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

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Contents

1 Overview
   Manage Payroll Outbound Interface: Overview ............................................................... 1-1
   Global Payroll Interface Setup: Critical Choices .......................................................... 1-2
   Payroll Interface Setup for US ADP Connection: Critical Choices ........................... 1-7

2 Manage Elements
   Creating Payroll Elements for Global Payroll Interface: Worked Example ............... 2-1

3 Manage HCM Extract Definitions
   Extract Components: How They Work Together .......................................................... 3-1
   Creating Extract Definitions for Payroll Interface: Critical Choices ......................... 3-3
   Creating a Payroll Interface Report from a Copy: Worked Example ......................... 3-4
   Defining an Extract Using the Simplified Interface: Worked Example ...................... 3-7
   Frequently Used User Entities in HCM Extracts ......................................................... 3-13
   Payroll Interface Output File Templates: Highlights ................................................. 3-13
   FAQs for Manage HCM Extract Definitions .............................................................. 3-14

4 Maintain Personal Payroll Information
   Manage Batch Uploads ................................................................................................. 4-1
   Manage Calculation Cards ......................................................................................... 4-17
   Manage Element Entries ......................................................................................... 4-22
   Manage Personal Payment Methods ........................................................................ 4-25
   Manage Payroll Relationships ................................................................................. 4-27

5 Manage Outbound Payroll Interface
   Calculate Gross Earnings ........................................................................................... 5-1
   Run Outbound Interface Reports .............................................................................. 5-6
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.
Manage Payroll Outbound Interface: Overview

Oracle Fusion Global Payroll Interface enables you to capture personal payroll information, such as earnings and deductions, along with other data from Oracle Fusion Human Capital Management, and send that information to a third-party payroll provider.

The following figure illustrates the sequence of ongoing tasks for the payroll coordinator.

Payroll coordinators use Payroll Interface to perform the following processes on a periodic basis:

- Validate data and calculate periodic values using the Calculate Gross Earnings process
- Submit a process to extract data using an outbound interface report
These processes use element entries and payroll relationships to determine payroll-related values to retrieve and calculate along with other HR-related values for a worker, such as benefits information.

Global Payroll Interface Setup: Critical Choices

The setup steps required for the Payroll Interface vary depending on the Oracle Fusion products and features that are already configured in your enterprise and the data you want to make available to your third-party payroll provider. The following figure illustrates the setup roles and tasks.

The following table summarizes the general purpose of each setup area. The sections following the table provide more information to help you determine which setup tasks to perform to satisfy your business requirements.

**Note**
All setup tasks are available in the Setup and Maintenance work area and performed by an application implementation consultant with the exception of the security-related tasks, which are performed by an IT security manager.

<table>
<thead>
<tr>
<th>Setup Area</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise structures for payroll</td>
<td>Defines the fundamental aspects of the payroll employment model, which establishes payroll relationships for employees.</td>
</tr>
<tr>
<td>Security (security profiles, data roles, and user provisioning)</td>
<td>Provides payroll coordinators access to the appropriate tasks and data.</td>
</tr>
<tr>
<td>Consolidation group</td>
<td>Used internally, facilitates the creation of payroll definitions.</td>
</tr>
<tr>
<td>Payroll definition</td>
<td>Determines the frequency of payroll periods and the reporting name used as a parameter when running the extract process.</td>
</tr>
<tr>
<td>Earnings and deduction elements</td>
<td>Defines the elements to attach to employee records as element entries for calculation.</td>
</tr>
<tr>
<td>Organization payment method</td>
<td>Optional. Provides the ability to capture payment-related data, such as payment type, currency, and source bank information.</td>
</tr>
<tr>
<td>Calculation card</td>
<td>Optional. Provides the ability to capture employee deduction details. For example, a US legislation would capture employee W-4 tax information.</td>
</tr>
<tr>
<td>Personal payment method</td>
<td>Optional. Provides the ability to capture employee payment type and bank information for electronic funds transfer (EFT) payments.</td>
</tr>
<tr>
<td>HCM extract definition</td>
<td>Creates the extract process that is run to extract data that is sent to a third-party payroll provider</td>
</tr>
</tbody>
</table>
Enterprise Structures Setup

The processes available in Payroll Interface depend on the payroll employment model, most importantly, payroll relationships and the element entries attached to employees. Legislative data must be in place before your employees can have payroll relationships, and, therefore before employee data can be included in these processes.

Ensure that the following legislative objects are configured in the enterprise as described in this table.

<table>
<thead>
<tr>
<th>Object</th>
<th>Task</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Define Business Units for Human Capital Management</td>
<td>Create a business unit that you use to associate other objects, if not already created.</td>
</tr>
<tr>
<td>Legislative Data Group</td>
<td>Manage Legislative Data Groups</td>
<td>Create a legislative data group if not already created.</td>
</tr>
<tr>
<td>Legal Jurisdiction</td>
<td>Manage Legal Jurisdictions</td>
<td>Create a legal jurisdiction if not already created.</td>
</tr>
<tr>
<td>Legal Address</td>
<td>Manage Legal Addresses</td>
<td>Create a legal address if not already created.</td>
</tr>
<tr>
<td>Tax Reporting Unit</td>
<td>Manage Legal Entities</td>
<td>Create a legal employer or tax reporting unit if not already created.</td>
</tr>
<tr>
<td>Payroll Statutory Unit</td>
<td>Manage Legal Entities</td>
<td>Create a payroll statutory unit to use for each legislative data group.</td>
</tr>
<tr>
<td>(Object Association)</td>
<td>Manage Legal Entity HCM Information</td>
<td>Associate each payroll statutory unit with a legislative data group.</td>
</tr>
</tbody>
</table>

Note

Because most third-party payroll providers handle only one primary assignment for an employee, it is recommended that you associate only one legislative data group for each payroll statutory unit.

Security-Related Setup

The payroll coordinator job role has access to the tasks and features relevant to the Payroll Interface.

Ensure the following security-related configuration actions are performed in the enterprise as described in this table.

<table>
<thead>
<tr>
<th>Role</th>
<th>Task</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Implementation Consultant</td>
<td>Manage Payroll Process Configuration</td>
<td>Ensure the value for the Payroll License parameter in the process configuration group is set to PAYROLL_INTERFACE.</td>
</tr>
<tr>
<td>Application Implementation Consultant</td>
<td>Manage Default Process Configuration Group Profile Option Values</td>
<td>Select the default group as the value for the Process Configuration Group profile option.</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>---------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>IT Security Manager</td>
<td>Manage Payroll Security Profiles</td>
<td>Ensure the payroll security profile is set up, enabling payroll coordinators to access payroll.</td>
</tr>
<tr>
<td>IT Security Manager</td>
<td>Manage Payroll Flow Security Profiles</td>
<td>Ensure the payroll flow security profile is set up enabling payroll coordinators to access payroll processes.</td>
</tr>
<tr>
<td>IT Security Manager</td>
<td>Manage Legislative Data Group Security Profiles</td>
<td>Ensure the legislative data group security profile is set up enabling payroll coordinators to access legislative data groups.</td>
</tr>
<tr>
<td>IT Security Manager</td>
<td>Manage Data Roles</td>
<td>Create at least one data role for the payroll coordinator job role with the appropriate security profiles.</td>
</tr>
<tr>
<td>HR Specialist</td>
<td>Manage Duty Roles</td>
<td>Add a payroll coordinator role to users who should be granted access to the Payroll Interface tasks and processes.</td>
</tr>
</tbody>
</table>

### Payroll Setup

Application implementation consultants can access all of the payroll setup tasks required for your implementation. What you require will depend on your business needs and what configuration was already performed for your enterprise.

Ensure that the following payroll objects are configured as described in this table.

<table>
<thead>
<tr>
<th>Object</th>
<th>Task</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consolidation Group</td>
<td>Manage Consolidation Groups</td>
<td>Create at least one consolidation group for each legislative data group that will be used for payroll information. It is unlikely you will ever need to specify a consolidation group for any payroll interface process, but a consolidation group is a required value when you create payroll definitions, which are essential to the calculation and extract processes.</td>
</tr>
</tbody>
</table>
| Organization Payment Method | Manage Organization Payment Methods | Optional. Create organization payment methods that define the combination of payment type and currency to use for payments to employees or external parties. If you want to capture any of the following data to provide to a third-party payroll provider, you must create at least one organization payment method for each legislative data group before you can create a payroll definition:  

- Payment type used for employee payments, such as electronic funds transfer (EFT) or check  
- Currency used for employee payments  
- Source bank information specifying the bank where payments to employees are debited  
- Target bank information specifying the bank to which payments are sent. If you will capture employee bank information for employee EFT payments, you must create an organization payment method with the EFT payment type for each legislative data group with employees to pay |
| Payroll Definition | Manage Payroll Definitions | Create at least one payroll definition, which is the collection of information that determines how and when to calculate employee payroll payments. The payroll definition parameter is required when running the Calculate Gross Earnings process and the process you will run to extract personal payroll data. Create at least one payroll definition for each payroll frequency, such as weekly or semimonthly. |
| Elements | Manage Elements | Create any recurring earnings elements you want to include in the Calculate Gross Earnings process and extract and provide to your third-party payroll provider. For example, when running an extract process on the calculated earnings, you can specify a balance group to extract primary balance values for recurring earnings within the specified period.

