter a process date of July 31 to estimate the costing results for July 30 and July 31.

You can also submit the process to estimate costs in advance of the close of the accounting period. For example, if your accounting periods ends June 30, and the payroll process date for your last weekly payroll is June 30, to estimate the costs for the full payroll period in advance, you enter June 30 as the process date.

How Partial Period Accruals Are Calculated

The Calculate Partial Period Accruals process uses the costing results of a previous payroll period to calculate the costing. The process prorates the costs based on the number of days of the payroll period that fall in the current accounting period, with the costs calculated for the referenced period as if each day of the payroll period included the same cost results.

When you distribute the accounting information for the partial period accruals, the Transfer to Subledger Accounting process creates:
• Partial Period Accrual events for the estimated costing results, using the process date as the accounting date
• Partial Period Accrual Reversal events to negate these estimates, using the payroll period end date as the accounting date

When you calculate the payroll for the actual payroll period and distribute the accounting results, the Transfer to Subledger Accounting process creates Run Cost events, and the Create Draft Accounting process creates journal entries for the costing results.

The Process Hierarchy section of the View Person Process Results page displays the results of the Calculate Partial Period Accruals process. If you did not correct the costing results of the previous period, your accrual costing results include the costing results placed in the default and suspense accounts. If you did correct the costing results, for example by processing cost adjustments or retroactive costing, the accrual process displays the:

• Original and adjusted costing results
• Retroactive costing results only

Example

If you have a partial payroll period at the end of July, such as a weekly payroll that begins Saturday, July 29 and ends Friday, August 3, and your accounting periods are monthly, to estimate the costs for the current accounting period, you enter a process date of July 31. If the estimated cost is 100 USD, distributing the accounting for the Partial Period Accrual process creates:

• Partial Period Accrual entries for two-fifths of the estimated cost
  40 USD is debited to the cost account and 40 USD is credited to the offset account, with an accounting date of July 31
• Partial Period Reversal entries for the estimated cost
  40 USD is credited to the cost account, and 40 USD debited to the offset account, with the accounting date of 3 August

When the actual cost results become available in August, the Transfer to Subledger Accounting process creates Run Cost events for the payroll period ending August 3, and the Create Draft Accounting and Create Final Accounting processes create journal entries for the entire payroll period.

FAQs for Cost Run Results

Why didn’t the search return payroll costing results for an accounting period?

Results returned from the Overview page of the Accounting Distribution work area for costing depend on the process date submitted as the parameter for the costing process. Adjust the dates to include processes such as QuickPay when a pay period overlaps two accounting periods. For example, you create a QuickPay for a termination with the following dates: payroll period end date of July 2 to pick up the recurring entries, payment date of June 29, and an accounting period of July 1 to July 30. When you search for the QuickPay, to view the QuickPay with the other costed run results processed for the July 2
Calculate Cost Distributions

payroll period end date, enter a **Start Date** for the search criteria earlier than July 1.

**Why do payroll costing results differ for workers with the same position in the same department?**

Results might vary if you allocate costs to different accounts at the person costing or element entry level. Identify the elements that vary and then review the costing setup information, and the costing information you entered for the element entries for the workers for that payroll run.

**Correct Costing**

**Correcting Costing for Payroll Run Results: Points to Consider**

When reviewing costing results for a payroll run, you can identify and correct entries, such as invalid or unallocated costs placed in suspense and default accounts, and missing or incorrectly entered cost allocations. There are several types of correction, including marking entries for retry, cost adjustments, and retroactive costing.

The type of correction depends on the:

- Payroll phase
- Volume of changes and whether the corrections will serve as a basis for costing future payroll runs

**Payroll Phase**

The choice of what type of correction to process depends on the phase of the payroll, whether it is before or after you run a process such as the Calculate Prepayments process locks the payroll run results to preserve data integrity. A lock would require you to reverse or roll back the prepayments before you could correct the costing setups and retry the payroll run. In practice, most enterprises avoid delays involved in processing payments for their employees, and either correct costing results before processing payments or correct them later with cost adjustments or retroactive costing.