After creating an element, you must edit it to create at least one element eligibility record determining which employees are eligible for the element and can therefore receive entries of the element. You can specify eligibility criteria, such as a specific payroll or all payrolls, payroll statutory unit, legal employer, employment category, and other criteria.

If you need to extract and send any non-statutory deduction information to a third-party payroll provider, you must also create deduction elements for this information. You can use element templates to create deduction elements and create input values for the values you want to extract. You can include the database items for the deduction entries in your HCM extract definition to extract other deduction information. |
Manage Batch Uploads

Use the Payroll batch loader to load setup information, such as elements and balances, into the HCM tables. You can also use it to load initial balances, element entries, and payroll assignments.

**Note**

The application allows the flexibility to create multiple entries of the same element; however, you should not create multiple entries if the third-party provider cannot handle multiple entries of the same element.

If your payroll provider requires personal bank information for EFT payments, each employee must have a personal payment method defined that includes bank name, account, and other transfer information. Implementers can use the Manage Personal Payment Methods web service to migrate this data.

**Extract Definition Setup**

Create the outbound interface report process that extracts data from HCM so it can be made available to your third-party payroll provider. The specification of data to extract, and how to structure and deliver it to your third-party payroll provider, determines how you define the HCM extract definition. For example, your extract definition must include database items for any HR data that is required by the third-party provider to perform gross-to-net calculation.

When you create an extract definition, you can copy an existing extract definition, save it under a new name, and modify it as needed before you submit your changes. Once you submit changes, the application generates an extract process using your modified definition.

**Note**

The extract process reads element entry values for deductions, but does not perform any processing of formulas or balances.

**Payroll Interface Setup for US ADP Connection: Critical Choices**

The setup steps required for the Oracle Fusion Global Payroll Interface for the US may vary depending on the Oracle Fusion products and features that are already
configured in your enterprise and the data you want to make available to ADP Connection.

In addition to the setup points described for the Global Payroll Interface, the following assumptions and configuration requirements exist for ADP in the following areas:

- Organizations and Locations
- Person Information
- US Geographies
- Element Management
- Payroll Management
- ADP Configuration

**Organizations and Locations**

When setting up your organizations and locations, you must consider the following:

- When setting up your organization structure, a one-to-one mapping must exist between a legal employer and a payroll statutory unit (PSU).
- When defining locations, you must use the United States tax address format.

**Person Information**

When managing employee information, you need to consider the following:

- You cannot use commas in any part of any address, as ADP Connection does not support their usage.
- You must use the United States tax address format for employee addresses.

**US Geographies**

You must have a valid Vertex Geocode license. It is required for employees to receive their default tax card.

**Element Management**

When defining the elements for your earnings and deductions, you need to consider the following:

- Employee Work Relationships
- Payment Methods
- Piece-Rate Elements
• Recurring Elements

• Nonrecurring Elements

**Employee Work Relationships**

ADP Connection does not support multiple terms, so employees should not have multiple terms in a single work relationship. Any earnings you define at the terms level, including salary, is passed on to the primary assignment. If an employee has multiple terms with earnings at the terms level, ADP Connection may not correctly interpret the values passed to the primary assignment.

**Payment Methods**

Employees cannot have both check and direct deposit payment methods.

Personal payment methods for direct deposit payments must be either set to 100% or use fixed payment amounts.

**Piece-Rate Elements**

ADP does not support piece-rate earnings. Do not pass any elements of this type through the Payroll Interface.

**Recurring Elements**

Employees cannot have more than one of same recurring element (deductions or earnings). When defining your recurring elements, you must prohibit multiple entries.

**Nonrecurring Elements**

Nonrecurring elements are not passed through this payroll interface to the third-party payroll provider. If you need to track nonrecurring element data for your employees, you must use your provider's tools to load the data directly into their application.

**Payroll Management**

When creating your payroll definitions, do not use the bimonthly, lunar monthly, or semiannual payroll frequencies.

**ADP Configuration**

Prior to running your first extract, you must consider the following:

• You must perform a mapping exercise with ADP Connection. This establishes the baseline between the data in ADP and Oracle Fusion Human Resources Management Systems (US). Refer to your ADP documentation for more information.

• Existing Connection users will already have identification numbers for their employees recorded in ADP’s system. However, all persons reported through the Payroll Interface must have their own Oracle employee IDs.
You must use ADP’s conversion utilities to convert your employees’ legacy IDs into the new ones generated by the payroll interface.
Creating Payroll Elements for Global Payroll Interface: Worked Example

The example shows how application implementation consultants create elements for Oracle Fusion Global Payroll Interface using element templates with US classifications.

The following table summarizes key decisions for each element that you create and provides the selections for this example.

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the primary classification?</td>
<td>One of these choices:</td>
</tr>
<tr>
<td></td>
<td>• Standard Earnings</td>
</tr>
<tr>
<td></td>
<td>• Supplemental Earnings</td>
</tr>
<tr>
<td></td>
<td>• Taxable Benefits</td>
</tr>
<tr>
<td></td>
<td>• Pretax Deductions</td>
</tr>
<tr>
<td></td>
<td>• Voluntary Deductions</td>
</tr>
<tr>
<td></td>
<td>Information elements are not supported by the interface.</td>
</tr>
<tr>
<td>What is the secondary classification?</td>
<td>This item is optional. The available choices vary based on the selected primary classification.</td>
</tr>
<tr>
<td>At which employment level should this element be attached?</td>
<td>Select the appropriate level:</td>
</tr>
<tr>
<td></td>
<td>• Deductions and benefits are typically created at the payroll relationship level.</td>
</tr>
<tr>
<td></td>
<td>• Salary, pension, and social insurance elements can be created at the assignment or terms level. Check whether your third-party payroll provider can handle terms-level information.</td>
</tr>
<tr>
<td></td>
<td>• Overtime rules, rates, and bonuses are typically created at the assignment level.</td>
</tr>
<tr>
<td>Does this element recur each payroll period, or does it require explicit entry?</td>
<td>Select <strong>Recurring</strong>.</td>
</tr>
</tbody>
</table>
Creating an Element

Important

Ensure the value for the Payroll Product Usage setting is Payroll Interface. This setting ensures that you use the correct version of element templates to generate your elements.

1. In the Setup and Maintenance work area, click Manage Elements.
2. In the Search Results section, click Create.
3. Select your legislative data group.
4. Select the primary classification that matches the purpose or use of the payroll element.

<table>
<thead>
<tr>
<th>Example Purpose or Use</th>
<th>Primary Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recurring base pay, such as annual salaries and hourly earnings</td>
<td>Standard Earnings</td>
</tr>
<tr>
<td>Recurring payments, such as an allowance</td>
<td>Standard Earnings</td>
</tr>
<tr>
<td>Nonrecurring payments, such as a bonus</td>
<td>Supplemental Earnings</td>
</tr>
<tr>
<td>Recurring or nonrecurring voluntary deductions, such as savings plans, charitable contributions, or uniform deposit</td>
<td>Voluntary Deductions</td>
</tr>
</tbody>
</table>

5. Select the secondary classification that corresponds to the selected primary classification.

<table>
<thead>
<tr>
<th>Example Purpose or Use</th>
<th>Secondary Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recurring base pay</td>
<td>Regular</td>
</tr>
<tr>
<td>Nonrecurring payment</td>
<td>Bonus</td>
</tr>
<tr>
<td>Recurring voluntary deduction</td>
<td>Select the relevant choice. If there is none, leave it blank.</td>
</tr>
</tbody>
</table>

6. Click Continue.
7. On the Basic Information page, complete the fields as shown in this table, and then click Next.
<table>
<thead>
<tr>
<th>Field</th>
<th>Sample Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td>Annual Salary</td>
</tr>
<tr>
<td></td>
<td>Hourly Wages</td>
</tr>
<tr>
<td></td>
<td>Allowance</td>
</tr>
<tr>
<td></td>
<td>Spot Bonus</td>
</tr>
<tr>
<td></td>
<td>Red Cross Contribution</td>
</tr>
<tr>
<td><strong>Reporting Name</strong></td>
<td>Enter the name that you want to display on reports for this earnings or deduction payroll element.</td>
</tr>
<tr>
<td><strong>Effective Date</strong></td>
<td>1/1/1951</td>
</tr>
<tr>
<td></td>
<td>Enter an early date so that the payroll element is available for use immediately.</td>
</tr>
<tr>
<td><strong>Input Currency</strong></td>
<td>US Dollar</td>
</tr>
<tr>
<td><strong>Should every person eligible for the element automatically receive it?</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>What is the earliest entry date for this element?</strong></td>
<td>First Standard Earnings Date</td>
</tr>
<tr>
<td><strong>What is the latest entry date for this element?</strong></td>
<td>Last Standard Process Date</td>
</tr>
<tr>
<td><strong>At which employment level should this element be attached?</strong></td>
<td>Select the appropriate level, such as payroll relationship for deductions and benefits, and terms or assignment level for salary.</td>
</tr>
<tr>
<td><strong>Does this element recur each payroll period, or does it require explicit entry?</strong></td>
<td>Recurring</td>
</tr>
<tr>
<td><strong>Process the element only once in each payroll period?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Process and pay element separately or with other earnings elements?</strong></td>
<td>Process and pay with other earnings.</td>
</tr>
</tbody>
</table>

8. Verify the information is correct, and then click **Submit**.

**Setting Up Input Values for Deduction Elements**

Input values are created automatically for earnings elements. However you can create additional input values, if required, to hold any specific codes required by your payroll provider. Input values aren’t created automatically for deductions so you must create them. Make sure you select the special purpose **Primary Input Value** for one of the input values.

If you create a recurring deduction element, you can set another input value for goal amount so that element entries for that element stop after the goal amount is reached. The name of input values for goal amounts must be Goal Amount for the value to be captured and provided to a third-party payroll provider.
1. In the Element Overview hierarchy, select **Input Values**.
2. From the Actions menu, select **Create Input Values**.
3. For all deduction elements, enter the following values.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name of the input value, such as Period Deduction Amount</td>
</tr>
<tr>
<td>Special Purpose</td>
<td>Primary input value or Percentage</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>Money</td>
</tr>
<tr>
<td>Create a Database Item</td>
<td>Yes</td>
</tr>
</tbody>
</table>

4. For recurring deduction elements with a goal amount, enter the following values.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Goal Amount</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>Money</td>
</tr>
<tr>
<td>Create a Database Item</td>
<td>Yes</td>
</tr>
</tbody>
</table>

5. Click **Save**.
6. Click **Submit**.

**Setting Up Element Eligibility**

On the Element Summary page, update the newly created element detail for eligibility.

1. From the Edit menu, select **Update**.
2. In the Element Overview hierarchy, select **Element Eligibility**.
3. From the Actions menu, select **Create Element Eligibility**.
4. In the **Element Eligibility** name field, enter the element name with the suffix: Open.
5. In the Eligibility Criteria section, select **All payrolls eligible**.
6. Click **Save**.
7. Click **Submit**.
Manage HCM Extract Definitions

Extract Components: How They Work Together

The HCM Extracts feature is a flexible tool for generating data files and reports. You use the extract components to define what information you want the application to extract and report on, and how the information is displayed, formatted and delivered. An extract definition consists of: one or more extract data groups, depending on how many logical entities you want to extract; one or more extract records depending on how many groups of information you want to collect; and one or more attributes depending on how many individual fields of data you want to extract.

Extract Definitions
An extract definition refers to the complete setup of an extract, that consists of extract data groups, criteria, records, attributes, advanced conditions and output delivery options. You use HCM extracts to extract, archive, transform, report, and deliver high volumes of HCM data from the Fusion HCM database. You can generate the output in the following formats:

- CSV
- XML
- Excel
- HTML
- RTF
- PDF

You can distribute the extracted information by email, fax and other delivery modes. Some common examples of extracts are: PDF payslips delivered to employees’ mailboxes, payroll or benefits data transferred to third-party service providers, HR and talent data exchange between Fusion and legacy applications, for example in a coexistence scenario.

Data Groups
Extract data groups represent a business area or logical entity, for example person, assignment, or benefits. The application uses this information to retrieve the database item groups. You define one data group as the primary or root data group and this data group is the starting point of the data extraction. Extract data group connections capture the association details between the current data group and the parent data group. The data group connections form the hierarchical relationship among the data groups.
Extract data group criteria enables you to define a set of filtering conditions the application must perform on an extract data group. You specify the criteria conditions using an expression or fast formula.

**Extract Records**

Extract records represent a grouping of related data or a physical collection of all fields required in the extract. For example, the Employee data group can have records such as Basic Details, Pay Details, Location Details, and Primary Contact. An extract record is a collection of attributes which you can organize in a required sequence. For example, if a data group has 3 records, then you can specify the sequence in which the application processes the records. You can also select the next data group to identify which data group the application processes next.

**Attributes**

Attributes are the individual fields inside the extract record. An attribute is the lowest attribute level of a HCM extract and represents a piece of information, for example, person first name, person last name or person date of birth.

This figure demonstrates the hierarchy of information within a data group definition. In this example, the data group is a container for the logical group of data called Department. Within the Department data group there are two records of department data called Department Information and Department Other Information (extract records). Within the subgroup of Department Information there are two elements of information called Department ID and Department Name. Within the subgroup of Department Other Information there are two elements of information called Department Location and Department Start Date. An extract definition is a hierarchy of information with attributes such as Department ID at the bottom.
Creating Extract Definitions for Payroll Interface: Critical Choices

Designing an extract definition to meet the requirements of your third-party payroll provider includes the following decisions:

- Whether to copy an existing extract definition or create a new one
- Whether to refine the generated extract process

**Note**

Once an extract definition is submitted and an outbound interface report process is generated, any changes you make to the extract definition will affect your extract process when you submit your changes.

**Methods of Creating Extract Definitions**

When you create an extract definition, you define data groups, records, and data elements. You define what you want to extract, how it is extracted, and how you want to deliver the extracted data. When you submit an extract definition, the application creates a process that you run to perform the actual extraction of data.

There are two ways you can create an extract definition and its related extract process: creating a new one or copying one that exists. In both cases, you can use the Manage Extract Definitions task from the Data Exchange work area.
To create an extract definition to use for a new extract process, choose the Payroll Interface extract definition type. This predefined definition type includes basic parameters that support the extract process, such as the Changes Only parameter that enables extracting only changed data since the previous run. You will need to build data groups, records, and data elements for the data that you want to extract.

When you copy an existing extract definition, you save it under a new name and then modify it as needed before you submit your changes. Once you submit your changes, the application creates a new extract process using your newly modified definition.

The predefined extract definition, US ADP Third-Party Payroll Extract, is available for this purpose. It extracts employee and assignment records and produces the results into an output file using the US ADP Connection Payroll report template from Oracle BI Publisher. Although this predefined extract definition extracts payroll data for Automatic Data Processing (ADP), a third-party payroll provider in the US, you can copy and modify it to meet the requirements of your payroll provider, as needed.

Note
When creating an extract definition from a copy, you must still generate and compile the formulas, just as you would when creating a new extract definition, before you submit your changes.

Refining the Extract Process

Once you submit a new extract definition, the application automatically generates an extract process that you can edit using the Refine Extracts task from the Data Exchange work area. You can choose which parameters should display and which values are required. For example, you can choose to hide a specific parameter, or set a specific parameter so its value is required to run the extract process. You can also add parameters, as needed, that you want to be made available when running the extract process.

Creating a Payroll Interface Report from a Copy: Worked Example

This example demonstrates how to create an outbound interface report by copying an existing extract definition. The generated process extracts payroll-related employee and assignment information that is formatted for submission to a US third-party payroll provider.

The following table summarizes the key decisions for the scenario of building an extract definition.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What should the name be for the extract and what will be</td>
<td>US Payroll EFT Report</td>
</tr>
<tr>
<td>the name of the process it creates?</td>
<td></td>
</tr>
<tr>
<td>What special parameters does the extract use?</td>
<td>Parameters that support the option of extracting only</td>
</tr>
<tr>
<td></td>
<td>changed records.</td>
</tr>
<tr>
<td>What special employee information will be extracted?</td>
<td>All payroll-related information suitable to send to</td>
</tr>
<tr>
<td></td>
<td>a third-party payroll provider for payments to</td>
</tr>
<tr>
<td></td>
<td>employees.</td>
</tr>
</tbody>
</table>
The steps in this scenario are:

1. Copy the existing extract definition for US third-party payroll providers.
2. Submit the copied extract definition to create the extract process.
3. Edit the parameters of the generated extract process so it is ready for use.

You can perform all of these steps from the Data Exchange work area.

**Assumptions and Prerequisites**

This worked example assumes that the following prerequisites have already been met:

1. The legislative data objects have been set up according to your business requirements.
2. The security objects have been set up according to your business requirements.
3. The payroll objects have been set up according to your business requirements.

**Copying the Extract Definition**

1. Select the Manage Extract Definitions task in the Data Exchange work area.
2. In the **Name** field in the Search section, enter ADP.
   
   The US ADP Third-Party Payroll Extract displays in the search results.
3. Select the row containing US ADP Third-Party Payroll Extract, and then click **Copy**.
4. Enter a name for the new extract definition, for example US Payroll EFT Report.

   **Note**
   
   The name you assign here is used for the generated extract process and appears in the list when selecting the extract process to submit.

5. In the Search Results section, select the row containing your new extract definition, then click **Edit**.
6. Enter basic information about your extract definition as shown in the following table, and then click **Save**.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tag Name</td>
<td>Name used in the XML data file. Generated automatically, but can be modified.</td>
</tr>
<tr>
<td>Description</td>
<td>Optional text that displays in the search results about the generated report process for this extract.</td>
</tr>
</tbody>
</table>
7. Click **Switch Layout**.