<table>
<thead>
<tr>
<th>Review and Correct Costing Results</th>
<th>Scenario</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before running a process that locks the payroll run results</td>
<td>Your enterprise usually reviews payroll run and costing results before processing payments, for example, in enterprises that run weekly payrolls that generate project-based costing.</td>
<td>If the correction affects numerous records, roll back the payroll calculation, correct the costing setups, and retry the payroll run. If the correction affects few records, correct the costing setups. Mark those records for retry and retry the payroll.</td>
</tr>
</tbody>
</table>
After running a process that locks the payroll run results, your enterprise proceeds directly to payments after reviewing and correcting payroll run results and addresses costing corrections at a later time, for example in enterprises that have tight deadlines between date earned and date paid. If the correction affects numerous records, correct the costing setups, and process retroactive costing. If the correction affects few records, processing cost adjustments.

### Volume of Changes and Future Processing

If you have completed the payroll run, and have started processing prepayments, the choice of how to correct the results depends on the number of corrections and whether you are changing costing setups or allocations required for processing future payroll runs.

As a guideline, process:

- **Cost adjustments**: when you have a few entries to correct and the effective date of the costing adjustment is for an open accounting period.

  Adjust a person’s costing entry for the payroll run, such as the amount or percent allocated, the distribution, and the account numbers. Changing the information for the costing entry by processing an adjustment does not alter the original costing setup. The application uses the original costing setup in the next payroll run. The application uses the adjusted costing entry in reports or in later calculations performed against that entry. After you process a cost adjustment you must transfer the adjusted costing entries by running the **Transfer to Subledger Accounting** and the **Create Accounting** processes.

- **Retroactive costing**: to correct numerous errors, or to use the corrected costing setup as a basis for costing future payroll runs.

  Process retroactive costing if the effective date of the change to the costing setup would have produced a different result if the costing setup had been in place at the time of the original payroll run. For example, run retroactive costing after correcting an invalid account number in the costing setup that caused the application to place the entries in a suspense account.

  The payroll period used to recost the entries is the current payroll period, the one that contains the process end date. The process end date is the effective date of the retroactive costing process. It is also the accounting date used when transferring costing results to Oracle Fusion General Ledger.

  When you enter the process end date, you usually enter the date that corresponds to the payroll period end date. To ensure that you include payroll results that require recosting, such as a supplemental run, QuickPay processes, and balance adjustments for the payroll, specify a start date that coincides with the date when the updates to the costing setups begin.

  Process retroactive costing to correct the costing setup information for a payroll run when you intend to use the same information for the next run.
payroll run. You can correct the costing setup information, run retroactive costing, and the application uses the revised costing setup information the next time you run the payroll.

After you process a retroactive costing, you must transfer the costing entries by running the Transfer to Subledger Accounting and the Create Accounting processes. When you run these processes, the application picks up any retroactive costing entries between the start and end dates you enter when you submit the process, and creates accounting entries based on the process end date used in the retroactive costing process.

The following example illustrates different approaches. If a department manager notifies you after reviewing the payroll costing that you should divide the cost of an employee's wages between their cost center and another manager's to cover the cost of the employee's work while on loan to the second cost center, you could process a cost adjustment to allocate the appropriate percentage to each cost center. That allocation would apply to the current payroll result only and would not change the standard costing used to allocate the employee's wages in the next payroll run. If a department manager informs you that a reorganization of administrative departments at the start of the fiscal year requires that you cost the results to a different department, you would correct the costing setup and process retroactive costing.

**Payroll Cost Adjustments: Explained**

When you complete a payroll run, you can process a cost adjustment to change the account number, or add an account if you are dividing the cost result among accounts. The application uses the adjusted costing entry in reports or in later calculations performed against that entry.

Cost adjustments, such as correcting the cost account number, apply only to the costing result for that payroll run. The next time you run the payroll, the application uses the original costing setup information. To ensure that the updates apply in later payroll calculations, after you complete the cost adjustment, update the account information on the appropriate costing setup pages.

In practice most enterprises process cost adjustments when only a few costing results require adjustment. If you have numerous records, consider updating the costing setup information, and then processing retroactive costing which simultaneously corrects the costing entry for the current and subsequent payroll runs.