**Compiling Formulas**

1. In the Extract Definition hierarchy, click **Extract Execution Tree**.

   **Note**
   
   You might need to collapse the data group node to find Extract Execution Tree in the hierarchy.

2. On the Extract Execution Tree page, click **Compile Formula**.

   **Note**
   
   Compiling formulas can take several minutes. You must wait for all formulas to compile before moving to the next step.

3. After the cursor is still, indicating that compiling is finished, from the View menu, select **Collapse All**.

4. From the View menu, click **Expand All**, and then verify that the formulas have compiled without error.

5. Click **Submit**.

**Refining the Extract Process**

After an extract definition is submitted, you can further refine how the extract process that is automatically created can be used, which parameters should display, and which values are required. In this example, we want to set certain parameters so that their values can be selected from choice lists when running the extract process.

1. From the Data Exchange work area, select **Refine Extracts**.

2. In the Search section, select the legislative data group.

3. In the Flow Pattern field, enter US Payroll EFT Report, and then click **Search**.

4. In the Search Results section, in the row containing US Payroll EFT Report, click **Edit**.

5. On the Parameters tab, click **Edit** to modify each of the following parameters as shown in this table.

<table>
<thead>
<tr>
<th>Flow Parameter</th>
<th>Display Format</th>
<th>Lookup</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes Only</td>
<td>SmartLOV</td>
<td>Yes/No</td>
<td>No</td>
</tr>
<tr>
<td>Payroll</td>
<td>SmartLOV</td>
<td>Payroll</td>
<td>Yes</td>
</tr>
<tr>
<td>Payroll Period</td>
<td>SmartLOV</td>
<td>Payroll Period</td>
<td>Yes</td>
</tr>
</tbody>
</table>

6. Verify that the remaining parameters are set to your preference. You can choose which parameters are visible to the user and whether a parameter value is required to run the process.

7. Click **Submit**.
Defining an Extract Using the Simplified Interface: Worked Example

This example topic demonstrates how to create a HCM extract including creating data groups, records, and attributes using the simplified interface. You create an extract definition to capture the details of what you want to extract, the structure in which the data must be extracted and how you want to deliver this data.

FAST Bank is a global organization with subsidiaries all over the world. As part of an external reporting requirement, FAST Bank must obtain the department and employee details across the entire company. This information must be sent to a third party in an XML file and to the HR manager with employee details grouped by department as a Headcount Report.

The following table summarizes the key decisions in this scenario:

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many extracts do I need to create to produce this type of report?</td>
<td>You create one extract definition to define a headcount report.</td>
</tr>
<tr>
<td>What type of extract do I create?</td>
<td>You create a HR Archive extract.</td>
</tr>
<tr>
<td>How many data groups do I need to create?</td>
<td>In this example there are 2 functional groups of information, therefore you create two data groups, one for department and one for employees.</td>
</tr>
<tr>
<td>How many records do I need to create?</td>
<td>You decide the number of records based on the sub-group of attributes within a data group. In this example, you create two records for the department data group:</td>
</tr>
<tr>
<td></td>
<td>• Department Details</td>
</tr>
<tr>
<td></td>
<td>• Department Summary</td>
</tr>
<tr>
<td></td>
<td>You create one record for the employees data group:</td>
</tr>
<tr>
<td></td>
<td>Employee Details.</td>
</tr>
</tbody>
</table>
| How many attributes do I need to create? | You decide the number of attributes based on the specific information required for that report. In this example, create the following attributes for the Department Details record:  
- Department Name  
- Department Location  
For the Department Summary record, create the following attributes:  
- Record Code  
- Report Date  
- Employee Count  
For the Employees Details record, create the following attributes:  
- Full Name  
- Gender  
- Date of Birth  
- Salary  
- Bonus  
- Tax Rate |
| Do I need to create any fast formulas? | You can use fast formulas at the following levels:  
- Extract Criteria level to determine certain conditions.  
- Extract Rule level to derive attribute values.  
- Extract Advanced Condition level to specify complex conditions.  
- Extract Record level to automatically generate formulas when you use the Generate Formula option. |

**Creating an Extract Definition**

1. On the Manage Extract Definitions page click on the Create icon to create a new extract.

   Use the Switch Layout button to open the extract in the Professional interface. Use the Professional interface to create and define HCM extracts without using a drag and drop system. You can perform most of the tasks for defining the extract in the Simplified interface, however to enter an effective date for the extract, you must switch to the Professional interface.

2. Enter FAST Bank Extract as the name and select HR Archive as the type. The application automatically creates the tag name based on the extract name and uses this name to generate the XML output file.
3. Click Save and the application saves the extract definition and automatically generates the parameters based on the type of extract. The parameters control the output of an extract. In this example, the application creates the following parameters:
   - Effective Date
   - Legislative Data Group
   - Parameter Group
   - Report Category
   - Request ID
   - Start Date

**Creating Extract Data Groups**

1. Select the Design icon to create the data groups.

2. Select the Create icon or use the HCM Data Objects tree to drag and drop a data group into the local area. A data group represents data that belongs to one or more logical data entities.

3. Using the drag and drop action, the application automatically creates the following information:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Departments</td>
</tr>
<tr>
<td>User Entity</td>
<td>PER_EXT_SEC_ORGANIZATION_UE</td>
</tr>
<tr>
<td>Root Data Group</td>
<td>Yes (By selecting this checkbox you select this data group as the starting point for the extract execution.)</td>
</tr>
</tbody>
</table>

4. Select Save and create another data group with the following information:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Employees</td>
</tr>
<tr>
<td>User Entity</td>
<td>PER_EXT_SEC_ASSIGNMENT_UE</td>
</tr>
<tr>
<td>Root Data Group</td>
<td>No</td>
</tr>
</tbody>
</table>

**Creating Extract Data Group Connections**

1. Ensure you enter the following details to create the extract data group connections. Data group connections enable you to define the master-detail of parent-child relationship between the entities. For example the Department and Employees data groups are linked with Department ID.

2. Complete the general fields, as shown in this table:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Data Group</td>
<td>Departments</td>
</tr>
</tbody>
</table>
3. Define the data group criteria for each data group. Data group criteria enables you to specify the filter conditions of what data you want to archive. You can specify the filter conditions as an expression or fast formula.

**Creating Extract Records**

1. Select the Department Data Group and ensure it includes the following extract record details. Extract records represent a physical collection of all required fields. If a data group has 3 records, then you can specify the sequence in which the application processes the records using the sequence field. You can also select the Next Data Group to identify which data group the application processes next.

2. Complete the general fields, as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Department Summary</th>
<th>Department Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Department Summary</td>
<td>Department Details</td>
</tr>
<tr>
<td>Effective Start Date</td>
<td>1/1/00</td>
<td>1/1/00</td>
</tr>
<tr>
<td>Sequence</td>
<td>20</td>
<td>10</td>
</tr>
<tr>
<td>Type</td>
<td>Trailer Record</td>
<td>Header Record</td>
</tr>
<tr>
<td>Process Type</td>
<td>Fast Formula</td>
<td>Fast Formula</td>
</tr>
<tr>
<td>Next Data Group</td>
<td>NA</td>
<td>Employees</td>
</tr>
</tbody>
</table>

3. Save the records and then select the Employees Data Group. Ensure this data group includes the following extract record details.

4. Complete the general fields, as shown in this table:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Employee Details</td>
</tr>
<tr>
<td>Effective Start Date</td>
<td>1/1/00</td>
</tr>
<tr>
<td>Sequence</td>
<td>10</td>
</tr>
<tr>
<td>Type</td>
<td>Detail Record</td>
</tr>
<tr>
<td>Process Type</td>
<td>Fast Formula</td>
</tr>
</tbody>
</table>

**Creating Attributes**

1. Select the Departments Details record within the Department Data Group and ensure it includes the following extract attribute details.

2. Complete the general fields, as shown in this table:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Attribute Entry</th>
<th>Attribute Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Department Name</td>
<td>Department Location</td>
</tr>
</tbody>
</table>
3. Select the Department Summary record and ensure it includes the following extract attribute details.

4. Complete the general fields, as shown in this table:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Attribute Entry</th>
<th>Attribute Entry</th>
<th>Attribute Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Record Code</td>
<td>Report Date</td>
<td>Employee Count</td>
</tr>
<tr>
<td>Data Type</td>
<td>Text</td>
<td>Date</td>
<td>Number</td>
</tr>
<tr>
<td>Type</td>
<td>String</td>
<td>Parameter Element</td>
<td>Summary Element</td>
</tr>
<tr>
<td>String Value</td>
<td>999</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Parameter</td>
<td>Effective Date</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Aggregate Function</td>
<td>NA</td>
<td>NA</td>
<td>Count</td>
</tr>
<tr>
<td>Aggregate Record Name</td>
<td>NA</td>
<td>NA</td>
<td>Employees Employee Details</td>
</tr>
</tbody>
</table>

5. Select the Employee Details record within the Employees Data Group and ensure it includes the following extract attribute details.