To review a list of cost adjustments processed for a payroll run, navigate to the payroll flow's Summary tab. If you do not know which payroll flow includes an adjustment, search by process and by person on the Person Process Results page. After you process a cost adjustment, you distribute the costing results by completing the Transfer to Subledger Accounting, Create Draft Accounting, and Create Final Accounting processes.

**Corrective Actions for Payroll Costing Results: Examples**

These examples illustrate how to correct, adjust, or update costing information for a payroll run in several typical scenarios.
Correcting Costing for Current or Future Entries

You learn that you need to divide the cost for an employee’s wages between two cost centers after you have started processing the payments for that run. If the correction applies to the:

- Current payroll period only, process a cost adjustment to allocate the appropriate percentage to each cost center. The adjustment does not change the original costing which costs the employee’s wages to a single cost center. The next time you process a payroll run, the costing process creates costing entries for the employee based on the original costing setup information.

- Current and future payroll runs, correct or update the costing setup and process retroactive costing.

Correcting Incorrect Costing

After reviewing a report on the costing for their departments, a manager notifies you that an employee’s costing is wrong. You review the costing distribution for the person by querying the person’s costing result from the Person Process Results page in the Accounting work area, and then by reviewing the cost information on the Cost Distribution page.

If the account number, allocation, or amount is incorrect, review the costing setup information, including any costing information entered for the person for the payroll run at the element entry level. If you are reviewing and correcting other payroll run results, correct the cost account or amount, mark the record for retry, and retry the payroll run. If the payroll run is complete, process a cost adjustment or retroactive costing.

Correcting Incomplete Costing

You review the costing analytics on the Summary tab of the payroll flow. The graph shows that the application has placed a costing entry in the default account. Clicking the bar that displays the default records navigates to the costing distribution page where you can view further details about the costing entry.

Updating Costing for Future Change

The accounting department notifies you that an account that funds the salaries of employees assigned to a project will close at the end of the quarter and that you must use a different account to fund and cost the wages at the start of the next quarter.

You can query the latest payroll period costing entries in subledger accounting to determine which departments, positions, and workers are paid from that project fund. You can update the costing setup for the employee’s wage element by specifying the date on which the new costing setup takes effect, and update the funding source account number. If your department created positions funded by that source account, you could query those positions and update the cost account number for the funding source in the Manage Costing of Positions page.
FAQs for Correct Costing

When do I cost a payroll balance adjustment?

You can submit a process to calculate the costing details of an individual balance adjustment as soon as you process the balance adjustment, or if you cost processes later in the accounting cycle, the application costs all the balance adjustments that fall between the start and process date specified when you submit the Costing of Balance Adjustment process. After costing the balance adjustment, distribute the accounting by submitting the Transfer to Subledger Accounting, Create Draft Accounting, and Create Final Accounting processes.

Can I correct payroll costing results from the Person Results page?

No, results on this page are view-only. However, you can use other pages to make corrections.

If you have not started the prepayments process or created accounting entries, you can navigate to the Person Process Results page from the Payroll Checklist work area or the Calculations work area and roll back the person's record, or correct the error and mark it for retry, so that when you retry the payroll run, the application recosts the entry.

If you have created accounting entries or do not want to retry or roll back the payroll calculation, navigate to the Accounting work area and use the Person Costing Distribution search in the regional area to query the person's record. Locate the costing entry on the Costing Person Process Results page and process a corrective action such as a cost adjustment or retroactive costing.

Can I view an audit trail of corrections for payroll costing results?

It depends on the process used to correct the results. Rolling back or retrying a process eliminates the audit for the error that occurred. For example, rolling back the process deletes the costing entries. Reversing a process negates the entries, but maintains an audit trail. Processing a cost adjustment or running retroactive costing after correcting the costing setup retains a record of the original costing entry produced by the Create Final Accounting process.

How can I revise the payroll costing information for a temporary period of time?

To change the costing for a few people for the current payroll run, update the costing information for each person's element entries before you run the payroll. If the change impacts many people in your department such as a cost center allocation, update the appropriate costing setups based on the date the changes take effect.