6. Complete the general fields, as shown in this table:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Attribute Entry</th>
<th>Attribute Entry</th>
<th>Attribute Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Full Name</td>
<td>Gender</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Start Date</td>
<td>1/1/00</td>
<td>1/1/00</td>
<td>1/1/00</td>
</tr>
<tr>
<td>Data Type</td>
<td>Text</td>
<td>Text</td>
<td>Date</td>
</tr>
<tr>
<td>Type</td>
<td>Database Item Group</td>
<td>Decoded database item group</td>
<td>Database item group</td>
</tr>
<tr>
<td>Database Item Group</td>
<td>Person Full Name</td>
<td>Person Gender</td>
<td>Person Date of Birth</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Attribute Entry</th>
<th>Attribute Entry</th>
<th>Attribute Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Salary</td>
<td>Bonus</td>
<td>Tax rate</td>
</tr>
<tr>
<td>Start Date</td>
<td>1/1/00</td>
<td>1/1/00</td>
<td>1/1/00</td>
</tr>
<tr>
<td>Data Type</td>
<td>Number</td>
<td>Number</td>
<td>Text</td>
</tr>
<tr>
<td>Type</td>
<td>Database item group</td>
<td>Record Calculation</td>
<td>Rule</td>
</tr>
<tr>
<td>Database Item Group</td>
<td>Assignment Salary Amount</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Calculation Expression</td>
<td>NA</td>
<td>Salary * 0.5</td>
<td>NA</td>
</tr>
<tr>
<td>------------------------</td>
<td>----</td>
<td>-------------</td>
<td>----</td>
</tr>
<tr>
<td>Rule</td>
<td>NA</td>
<td>NA</td>
<td>FAST Bank Tax Rule</td>
</tr>
</tbody>
</table>

**Defining the Delivery Options**

1. Select the Deliver icon to define the delivery options.

2. Select Export XSD to download the XML Schema Definition (.xsd) file for this extract setup. This exported file contains the structure of the extract definition: the data groups, records, and attributes.

3. Use the delivery options page to define the formatting and layout options for the extract definition.

   You can define delivery options for an extract using a BI publisher template, with the following delivery file output types: PDF, XLS, XML, DOC, and the following delivery modes FTP, email, fax. You can also choose Documents of Record as the delivery mode. This delivery mode enables you to store the output in the database and allows employees to view online payslips from documents of record. If the XML output is split and burst as separate files, then you can select the bursting node. For example, if you want all employees to be sent an email with their payslip, then set the bursting node to Employee_ID.

4. Complete the general fields, as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>1/1/00</td>
<td>1/1/00</td>
</tr>
<tr>
<td>End Date</td>
<td>12/31/12</td>
<td>12/31/12</td>
</tr>
<tr>
<td>BI Publisher Template</td>
<td>ReportLayout</td>
<td>EFTLayout</td>
</tr>
<tr>
<td>Output Type</td>
<td>PDF</td>
<td>EFT</td>
</tr>
<tr>
<td>Delivery Type</td>
<td>Email</td>
<td>FTP</td>
</tr>
<tr>
<td>Delivery Option Name</td>
<td>Email to HR</td>
<td>FTP to 3rd Party</td>
</tr>
<tr>
<td>Output Name</td>
<td>HeadcountReport</td>
<td>EFTReport</td>
</tr>
</tbody>
</table>

5. Ensure you enter the additional information such as, the server, username, and password for the FTP delivery type.

6. Enter FAST Bank Extract as the reporting category and click Submit.

**Submitting an Extract**

An extract definition automatically creates an extract process (payroll flow) with the same name as the extract. The extract process enables you to define an execution sequence of multiple tasks, including pre and post tasks. You can use the Refine HCM Extracts task to view and modify the extract process submission parameters, if required.

1. Select the Submit an HCM Process task and select the FAST Bank Extract process.
2. Enter FAST Bank Extract - Jan 2012 as the Payroll Flow (extract process).

3. Enter 1/1/12 as the Effective Date.

4. Select Next. You can specify interaction details if the task is dependent on other tasks with different extract processes. For example, this task must wait because another task is running.

5. Select Next and review the extract. You can schedule the extract, or run it immediately.

6. Select Submit.

7. Select OK and View Checklist to view the status of the process.

8. Select the View an HCM Process task to review the results of the extract run. Search for the FAST Bank Extract process.

9. Select Go to Task for FAST Bank Extract - Jan 2012, click the eyeglasses, and view the report output by selecting the report name.

### Frequently Used User Entities in HCM Extracts

A user entity is a logical entity associated with a data group defined using HCM extracts. This topic describes user entities related to people and payroll, and describes the type of data you can extract by using those user entities. You select user entities in the application when you define a data group.

The following table lists the most frequently used user entities related to person and payroll that you can use to decide the type of data you want to extract.

<table>
<thead>
<tr>
<th>User Entity Name and Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person (PER_EXT_SEC_PERSON_UE)</td>
<td>Use this user entity to retrieve all persons across the enterprise and all person related attributes.</td>
</tr>
<tr>
<td>Worker (PER_EXT_SEC_ASSIGNMENT_UE)</td>
<td>Use this user entity to retrieve all workers across the enterprise and all person, worker related attributes. For example, relationship, term and assignment details.</td>
</tr>
<tr>
<td>Worker Payroll (PER_EXT_PAY_EMPLOYEES_UE)</td>
<td>Use this user entity to retrieve all workers and their payrolls across the enterprise, all person, worker, payroll related attributes, and element entry data.</td>
</tr>
</tbody>
</table>

User entities in HCM extracts.

### Payroll Interface Output File Templates: Highlights

The US ADP Third-Party Payroll extract definition is configured to use a predefined eText template named USADPConnectionPayrollTemplate. Oracle BI Publisher uses this template to produce the output file that is sent to third-party payroll providers for payment processing. If you have additional information to send to the third-party payroll provider that is not supported by the predefined eText template, you must modify it or create a new one, as needed.

#### Understanding eText Templates

An eText template is an RTF-based template that is used to generate text output for electronic funds transfer (EFT) and Electronic Data Interchange (EDI)
information. At runtime, BI Publisher applies this template to an input XML data file to create an output text file that can be transmitted to a bank or other customer. Because the output is intended for electronic communication, the eText templates must follow very specific format instructions for exact placement of data.

- For information about creating and modifying eText templates to use for formatting output files, refer to the following section in the Report Designer’s Guide for Oracle Business Intelligence Publisher:

  See: Creating eText Templates

FAQs for Manage HCM Extract Definitions

How can I restrict the records to be extracted?

You can use extract data group criteria to define a set of filtering conditions the application performs on an extract data group. For example, you can use database items in the fast formula to represent the town_or_city and primary_flag columns in the per_addresses table to restrict the data to people living in London only. The extract definition would then exclude people with a primary address of anywhere other than London. You can specify the criteria conditions using an expression or fast formula.

What’s an extract type?

The type of extract you select determines the purpose of the extract. Here are some examples of the different extract types and why you select them. Use the Full Profile type for complete employee and payroll data archives. Use the Payroll Interface type for providing data to third party payroll service providers. Use the Payments type for salary payment method archives. For example, paid through cheque or bank transfer. Use the Benefits Carrier type for providing data to third party benefits service providers. Use the Archive Retrieval type for reports based on permanently archived data. For example, payslip. Use the EOY Archive for end of year archives (HR Payroll, Benefits). Use the HR Archive type for all HR archives, the Payroll Archive for all payroll or payslip archives, and use the Other Payroll Archive for all payroll archives. The type of extract you select also determines the parameters that are automatically generated. For example, if you select the Payroll Interface extract type, then the application creates a changes only parameter, as well as the other parameters.

How do I create a Changes Only HCM extract?

You can create a changes only extract run by including the ‘CHANGES_ONLY’ parameter and setting up threading details in the extract definition. A changes only extract enables you to run an extract to find out what data has changed
after the previous runs. For example, to find out if the job name has changed on a person’s assignment from the previous run. You set up multi-threading database items for a changes only extract for faster processing. The application considers data at a multiple threading level and uses this information to compare the changes. This type of extract can generate incremental data by comparing the previous runs.

You can select from four different modes that provide you with different data outcomes. Select N to include all data in the extract. Select Y to compare this extract run with previous runs and display the data that has changed only. Select Attribute to include elements that have changed or marked as mandatory. Select Attrib_Old to display elements that have changed or marked as mandatory plus the previous value.

**How do I create a BI Publisher template for HCM extract?**

You create a BI Publisher template using the Export XSD option in the extract execution tree and saving the file to your local machine. You can then load the downloaded XSD file to the BI Publisher word plug-in using the XML Schema option. If you require a report in a specific format, then you can create a template and save it by arranging the fields in the required format. Otherwise, you can create a default RTF template using the All Fields option.

**What's a threading database item and what is its connection to the extract data group?**

A threading database item is required for implementing the Changes Only feature. The threading database item is a unique ID in the chosen user entity (UE). Generally, for Pay Employee UE and Assignment UE it would be DBI with %ASSIGNMENT%ID. For Person UE, it would be DBI with pattern %PERSON %ID. You can declare one threading database item at the root data group or any child data group level. For example, you declare the threading database item from the location where you need changes only.

**What's a conditional action?**

A conditional action identifies the action to perform, and optionally, a message based on the outcome of a conditional expression or a predefined fast formula. Conditional actions are applied on the extracted data similar to criteria conditions that are applied prior to extraction. Actions and messages are predefined in lookups, and you can add your own messages by creating new values for the lookup.

When a condition is satisfied, you can use this feature to perform certain predefined actions. For example, you can exclude employees that satisfy a condition, such as all employees from a predefined country. You can also configure this feature to raise a warning when an employee’s salary is blank or beyond a specific level.
What's an exclusion rule?

An exclusion rule enables you to exclude or override a record that does not suit your requirements with your own record. The extract process does not process excluded records based on the legislative data group.

What's a reporting category in HCM extracts?

Report categories help to create combinations of various delivery options under a single run process or report category. By using report categories to deliver a HCM extract using a single run enables you to deliver multiple forms of output to multiple users for an extract definition. For example, an organization has a requirement to extract HR data and to e-mail the extracted data as a PDF report to HR, and FTP the same data in an EFT file to a third party. The organization can achieve this by creating 2 delivery options and grouping them under one reporting category.

Can I use Oracle Transaction Business Intelligence (OTBI) with HCM Extracts?

Yes. You have two options:

HCM Extracts can extract the data and produce an output using CSV, XML, or PDF. OTBI can then accept a data source in excel or XML format.

BI Publisher can also accept a data source in excel or XML format. HCM Extracts has integration with BI Publisher.
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 **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>InFusion Globals</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.
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</td>
<td>Element Entry</td>
</tr>
<tr>
<td>workbook?</td>
<td></td>
</tr>
<tr>
<td>What is the legislative data group for the</td>
<td>InFusion US Sun Power</td>
</tr>
<tr>
<td>batch?</td>
<td></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</td>
<td>Bonus - Annual</td>
</tr>
<tr>
<td>for the batch?</td>
<td></td>
</tr>
<tr>
<td>Who are the workers to receive the bonus</td>
<td>Nichole Brown and Joseph</td>
</tr>
<tr>
<td>element entries?</td>
<td>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 4-11

<table>
<thead>
<tr>
<th>Effective Start Date</th>
<th>2012-12-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Number</td>
<td>E1003564</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><strong>Restriction</strong></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><strong>Tip</strong></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>
Maintain Personal Payroll Information

Bank Name

<table>
<thead>
<tr>
<th>Column</th>
<th>Required</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Name</td>
<td>Yes</td>
<td>VARCHAR2(1440) Name of the bank to create.</td>
</tr>
<tr>
<td>Important</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>When adding bank names, ensure that a bank with the same name does not</td>
</tr>
<tr>
<td></td>
<td></td>
<td>already exist. Also, ensure that you follow any naming conventions that</td>
</tr>
<tr>
<td></td>
<td></td>
<td>may be in place.</td>
</tr>
</tbody>
</table>

Bank Number

<table>
<thead>
<tr>
<th>Column</th>
<th>Required</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Number</td>
<td>No</td>
<td>VARCHAR2(400) Bank number of bank to create. Bank number validation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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 Enter 1 for the first row and continue sequentially for</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>bank name and legislative data group that you select in the batch header.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Branch number validation varies depending on country-specific rules.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For example, in Australia, the combined value of bank number and branch</td>
</tr>
<tr>
<td></td>
<td></td>
<td>number must not exceed six numbers.</td>
</tr>
</tbody>
</table>
**BIC/SWIFT Code** | No | VARCHAR2(120)
--- | --- | ---
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.

### 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>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><strong>Column</strong></td>
<td><strong>Required</strong></td>
<td><strong>Comments</strong></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><strong>Column</strong></th>
<th><strong>Required</strong></th>
<th><strong>Comments</strong></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>
### FAQs for Manage Batch Upload

**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:

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.
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**.

**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.

**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><strong>Displayed</strong></td>
<td>Select to display the input value on the element entry.</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Allow User Entry</strong></td>
<td>Select to enter values on element entries.</td>
</tr>
<tr>
<td><strong>Required</strong></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><strong>Create a Database Item</strong></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><strong>Default</strong></td>
<td>Enter a value that appears as the default value for this entry value in element entries, if needed.</td>
</tr>
<tr>
<td><strong>Apply default at runtime</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Minimum</strong></td>
<td>Enter a minimum value for the element, if needed.</td>
</tr>
<tr>
<td><strong>Maximum</strong></td>
<td>Enter a maximum value for the element, if needed.</td>
</tr>
<tr>
<td><strong>Validation Formula</strong></td>
<td>Enter a formula that validates the entry value entered on element entries, if needed.</td>
</tr>
<tr>
<td><strong>Validation Source</strong></td>
<td>Use with the other input value options to select the valid validation method, such as lookups or formulas.</td>
</tr>
<tr>
<td><strong>Lookup Type</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Warning or Error</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Reference</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

**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.

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.

Manage Personal Payment Methods

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.

**Entering Bank Information for Personal Payment Methods: Critical Choices**

Bank, branch, and bank account information is shared across multiple applications. For example, if you add an employee’s bank details for expense payment, the same bank details are available for managing electronic funds transfer payment details for that employee. Who enters bank information depends on how security is configured at your site.

The configuration choices are:

- Enter bank information centrally
- Enter bank information on the Manage Personal Payment Methods page

**Entering Bank Information Centrally**

By default, only cash managers can enter banks and branches. They use the Set Up Bank, Branches, and Accounts task list in the Setup and Maintenance work area.

A web service and the batch loader are also available to migrate personal payment method information, including employee bank account details, from external sources.

**Entering Bank Information on the Manage Personal Payment Methods Page**

By default, on the Manage Personal Payment Methods page, employees can enter their own bank account details for existing banks and branches, but they cannot create new banks and branches. Similarly payroll managers, payroll administrators, and payroll coordinators can enter account details for the employees they handle, but they cannot create new banks and branches. If you want to enable the create option for any of these roles, you must add the Bank and Branch Management duty role to the relevant role.

It is not possible to edit bank and branch details on the Manage Personal Payment Methods page. You must use the Set Up Bank, Branches, and Accounts task list to edit existing banks and branches.

---

**Important**

If you enable employees or other roles to create banks and branches, provide guidance to use unique names and follow appropriate naming conventions. If enabled, employees can create bank and branches using the Manage Personal Payment Methods task.
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.

<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>
<tr>
<td>End a payroll for an employee (on the Manage Payroll Relationship page)</td>
<td>Last day of the payroll period in which the payroll is ended</td>
</tr>
<tr>
<td>Transfer an existing employee to a different payroll (on the Manage Payroll Relationships page)</td>
<td>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.</td>
</tr>
</tbody>
</table>

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).

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**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.
Payroll coordinators run the Calculate Gross Earnings process to calculate periodic values as run results and validate gross earnings calculations before extracting and sending data to a third-party payroll provider. This process is a required step for validating the calculated gross earnings results and updated payroll balances before sending any data to a third-party payroll provider.

You can view the results of the process, make corrections, retry or roll back the process, as needed. For example, after running the process, you might need to make changes to a person record that would affect results, such as adding an earnings element entry. You would then mark the person record for retry and run the process again. You can also:

- Run predefined reports to help validate the run results and ensure that all data the third-party provider requires is ready to be extracted.
- Compare balances between different payroll periods and run the predefined reports to help with validation.

The following figure illustrates the calculation and validation process.
You run the Calculate Gross Earnings process by selecting the Submit a Process or Report task from the Payroll Calculation work area. The first time you run this process, after all calculations are validated, it is recommended that you run the extract process that is configured for your third-party payroll provider to extract all records meeting the process criteria.

**Gross Earnings: How They Are Calculated**

The Calculate Gross Earnings process calculates gross compensation values based on payroll frequency and the element entries attached to an employee. Calculations are done only on the gross value of regular and supplemental earnings element classifications; the run results do not include any results of calculations based on imputed earnings, statutory information, absences, or voluntary or involuntary deductions. You can verify the results by viewing the statement of earnings, run results, and predefined payroll reports.

**Note**

Flat amount deductions entered at the payroll relationship level are passed on the primary assignment only. Percentage amount deductions entered at the payroll relationship level are aggregated to each assignment or term.

**Settings That Affect Calculation**

When you submit a process to calculate gross earnings, you supply a unique payroll flow name to name the process, a payroll name, a payroll period, and a
run type. This required information determines which payroll relationships and element entries to process and the calendar dates to use for the calculations.