For example, to cost someone's wages for a car allowance to a different cost, update the person's element entry costing information for the wages before you run the payroll. If the person is entitled to the allowance for a longer period,
override the existing costing by editing the person’s costing setup information for the recurring wages element. When the time elapses, end the record for the person’s costing setup information to have the application use the original costing setup information to calculate the costs for the recurring wages element.

If you have already submitted the costing and realize the costing results are incorrect, you must process a cost adjustment or submit a retroactive costing process.

Why can’t I find my cost adjustment in the payroll flow search results?

The Overview search page of the Accounting work area displays the search results for payroll flows. If you submit a cost adjustment from the Cost Distribution page to correct a specific costing entry, you can access and view that cost adjustment from the Summary tab analytics of the payroll flow that includes the costing result you adjusted, or access it from the Person Process Results page.

Cost and Reconcile Payments

Costing Payroll Payments: Explained

Cost payments after calculating, distributing, or reconciling the payment. The process of calculating cost for your payments involves:

- Submitting the Calculate Costing of Payments process
- Verifying the costing results
- Correcting the costing results, if necessary

The costing information captured by these processes depends on how you set up your the payment costing, such as which payment sources to cost, whether to reconcile them and to which accounts, and whether to transfer and post the generated journal entries to Oracle Fusion General Ledger.

Submit the Calculate Costing of Payments Process

The submission parameters for the Calculate Costing of Payments process determine which payments the process includes when it calculates costs for voided, canceled, external, unreconciled, and reconciled payments.

If you are reconciling payments, you can also control which payments to cost by specifying the Mode parameter when you submit the process.

<table>
<thead>
<tr>
<th>Mode Parameter</th>
<th>Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Costs unreconciled and reconciled payments and is the predefined parameter.</td>
</tr>
<tr>
<td>Uncleared</td>
<td>Costs payments that are recently issued and not yet costed.</td>
</tr>
</tbody>
</table>
The frequency with which you submit the Calculate Costing of Payments process depends on your accounting practices. Many enterprises submit the process before or on the regular payment date to cost generated payments. If you reconcile payments and pay employees by issuing checks, you might resubmit the process several days after the payment date to cost the reconciled payments, and again on the last business day of the month or the last date of the bank statement cycle to simplify reconciling balances and bank statements with General Ledger and Cash Management.

**Verify Costing Results for Payments**

The Calculate Costing of Payments process generates a list of payments costed for each payroll relationship. As the payments are costed, the analytics for the Clearing Account Summary show the payment amounts costed to the payroll liability and cash accounts. If you reconcile payments and have set up cash clearing accounts, the analytic shows the payment amounts costed to the payroll liability, cash clearing, and cash accounts.

You can view the costing entries on the Person Process Results page. The process debits the payroll liability accounts and credits the cash accounts. If you reconcile payments, the process creates entries that debit the payroll liability accounts and credit the cash clearing accounts. When the payments clear, you can resubmit the process to create entries that debit the cash clearing accounts and credit the cash accounts.

If you void a payment, the process offsets the costing for voided payments by negating the original costing. The Cancel Payment flow includes a process to void the payments. The costing for the canceled payment is negated when the void is processed in the flow.

**Correct Costing Results for Payments**

Most Costing of Payment errors are resolved during the initial implementation by correcting the account numbers entered when you set up your payment sources. After that initial period, you may only encounter a few occasions in which you need to correct the costing information.

The Costing of Payments process supports standard task actions to correct costing results, such as retry and roll back. For example, the accounting department might inform you that payments for a specific payment source should use a different account number. You can roll back the Costing of Payments process for the external payment records that were costed using the incorrect account number, update the costing setup information for the payment source, and resubmit the Costing of Payments process to negate the original costing and create the correct costing.

After you review the costing results, and make any necessary corrections, you can distribute the accounting information.
Reconciling Payroll Payments: Explained

Oracle Fusion Global Payroll integrates with Oracle Fusion Cash Management, which facilitates the reconciliation of bank statements with payment transactions. The process of reconciling your payments involves transferring the payment information to Cash Management, costing the payments, and distributing the accounting information.