The parameters to enter when running the process are described in the following table.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Flow</td>
<td>Name you assign when you submit the process. After running the process, you can use this name to search for it and monitor its status.</td>
</tr>
<tr>
<td>Payroll</td>
<td>Name of the payroll definition that determines the payroll period, calendar, and frequency.</td>
</tr>
<tr>
<td>Payroll Period</td>
<td>Payroll period for the payroll you are calculating and is used to determine other dates for processing.</td>
</tr>
<tr>
<td>Process Date</td>
<td>Optional. First date range on which to retrieve effective data for calculation. This date usually corresponds to the process dates of the specified payroll definition.</td>
</tr>
<tr>
<td>Date Earned</td>
<td>Optional. Date of element entries to include in the calculation run. The date you enter here overrides the default value determined by calendar of the specified payroll definition.</td>
</tr>
<tr>
<td>Consolidation Group</td>
<td>Optional. Name of the grouping of payroll runs for the specified payroll definition. The group you enter here overrides the default consolidation group for post-run processing.</td>
</tr>
<tr>
<td>Run Type</td>
<td>Name of the run type that determines which payroll calculations to perform.</td>
</tr>
<tr>
<td>Payroll Relationship Group</td>
<td>Optional. Name of a group of payroll relationships to restrict the people that are included in the run.</td>
</tr>
<tr>
<td>Process Configuration Group</td>
<td>Optional. Name of a group that determines performance parameters such as logging, chunk size, and number of threads. The group you specify here overrides the default process configuration group.</td>
</tr>
<tr>
<td>Element Group</td>
<td>Optional. Name of a group of elements included in the run. The element group must contain only elements with a primary classification of earnings or supplemental earnings. You create element groups on the Manage Object Groups page.</td>
</tr>
</tbody>
</table>

**How Results Are Calculated**

Calculations of gross earnings occur 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. The resulting multilevel aggregation ensures the correct calculation and distribution of earnings. The following figure illustrates the calculation process.
The main steps of the calculation process are as follows:

1. The 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.

2. The process creates a payroll action representing the payroll and a payroll relationship action for each relationship processed.

3. The process loads into memory the element entries for the payroll relationship action it is processing.

4. The process identifies and determines any formulas to run when calculating the element for a payroll relationship action.

5. At the end of the 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. The process then writes and updates the balances to the database.

**Example 1: Calculation Based on Annual Salary Basis**

Your payroll provider might require you to pass periodic values for gross earnings, based on the payroll frequency of each employee. If you use a different salary basis, such as annual, to store the values, you can run the process to calculate the periodic values.

The formula attached to the annual salary would calculate the periodic value and feed this to a run result during the payroll run. The run result value can then be reported using an outbound interface report.

**Example 2: Calculation Based on an Element Group**

If you have defined a variety of standard earnings and supplemental earnings elements, you can restrict the calculation process to consider only the earnings elements you have associated with an element group. You specify the value of the element group as a parameter when running the process.

**Viewing and Verifying Gross Earnings Calculation Results: Points to Consider**

Once you submit a Calculate Gross Earnings process, you can monitor its progress and see if there are any warning or error messages. You can also view
the actual run results. Viewing the results ensures accuracy of your results and minimizes the effort involved in correcting problems you find later.

**Viewing Results**

You search for your flow on the Overview page from the Payroll Calculation work area. From there, you can see whether the overall process has completed, and you can investigate and correct any problems that are found. For any task that has not completed, you can click **Go to Task** and navigate through the Processes and Reports tab on the Task Details page and view the person process results to see any records that are preventing the task from completion.

You can also view the following tasks to view detailed results:

- View Payroll Process Results
- View Person Process Results

Use the View Payroll Process Results task from the Payroll Calculation work area to verify the results for all the people and 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.

Use the View Person Process Results task from the Payroll Calculation work area to verify individual run results for the payroll flow. Refer to it also when researching results for a person over several payroll periods. This page provides access to the following information:

- Balance Results: Review balance results to confirm that the process has completed successfully, to check that a worker has the correct pay, 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.

**Viewing Reports**

Even after viewing process results, there still could be records or balances that require validation. For further validation, you can run and verify the output of the following reports, using the Submit a Process or Report task from the Payroll Calculation work area.

- Element Result Register
  This register is a listing of the elements and pay values for a worker, such as earnings amounts processed by the Calculate Gross Earnings process.

- Payroll Run Result Report
  This report extracts balances written by the Calculate Gross Earnings process for a specific payroll period, which can be used to check and validate the values in the Element Result Register.

After validation of the run results, when it is time to extract the data for your third-party payroll provider, you would run the outbound interface report to retrieve data for all employee records meeting the process criteria.
Run Outbound Interface Reports

Outbound Interface Reports: How They Are Processed

Once an extract definition has been created for an outbound interface report, you can run the extract process using the Submit a Process or Report task from the Payroll Calculation work area.

Settings That Affect Report Output

When you run an outbound interface report, all calculations are performed for all employees that match the criteria that you specify. The default parameters to enter when running the process are described in the following table.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative Data Group</td>
<td>Name of partition used for payroll information.</td>
</tr>
<tr>
<td>Payroll Flow</td>
<td>Name you assign when you run the process. After running the process, you can use this name to search for it and monitor its status.</td>
</tr>
<tr>
<td>Effective Date</td>
<td>First date of which to retrieve effective records.</td>
</tr>
<tr>
<td>Payroll Name</td>
<td>Name of the payroll definition from which to extract data.</td>
</tr>
<tr>
<td>Payroll Period</td>
<td>Name of the payroll time period as entered in the payroll definition.</td>
</tr>
<tr>
<td>Changes Only</td>
<td>Optional. Indicator determining whether to extract only changed records. If not selected, the default behavior is to extract all records matching the process criteria.</td>
</tr>
<tr>
<td>Process Configuration Group</td>
<td>Optional. Name of a configuration group determining performance parameters, such as logging, chunk size, and number of threads. The group you specify here overrides the default process configuration group.</td>
</tr>
</tbody>
</table>

How Initial and Subsequent Reports Are Processed

The first time you run the outbound interface report, it retrieves all employee records and other data that was defined in the extract definition when creating the extract process. Subsequent runs can extract full records or only records that have changed since the previous time the extract process was run. The decision to run your extract process in change-only mode depends on the requirements of your third-party payroll provider. Some payroll providers require that all information is provided each period, and some require only changes be provided.

When running the extract process in change-only mode, the application compares the extracted employee data with the values that were extracted in the previous payroll period. If no changes are found, the data output file contains no
data. If any changes are found, the data output file contains all records for each employee with changes.

You run the extract process in change-only mode by setting the Changes Only parameter to Yes.

Extracting Payroll Data for Third-Party Processing: Worked Example

This example demonstrates how to run and validate an extract process that extracts payroll-related employee information to send to a third-party payroll provider. In this example, the third party is a payroll provider named ADP Streamline, which is issuing employee payments in France.

The following table summarizes the key decisions for the scenario of extracting data for third-party payroll processing.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the extract process name to use for the payroll provider?</td>
<td>France ADP Streamline Payroll Extract</td>
</tr>
<tr>
<td>What is the legislative data group for the payroll whose data you want to extract?</td>
<td>InFusion FR Sun Power</td>
</tr>
<tr>
<td>What is the name of the payroll whose data you want to extract?</td>
<td>InFusion FR Weekly Payroll</td>
</tr>
</tbody>
</table>

In this example, the payroll provider expects the output file to be generated once for each weekly payroll period. The output file contains only records of employees where some value has changed. When the output file is received by the payroll provider, the data already held is updated with the changed information so that payments are made correctly.

There are four primary steps when extracting data for third-party payroll processing:

1. Run the Calculate Gross Earnings process.
2. Verify the results in the Element Result Register and Payroll Balances reports.
3. Run the extract process.
4. Verify the results in the output file.

Assumptions and Prerequisites

This worked example assumes that the following prerequisites have already been met:

1. The France ADP Streamline Payroll Extract was created by copying the predefined extract definition.
2. The extract process created in the previous step has been refined so that the Changes Only parameter is available when submitting the process.
3. Eligible employees have element entries for any elements referenced in the extract definition.
4. Employees opting for electronic funds transfer payments have their personal payment methods set up with the appropriate bank, branch, and account information.
5. A full extract of all employee data has already been provided to ADP Streamline as a baseline. You can run a full extract by setting the Changes Only parameter to No.

**Submitting the Calculate Gross Earnings Process**

The Calculate Gross Earnings process ensures that all balances retrieved by the extract process are up-to-date and accurate.

1. In the Payroll Calculation work area, click the **Submit a Process or Report** task.

2. In the **Legislative Data Group** list, select InFusion FR Sun Power.

3. Select the Calculate Gross Earnings flow pattern, and then click **Next**.

4. On the Enter Parameters page, enter values as shown in the following table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Flow</td>
<td>Name to identify the process you are submitting, for example, InFusion FR Weekly Calculation. Note: You can use this name when searching for status or results of the process.</td>
</tr>
<tr>
<td>Payroll</td>
<td>Name of the payroll definition, for example, InFusion FR Weekly Payroll.</td>
</tr>
<tr>
<td>Payroll Period</td>
<td>First payroll period that has not already been calculated and extracted for the payroll.</td>
</tr>
<tr>
<td>Run Type</td>
<td>Regular</td>
</tr>
</tbody>
</table>

5. Click **Next**.

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

7. On the Review page, review the values and then click **Submit**.

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

   **Note**

   If you choose not to view the checklist now, you can search for your process later from the Payroll Calculation work area.