In most enterprises, a payroll manager usually performs the tasks to transfer payments to Cash Management, cost the payroll payments, and distribute the accounting information. A cash manager, with the appropriate Cash Management duty roles, usually performs the reconciliation tasks. You reconcile payments after you receive the bank statement and reconciliation file for the payments, which usually occurs on a weekly or monthly basis, depending on the frequency of your payroll run, the volume of your payments, and your arrangements with the bank.

The following figure shows the sequence of tasks involved in reconciling payments.

Calculate Costing of Payments

You cost payments after calculating or generating the payments by submitting the Calculate Costing of Payments process. This process creates cost results allocated to the accounts you set up during implementation, such as the payroll...
liability, cash clearing, and cash accounts. The costing process calculates costs for voided, canceled, external, unreconciled, and reconciled payments. For example, the process calculates costs for unreconciled payments, creating cost results that debit the payroll liability accounts and credit the cash clearing accounts.

**Distribute Accounting**

After you review the costing results, and make any necessary corrections, you can distribute the accounting information. You distribute accounting by submitting the Transfer to Subledger Accounting, Create Draft Accounting, and Create Final Accounting processes to create journal entries, and transfer and post them to Oracle Fusion General Ledger.

**Transfer Payments Information to Cash Management**

In most enterprises, you transfer the payment information after you process the tasks to calculate and generate your payments, and submit your payment files to the banks, such as prenotification files for electronic funds transfers, or positive pay files and reconciliation files for check payments. The process transfers all payments to Cash Management that fall within the process start and end date specified when you submit the process. After the transfer, you can view the list of payroll relationship payment actions included in the transferred batch on the Person Process Results page.

**Reconcile Payments Automatically or Manually**

After receiving the bank statement file from the bank, you can reconcile payments in Cash Management automatically or manually. You manually reconcile payments by matching them to bank statement lines or resolve reconciliation issues after autoreconciliation. The reconciliation process captures discrepancies between the amount reported in the bank statement and the payment information that was transferred to Cash Management. If the amount falls within the allowable range permitted for discrepancies, the payment is marked reconciled and the difference is allocated to a Reconciliation Differences account in Oracle Fusion General Ledger. If the difference is outside the allowed tolerance, then the unreconciled item is referred to a Cash Management or payroll manager for research and resolution.

**Monitor Reconciliation Status**

As a payroll manager, you can monitor the reconciliation process from the Checklist, Accounting Distribution, or Cash Management work areas. Depending on the statuses that you set up, you can determine, for example, whether the bank has cleared a payment or rejected it. To monitor the status:

- Use the payroll flow page of the Checklist or Accounting Distribution work area to view the payment amounts distributed from the payroll liability, the cash clearing, and the cash accounts.

  The Clearing Account Summary analytics on the Summary tab of the payroll flow display the amounts costed to each account.

- Use the Overview and Manage Bank Statement pages of the Cash Management work area to view the status of bank statement lines.

**Resubmit Calculate Costing of Payments and Distribute Accounting**

After the bank reconciliation file indicates that the payment cleared, resubmit the Calculate Costing of Payments process to calculate costs for the reconciled
payments. Submitting the process debits the cash clearing account and credits the cash account. Submit the Transfer to Subledger Accounting, Create Draft Accounting, and Create Final Accounting processes to distribute the accounting results, and to transfer and post the journal entries to General Ledger.
Distribute Payroll Accounting Information

Distribute Payroll Accounting: Explained

After you complete processes that calculate cost distributions, you distribute accounting for these results. Distributing accounting involves creating accounting events in Oracle Fusion Subledger Accounting and creating journal entries that you review before transferring and posting the final entries to Oracle Fusion General Ledger.

You distribute accounting information by submitting the Transfer to Subledger Accounting, Create Draft Accounting, and Create Final Accounting processes. The distribution processes include any costing result that meets the submission criteria, such as the date and payroll parameters. For example, the costing distribution might include the costing results generated by the processes for Calculate Payroll, Calculate Costing of Payments, and Calculate Partial Period Accruals.

The option to transfer the costing results to General Ledger is determined at setup on the Manage Costing of Elements page for the payroll run results, and on the Manage Costing of Payment Sources page for payment results. The option to post journal entries to General Ledger is predefined for the Create Final Accounting process in the payroll cycle flow. If you submit the Create Accounting process.

The following diagram shows how after calculating the cost distributions, you distribute the accounting by processing the tasks to:

- Transfer to Subledger Accounting to raise events for each transaction such as Run Cost events for the payroll run
- Create Draft Accounting to create journal entries for review
- Create Final Accounting for transfer and posting to General Ledger
Transfer to Subledger Accounting

Payroll is integrated with Subledger Accounting, an accounting system that generates journal entries for financial transactions. Submitting the Transfer to Subledger Accounting process creates accounting events for the costing results calculated for each payroll relationship that meets the submission criteria. The Person Process Results page lists the payroll relationship actions processed. To review the journal entries created in Subledger Accounting that are transferred to General Ledger, you submit the Create Draft Accounting process.

Create Draft Accounting for Review

Payroll is integrated with General Ledger. The payroll cycle flow includes two process to create journal entries, Create Draft Accounting and Create Final Accounting. Submit the Create Draft Accounting process to review the draft journal entries and make any necessary corrections, before you transfer and post the journal entries to General Ledger.

The date used to record the journal entries is the Process End Date you enter when you submit the processes. If you do not enter a date, for the application uses the following dates as the default. For the:

- Costing results for the payroll run, the application uses whichever date is later, the Process Date you enter when you submit the process, or the Date Earned of the payroll run.
- Costing results for the payments and voided payments, the application uses the process date of the Calculate Prepayments process.
- Costing results for reversals for cleared payments that you reconcile in Oracle Fusion Cash Management, the application uses the date from Cash Management on which the payment cleared.

You might review journal entries after you add new accounts, payrolls, or elements that would affect costing. You have several options for how to review these entries. You can:

- View a summary of the transactions and drill down to view detailed subledger journal entry lines using the Review Journal Entries task in the Accounting Distribution work area.

  The Review Journal Entries page displays detailed information about subledger journal entries. You can view the subledger journal entries in the T-Accounts format, and also view the transactions underlying the accounting event or the subledger journal entry.

- Display detailed results of journal entries generated when you in the Create Accounting Execution report, which is generated as output when you submit the Create Draft Accounting and for the Create Final Accounting processes.

  If you have the necessary security privileges for General Ledger and Subledger Accounting, you can also run other reports from the Fusion Accounting Hub, such as the Journal Entries Execution Report, Post Journal Entries to General Ledger Execution Report, Subledger Period...

If you discover costing results that require correction when you review the draft journal entries, follow the usual process of rolling back the Create Draft Accounting process and the Transfer to Subledger Accounting process. After correcting the underlying problem, resubmit these processes. The draft journal entries produced by the Create Draft Accounting process are transient, so resubmitting the Create Draft Accounting process overrides the previous draft journal entries.

**Create Final Accounting**

After you review the draft journal entries and make any necessary corrections, you are ready to submit the Create Final Accounting process that transfers and posts the final journal entries to General Ledger.

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**Note**

If you submit the Create Accounting process as a separate payroll flow, submit it twice. The first time, specify the Draft mode parameter to generate journal entries for review, and the second time, specify the Final mode parameter to generate the journal entries for transfer and posting to General Ledger.

Submitting the Create Final Accounting process performs validations to determine if the accounting period is closed, or the entry is for a summary account, or for an account that is closed or inactive. You receive error messages or warnings if these conditions exist.

You cannot resubmit the Create Final Accounting process. If you need to correct costing results after submitting the Create Final Accounting process, you must:

- Process cost adjustments or retroactive costing to correct the costing results of the payroll run
- Make corrections directly in General Ledger to correct journal entries for the costing results of payments

You cannot navigate from Subledger Accounting to General Ledger. If you have appropriate General Ledger security privileges, you can view entries posted to General Ledger, and if necessary, navigate from General Ledger to view Subledger Accounting entries.

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**FAQs for Payroll Accounting Information**

**What's the difference between Create Draft and Create Final Accounting for Payroll?**

The Create Draft Accounting process creates journal entries for review. If you discover an error, you can roll back this process and the Transfer to Subledger Accounting process and correct the underlying problem with the payroll costing.
The Create Final Accounting process creates journal entries that are transferred and posted to Oracle Fusion General Ledger. You can review the results generated by this process, but you cannot roll it back.