**Verifying and Viewing Results**

You first verify that the process completed successfully. Then you verify the balances in the two reports that are generated by the Calculate Gross Earnings process. The two reports to view are:
• Payroll Balances Report
• Element Result Register

1. In the task list, in the row containing Calculate Gross Earnings, click Go to Task.

2. On the Processes and Reports tab, verify that the process is 100 percent completed.

   **Note**
   If the process is not 100 percent completed, go to the Errors and Warnings tab to check for any messages.

3. On the Processes and Reports tab, in the row with the process ID, click View Results.

   You should see two reports in the View Results window.

4. Click the file name or URL of each report to view its content.

5. Click OK.

**Running the Extract Process**

The extract process retrieves balances from the results of the Calculate Gross Earnings process and other payroll-related information, using element entries and database items determined by the extract definition.

1. In the Payroll Calculation work area, click the Submit a Process or Report task.

2. In the Legislative Data Group list, select InFusion FR Sun Power.

3. Select the ADP Streamline Payroll Extract flow pattern, and then click Next.

4. On the Enter Parameters page, enter values as shown in the following table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payroll Flow</strong></td>
<td>Name to identify the process you are submitting, for example, InFusion FR Weekly Payroll.</td>
</tr>
<tr>
<td><strong>Note</strong></td>
<td>You use this name when searching for status or results of the process.</td>
</tr>
<tr>
<td><strong>Effective Date</strong></td>
<td>Last date in range to retrieve effective data.</td>
</tr>
<tr>
<td><strong>Changes Only</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Payroll Name</strong></td>
<td>Name of the payroll definition, for example, InFusion FR Weekly Payroll.</td>
</tr>
</tbody>
</table>
5. Click Next.
7. On the Review page, review the values and then click Submit.
8. Click OK and View Checklist.

Note
If you choose not to view the checklist now, you can always search for your process later.

Verifying the Output File
You can view the output file to verify that it contains the data you expected.

1. In the task list, in the row containing the name of your extract process, click Go to Task.
2. On the Processes and Reports tab, verify that the process is 100 percent completed.

Note
If the process is not 100 percent completed, go to the Errors and Warnings tab to check for any messages.

3. On the Processes and Reports tab, in the row with the process ID, click View Results.
4. In the View Results window, click the file name or URL of the output file to view its content.
5. Click OK.

Resolving ADP Connection Output File Extract Errors: Examples

The Oracle Fusion Payroll Interface keeps no records of what files you send to ADP Connection or when you send them. It is up to you to ensure the accuracy of the Oracle Fusion Human Resources Management Systems (HRMS) for the US data you capture and upload to ADP. The data maintained in Fusion must remain your source of truth. Any change or correction of employee or payroll data must be made in the Oracle Fusion application first and then communicated to ADP Connection through the upload process.

The following examples provide instruction on how to maintain your data integrity on both the Oracle and ADP sides:

• Correcting Employee Data Before Output File Generation
• Correcting Payroll Data Before Output File Generation
• Correcting Data Before Output File Upload
• Correcting Data After Output File Upload
• Resolving Invalid or Missing Earnings Data

Correcting Employee Data Before Output File Generation

In the case where you have found an error in your employee data, and you have not yet submitted the extract process, simply make your corrections in Oracle Fusion HRMS for the US. Your changes will be migrated to ADP when you perform your next upload.

If you discover your errors after generating the output file, refer to "Correcting Data Before Output File Upload" below.

If you discover your errors after uploading the output file to ADP, refer to "Correcting Data After Output File Upload" below.

Correcting Payroll Data Before Output File Generation

In this case, you want to make payroll changes for one or more employees (such as applying an additional earnings entry) after running the Calculate Gross Earnings process but before submitting the extract process. To resolve, you must:

1. Mark the Calculate Gross Earnings process for retry.
2. Correct the payroll information.
3. Retry the process. The system recalculates and generates new results for the affected employees.

If you discover your errors after generating the output file, refer to "Correcting Data Before Output File Upload" below.

If you discover your errors after generating the output file to ADP, refer to "Correcting Data After Output File Upload" below.

Correcting Data Before Output File Upload

In this case, you need to make corrections to your employee or payroll data, but you have already generated the extract file. If you know for certain that the last extract file was not sent to ADP, you must:

1. Roll back the payroll extract process.
2. Correct the errors.
3. Rerun the extract process.

If you discover your errors after uploading the output file to ADP, refer to "Correcting Data After Output File Upload" below.

Correcting Data After Output File Upload

If you discover errors in your data after you have generated the output file and uploaded it to ADP Connection for Payforce, you must first correct the
data within Oracle Fusion HRMS (US). Once that is complete, use the tools and processes provided by ADP to ensure that their data is updated to match the data maintained by Oracle. ADP has no rollback functionality, so you must make these corrections manually. This ensures the information maintained by ADP correctly reflects the information maintained by Oracle.

If manual intervention is not possible on your ADP system, then you must:

1. Restore your ADP system from the prior day's backup.
2. Roll back the Payroll Interface payroll extract process.
3. Resubmit the extract process to generate a new output file.
4. Upload the new file.

**Resolving Invalid or Missing Earnings Data**

You use the Calculate Gross Earnings process to calculate periodic payroll run results and validate gross earnings calculations before you extract and send data to the third-party payroll provider. For any payroll period, if you fail to run this process before generating the output file, the gross compensation values for your employees may be incorrect or missing entirely. For example, any new employee hired during the current payroll period would have no salary information processed by payroll.

If you are unsure that you have run Calculate Gross Earnings process:

- Check the payroll process or person process results to confirm whether or not Calculate Gross Earnings has been run for this payroll period.
  
  If not, run Calculate Gross Earnings before continuing.
- If you have already submitted the extract process, check the output file for empty or missing DE records (earnings).
  
  To resolve, you must roll back the payroll extract process, submit the Calculate Gross Earnings process, and then generate a new output file.
- Once you have uploaded the output file, check your payroll data in ADP for missing or incorrect earnings.
  
  To resolve, you must use the tools provided by ADP to ensure the earnings data is correct. ADP has no rollback functionality, so you must make these corrections manually. No action is required in Oracle Fusion HRMS (US). When you submit the Calculate Gross Earnings process for the next payroll period, the earnings information will be captured.

**FAQs for Run Outbound Interface Reports**

**What happens if I fail to upload my US ADP Connection output file?**

If you fail to upload an output file to ADP Connection before generating a new file, what you should do depends on if you have uploaded the second, newer file. If you have uploaded the newer file, you must use the tools and processes.
provided by ADP to ensure that the data and changes reflected in the older file are included into their records. ADP has no rollback functionality, so you must enter this data manually. If manual intervention is not feasible, then you must restore the ADP system using a backup prior to the upload and then upload both output files in their proper order. If you have not uploaded the newer file, upload the older file first to ADP and then the newer file. This ensures the data maintained by ADP correctly reflects the data maintained by Oracle HRMS, which is the source of truth.
abstract role
A description of a person’s function in the enterprise that is unrelated to the person’s job (position), such as employee, contingent worker, or line manager. A type of enterprise role.

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.

condition
An XML filter or SQL predicate WHERE clause in a data security policy that specifies what portions of a database resource are secured.

consolidation group
A grouping of payroll runs within the same time period for the same payroll, for which you can run reporting, costing, and post-run processing. You can specify a default consolidation group for each payroll definition.

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.

data dimension
A stripe of data accessed by a data role, such as the data controlled by a business unit.
**data role**
A role for a defined set of data describing the job a user does within that defined set of data. A data role inherits job or abstract roles and grants entitlement to access data within a specific dimension of data based on data security policies. A type of enterprise role.

**data security policy**
A grant of entitlement to a role on an object or attribute group for a given condition.

**database resource**
An applications data object at the instance, instance set, or global level, which is secured by data security policies.

**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.

**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.

**enterprise role**
Abstract, job, and data roles are shared across the enterprise. An enterprise role is an LDAP group. An enterprise role is propagated and synchronized across Oracle Fusion Middleware, where it is considered to be an external role or role not specifically defined within applications.
entitlement
Grants of access to functions and data. Oracle Fusion Middleware term for privilege.

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.

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.

job role
A role for a specific job consisting of duties, such as an accounts payable manager or application implementation consultant. A type of enterprise role.

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.

legal employer
A legal entity that employs people.

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.

outbound interface report
An extract process submitted by payroll coordinators to extract payroll-related data that is given to a third-party payroll provider.

payment method
Indicates the method of payment, such as check, cash, or credit.

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.

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.

role
Controls access to application functions and data.

security profile
A set of criteria that identifies one or more human capital management (HCM) objects of a single type for the purposes of securing access to those objects.
Security profiles can be defined for persons, organizations, positions, countries, LDGs, document types, payrolls, and payroll flows.

**SQL predicate**
A type of condition using SQL to constrain the data secured by a data security policy.

**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**
An association between a person and a legal employer, where the worker type determines whether the relationship is a nonworker, contingent worker, or employee work relationship.

**XML filter**
A type of condition using XML to constrain the data secured by a data security policy.