If there are problems with the costing of payroll run results, use cost adjustments and retroactive costing to correct the issues. If there are problems with the costing of payments, address the issues directly in General Ledger.
Define Workforce Records

Document Delivery Preferences: Explained

You typically define delivery preferences for documents that are delivered periodically from employers to workers, for example, payslips, or year end tax statements. You can select default delivery methods for a document type, including online and paper, and specify other delivery related preferences. You set these preferences using the Manage Document Types task in the Setup and Maintenance work area.

Delivery Preferences

You can specify whether worker consent is required for delivering documents online-only. If you set worker consent as required and initial consent as not granted, then the paper delivery method is automatically selected and disabled; the option is automatically deselected (while still disabled) when you set initial consent granted to Yes.

Overriding Default Preferences

You set default delivery preferences on the document type and override the preferences on associated work structures. You can override default delivery preferences at various levels for a payroll statutory unit (for payroll documents) or legal employer (for other document categories). These levels are arranged in a hierarchy. For example, delivery preferences set for a location override those set for a department and delivery preferences set for a department override those set for a legal employer and so on. The document type is at the highest level in the hierarchy; the default delivery preferences you specify for a document type apply to all documents, if you do not override them at lower levels.

Person Level Overrides

You can enable persons to override the delivery preferences for their documents, in their portraits. The delivery preferences that workers specify in their portraits override delivery preferences specified elsewhere for the document type.
Glossary

**balance**
Positive or negative accumulations of values over periods of time normally generated by payroll runs. A balance can sum pay values, time periods, or numbers.

**batch loader**
An integrated Microsoft Excel workbook loader that helps you enter data more easily into HCM tables; used for entering balance, balance group, element, element entry, payroll definition, personal payment method, bank information for EFT payments, formula global values, and object group data.

**calculation card**
Captures values required for payroll calculations, in areas including absences, statutory deductions, time and labor, benefits and pensions, and involuntary deductions. Calculation cards hold values for a payroll relationship. For some types of cards and some legislations, you can also create cards for a tax reporting unit or payroll statutory unit.

**calculation component**
An individual calculation captured on a calculation card. Typically, a calculation component is associated with an element.

**contingent worker**
A self-employed or agency-supplied worker. Contingent worker work relationships with legal employers are typically of a specified duration. Any person who has a contingent worker work relationship with a legal employer is a contingent worker.

**deduction card group**
A grouping of deduction cards for year-end processing.

**element**
Component in the calculation of a person’s pay. An element may represent a compensation or benefit type, such as salary, wages, stock purchase plans, pension contributions, and medical insurance.

**element classification**
Provides various element controls, such as the order in which they are processed, the balances they feed, costing, and taxation. Primary element classifications and some secondary classifications are predefined. You are able to create other secondary classifications.
**element eligibility**

The association of an element to one or more components of a person's employment record. It establishes a person's eligibility for that element. Persons whose assignment components match the components of the element eligibility are eligible for the element.

**element entry**

The record controlling an employee's receipt of an element, including the period of time for which the employee receives the element and its value.

**element group**

Group of one or more elements, which you define for running various payroll processes, reports, or, for cost distribution purposes. Use element groups to limit the elements processed by a payroll batch process.

**element template**

Predefined questions asked when creating an element based on the element classifications selected. When the questionnaire is submitted, the template automatically generates the element and all associated balances, feeds, input values, formulas, and related elements required for payroll processing. Depending on the element classifications selected, it also creates the required calculation components.

**employment terms**

A set of information about a nonworker's or employee's job, position, pay, compensation, working hours, and work location that all assignments associated with the employment terms inherit.

**external payment**

A payment that is calculated by a prepayment process within the application, but generated externally. Examples include a hand-written check for a terminated employee and a payment made with a different payment type or payment source than specified in the prepayment process.

**fast formula**

A simple way to write formulas using English words and basic mathematical functions. Formulas are generic expressions of calculations or comparisons you want to repeat with different input values.

**final close date**

The last date on which element entries can be processed in a payroll run. This is the last effective date of the payroll record.

**globals**

Used to store values that are constant over a period of time and may be referenced in several formulas. For example, the name of a rate, a specific date, or a company term.
HCM data role
A job role, such as benefits administrator, associated with specified instances of Oracle Fusion Human Capital Management (HCM) data, such as one or more positions or all persons in a department.

input value
Values you define to hold information for an element entry. Formulas use input values to calculate and report run results for each element entry. An input value can also hold the amount to process through payroll without a formula.

last standard earnings date
Date on which standard earnings stop accumulating, which is the date of the termination or payroll transfer.

last standard process date
Last date on which element entries are considered for normal processing in a payroll run. By default, this is the last day of the payroll period in which the person is terminated or transferred to another payroll.

lookup type
A set of lookup codes to be used together as a list of values on a field in the user interface.

object group
User-defined set of elements or people used to restrict which of these items to include in various processes and reports.

payroll default account
The account used to store unallocated costs when the costing allocations do not total 100 percent, such as costs divided across several department cost centers. You can create the costing setup information for the default account at the department and payroll levels. To correct costing entries placed in a default account, correct or update the costing setup information, and then depending on the phase of the payroll, retry the payroll run or process a cost adjustment or retroactive costing to cost the unallocated amount to the appropriate account.

payroll distribution group
Allocates the costing result of a distributed element to each element in the distribution group. The allocation is proportionate to the amount that each element in the distribution group contributes to the total.

payroll employment group
Group of people to use in processing, data entry, and reporting in payroll.

payroll flow checklist
A sequence of automatic and manual flow tasks grouped into activities that accomplish different phases of the payroll process. Submitting a payroll flow
generates a checklist that you use to monitor the payroll flow and manage its tasks.

**payroll flow pattern**

A series of tasks performed in a predefined order, which are grouped into activities that represent the phases of the payroll process. The flow pattern is used to generate a payroll flow.

**payroll flow task**

A payroll process or report, or manual work such as verifying results.

**payroll priority account**

The cost account used to cost an element eligibility record. When calculating payroll costs, the application bypasses the standard costing process and only uses the number entered for the priority account. If only a percentage of the cost is allocated to a priority account, the account number for the remaining percentage is derived using the standard costing process.

**payroll relationship**

Defines an association between a person and a payroll statutory unit based on payroll calculation and reporting requirements.

**payroll relationship type**

A predefined value used by the application to control how person records are grouped into payroll relationships. If a person has more than one payroll relationship type, for example, both an employee and a contingent worker in the same payroll statutory unit, there would be multiple payroll relationships for that person.

**payroll statutory unit**

A legal entity registered to report payroll tax and social insurance. A legal employer can also be a payroll statutory unit, but a payroll statutory unit can represent multiple legal employers.

**payroll suspense account**

The account used to store costed payroll run results and prepayment results that produce invalid or incomplete account numbers. To correct costing entries placed in a suspense account, correct or update the costing setup information, and then depending on the phase of the payroll, retry the payroll run or process a cost adjustment or retroactive costing to cost the unallocated amount to the appropriate account.

**personal payment method**

Method of payment that is associated with a particular payroll relationship. When an administrator assigns a person to a new payroll, payments will use...
the default organization payment method for the new payroll until a personal payment method exists for that payroll relationship.

**recurring element entry**

Element entries that process regularly at a predefined frequency. They exist from the time you create them until you delete them, or the employee's element eligibility ceases.

**regional area**

The collapsible region on the left side of the work area, containing controls that refresh, manipulate, or otherwise update the local area.

**system person type**

The type used to classify the person at the system level in human resources. For example, the system person type can be either employee or contingent worker. In human resources, user-defined person types are associated with system person types.

**tax reporting unit**

A legal entity that groups workers for the purpose of tax and social insurance reporting.

**termination**

Voluntary or involuntary ending of a work relationship. When workers or nonworkers leave the enterprise, you terminate their work relationships. When you terminate a work relationship, any assignments and employment terms associated with the relationship are ended automatically.

**work relationship group**

Group of people to use in processing, data entry, and reporting.